

2021/2022 | Stevenson-Carson School District



STEVENSON
CARSON 
SCHOOL DISTRICT

Student-Family Handbook

Students First!

Student- Family Handbook

2021/2022

Handbook Summarizes District Policies and Procedures

Dear Students, Parents and Guardians,

Welcome to Stevenson-Carson School District! The purpose of the student handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In case of a conflict between a board policy and the provisions of this handbook, the policy most recently adopted by the board will prevail. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff and parents/guardians.

Again, this year our student handbook is located on the building website. You can access this website by logging onto www.scsd303.org and clicking on the name of your building. The handbook can be found in the Parent Information section of each building website. Should you be unable to access the handbook electronically, please contact the building secretary to request a paper copy of the handbook. All students are required to return the signature sheet that was sent home and emailed.

As a child's primary supporter, parents/guardians are very important to the success of the educational experience. A cooperative relationship between the school and home, in which students, parents/guardians, and teachers meet their responsibilities, is necessary if every child is to be successful. Please do not hesitate to contact your child's teachers or principal when questions or concerns arise.

This year, as we continue to work in a world with COVID-19, some of our practices may change and adapt to keep everyone in our community healthy and safe. Please be understanding as we navigate these uncertain, and ever-changing times. If you have individual questions or needs, please call the school.

It is imperative that parents/guardians and students read and review this handbook. We are asking for signatures on the notification page indicating that each has reviewed the handbook. Please read it carefully and keep it in a safe location for future reference. Please take special note of attendance, drop off/pick up and discipline policies. For the safety and wellbeing of all students, these policies are enforced with fidelity. If you have a concern please call your building principal to arrange a time to speak by phone or in virtual meeting. In order to protect the academic integrity of school programming, a building administrator may not be available should you arrive at the building without an appointment.

If you have any question, please call the school office for clarification. **Please return the signature page to your school. Thank you for your support.**

Sincerely,

Ms. Karen Schreiber
Stevenson Elementary

Ms. Sarah Dodson
Carson Elementary

Dr. Benton Dorman
Wind River Middle

Mr. Bill Schwan
Stevenson High

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General Information

Access to Release of Student Information

Parent/Guardian and Eligible Student Access

All Parents/Guardians may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The Parents/Guardians' rights relating to the education records transfer from the Parents/Guardians to the student once the student becomes an eligible student; however, Parents/Guardians maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either Parents/Guardians, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the Parents/Guardians' rights to inspect records have been legally modified. If a Parents/Guardians or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the Parents/Guardians or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record. The district will annually notify Parents/Guardians and eligible students of their rights in accordance with law through the Family-Student Handbook.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent/guardian or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent/guardian or eligible student unless a parent/guardian or eligible student notifies the district in writing as directed. Parent/guardians and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released. Even if parent/guardians or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

General Directory Information: The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications or to any person without first obtaining written consent from a parent/guardian or eligible student: Student's name; date and place of birth; parent/guardians' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs,

videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy

Limited Directory Information: In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent/guardian groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parent/guardians and to raise funds for district activities; parent/guardians of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and email address; and the parent/guardians' addresses, telephone numbers and email addresses.

Military and Higher Education Access: The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent/guardian or a secondary school student who is at least 18 submits a written request, the district will not release the information without first obtaining written consent from the parent/guardian of the student.

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting in writing to the front office at the student's school.

Change of Address/Telephone Number

Please notify your student's school immediately if you have a change of mailing address, email address or telephone number (home, work, mobile). Please make sure your child has at least two emergency contacts in their information.

Communication in the District

The following are some communication methods that may be used consistently:

Email – Email is a great way to get in touch with staff so it does not interrupt teaching and they can periodically answer during the day, or within one school day. Staff email protocol: lastnamefirstinitial@scsd303.org ex. Jan Doe = doej@scsd303.org

School Newsletters & Bulletins – Each school has a newsletter which will be distributed on a regular basis. The newsletter will be used to highlight student and school-wide accomplishments, communicate upcoming events, share parenting tips, etc.

Classroom Newsletters- The classroom teacher may keep you informed as to what is going on in the classroom.

Facebook- SCSD will periodically share information about special events or classroom activities throughout the district. <https://www.facebook.com/StevensonCarsonSchools/>

School Messenger/Parent Square- our District will send out important updates and reminders through our automated system. This includes school closures due to weather. Please make sure the office has your most current phone numbers and email.

School Website—Check the SCSD and school websites for upcoming events and news at www.scsd303.org.

Please check your elementary child's backpack for communication.

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
2. Building principal
3. Superintendent
4. Board of Directors

The majority of questions can be addressed at the building level. If further assistance is needed, contact the appropriate individual at district office at (509) 427-5674.

Families are encouraged to use social media respectfully. Questions and concerns should be directed to the school for resolution, instead of posted on social media. Inappropriate or derogatory posts will be asked to be changed or removed. Defamation could result in legal action.

Flag Salute

The flag salute is a state law. Students and families who do not wish to observe this practice should sit quietly. We appreciate a note or contact from home indicating your desire for your child to not participate in the flag salute so that we may support your child.

Image of Students & Opt-Out

There are many occasions that your students' picture may be taken. These pictures may be displayed in the local paper or on our district/building media, including the web page and Facebook. If a parent or guardian does not want his or her child's image or information shared for this purpose, please contact your child's school to complete the Notification Signature form.

Notice of Non-discrimination

The Stevenson-Carson School District does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs and activities. Further, in accordance with federal law, the district provides equal access to its facilities to the Boy Scouts and other designated youth groups. Reports should be directed to the acting compliance officer, who is the superintendent, Ingrid Colvard, for quality and evaluation.

Office Address:

Stevenson-Carson School District
PO BOX 850
350 Bulldog Drive
Stevenson, WA 98648

Phone Number:
(509) 427-5674

Conferences

Although there will be ongoing communication with parents/guardians, formal conferences will be held in the fall and spring. Specific times and dates will be sent home during the school year or can be found on our district calendar.

Parent/Guardians' Right to Know

Under federal law (ESSA), parents and guardians may request information regarding the professional qualifications of their students' classroom teachers and paraprofessionals. Please contact the Stevenson-Carson human resources department to request this information. You have a right to request the following:

- Whether the student's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the student's teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Whether the teacher is teaching in a field or discipline of the certification of the teacher;
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Public Education for Students with Disabilities

All responsible public agencies are required to locate, evaluate and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Stevenson-Carson School District ("District") assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.

The district assures that it will provide information and referral services necessary to assist the state in the implementation of early intervention services for infants and toddlers eligible for the district pre-school program.

The district assures that personally identifiable information collected, used or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading or violates the privacy or other rights of their child. Parent/guardians have the right to file complaints with the U.S. Department of Education or the Washington State Office of Public Instruction (OSPI) concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

School Closure & Late Start

On days when school may be closed or opening late, the district's automated phone service will contact you. **IMPORTANT:** The automated message will begin only after it detects a human voice or answering machine and will appear as a call from Stevenson-Carson School District on your phone's caller id. It is important that you listen to the computer-generated message rather than calling the local school or District Office, as staff may not have complete details of the message that went out. You may go to the district web site at www.scsd303.org to find out the latest information on school closure or late start. On late start mornings, no breakfast will be served. Television and radio stations will also carry closure information.

Search & Seizure

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student is subject to search by authorized school officials if reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct. No student shall be subject to a strip search or body cavity search by school staff. Authorized school officials shall include all administrative staff of the district and staff members appointed by administrative staff as their representative. (Board Policy 3230, RCW 28A.600.230) At times, the school may partner with local law enforcement or private contractors to do random canine-assisted searches. The purpose of unannounced canine-assisted inspections of the school building and property, classrooms, property, vehicles, and backpacks is to reduce the presence or influx of drugs, weapons or explosives for the protection of all children. Students have a lowered expectation of privacy at school and the use of canines to sniff air around items or places is not a search. At no time will any person be subjected to inspection by the detection canine. Students who elect to park vehicles on district property waive an expectation of privacy and agree that the vehicle may be sniffed (Board Policy 3230).

Skyward Parent/guardian Portal

Skyward is a web-based student information system that allows educators, parent/guardians and students to share information. Skyward allows parent/guardians access to their student's grades (middle school and high school), attendance and other information online, anytime. For information on how to set up your free Skyward account, please contact your child's school. Privacy and security are very important to the district. User information is never sold and will not be shared with organizations outside of Skyward unless required or permitted by law. Students and parent/guardians can access Skyward through the school website.

Student Insurance Program

School accident insurance and school dental insurance is available at a minimal cost to parent/guardians. Please contact your child's school office for further information.

Technology Use

Parent/guardians and students using district technology will be required to accept responsibility through a laptop agreement, outlining the care and handling and expectations for student use of district laptops. Included in this agreement is an acknowledgement that students will be responsible for damages. Laptop related incidents that occur at school involving multiple parties will be investigated by district administration. For more regarding our Technology Policy, please see the appendix or the district website.

Telephone

Office phones are available should a student need to call a parent or guardian. However, no phone calls are to be made during class time except in case of an emergency determined by staff. The phone may not be used for long distance phone calls, except as necessary to call a parent or guardian, or to call another student's cell phone.

Tobacco and Drug-free Policy

Students, staff members and visitors are prohibited from possessing or using drugs, alcohol, tobacco, tobacco products and smoking-related products (including, but not limited to, any electronic smoking devices, such as, e-cigarettes, vapes, vaporizers, vape pens, hookah pens, JUUL products, and e-pipes) in accordance with Board policy. This includes, but is not limited to, all district buildings, on or about district grounds, on school buses, in district vehicles and at all School District activities. No student may leave the school campus during the school day to engage in the activities prohibited by this paragraph.

Visitors

Parents/guardians are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance so the building principal can set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action.

Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the office. If a visitor needs to enter the building farther than the school office or check out a student, the visitor must register by presenting a valid, state-issued ID to the school's office staff.

Friends of students may not be brought to school or arrive at school as visitors. Unruly or disruptive conduct by visitors that interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

In most cases, parents/guardians are allowed to visit school and eat lunch with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents/guardians planning to eat lunch with their child should notify the school office one day in advance.

In order to assure health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. Staff members may use live animals as part of the curriculum only after permission is obtained from a building administrator.

Volunteer Program

We appreciate any help offered, and our students greatly benefit from this assistance. If you would like to volunteer in any area—library, playground, helping in classrooms, tutoring, field trips, etc. please contact the school. All volunteers are asked to complete a school volunteer disclosure form and a Washington State Patrol Request for Criminal History Information. Parent/guardians who wish to serve as field trip chaperones are required to adhere to the Guidelines for Volunteer Field Trip Chaperones as provided by ESD 112. All volunteer field trip chaperones must be at least 21 years old. Field Trip Chaperone

Guidelines are available from the school office. *All health and safety protocols required by the State or District must be followed in regard to COVID.

Welcome to School Events

Each year, prior to students returning, schools provide a welcome to the new year. This is a time where students and families can meet their new teacher(s), see the classroom, and make appointments with the office. *During the current school year, these events will may look different and could be done virtually.

Information

Assemblies

Assemblies may be scheduled throughout the school year, with the primary aim to provide educational, school spirit, and celebratory experiences that cannot normally be provided in a classroom. Since assemblies represent a part of the educational program, attendance is required of all students. Students will be supervised by teachers at assemblies. Students are expected to conduct themselves in keeping with school-wide expectations.

Attendance Guidelines

The Stevenson-Carson School District is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school.

Since attendance represents a critical component in the overall success of each student, when a student's absenteeism is excessive, the school will send a letter to the student's parents/guardians. The letter sets out the total number of student absences and the importance of school attendance. If the student's attendance does not improve, the school will take additional steps to ensure the parent/guardian is aware of the student's poor attendance. The school may also make a referral to the Skamania County Court for truancy.

Daily Absence Reporting: Parents/guardians should notify the school by telephone each day a student is absent. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian. Students who are absent without a parent or guardian's excuse may be considered truant. All absences, including those approved in advance by parents or guardians or school officials, except those for school-sponsored activities, will count against a student's attendance. The school encourages parents to schedule doctor and dental appointments after school hours. Excessive absences may affect a student's academic achievement. Parents/guardians may be required to submit supporting documentation in order to excuse the absence of their student if student absenteeism is excessive. For example, in order for the absence to be excused, parents/guardians may be asked to submit written notification from a licensed physician stating the reasons why a student is unable to attend school.

Requests to Leave School: Parents/guardians must notify the attendance office if their child needs to leave for an appointment. If parents/guardian cannot be reached regarding a request to leave school, individuals designated as an emergency contact may be contacted to pick the student up from school or

asked to approve the student's release from school. Students must check out through the attendance office for their absence to be considered excused. Students who leave school without prior parent/guardian consent and without checking through the office will be considered truant.

School Activities: Students represent their schools in a variety of athletic and academic activities. When a student serves as an authorized representative of his/her school, the student is not considered absent (except in summer school). Students who choose to participate in extracurricular activities are to make up all assignments missed when classes are missed. Students must attend school on the day of an extracurricular activity in order to be eligible for participation.

Tardiness: A student is tardy if she or he is not present at the start of class. A student arriving late to school must report to the office for a tardy pass to his or her first class. Students who are frequently tardy, either at the beginning of the day or to classes during the day, may be subject to disciplinary measures.

Truancy: Students who are absent from school without the consent of a parent/guardian and the administration shall be considered truant. School administration will determine whether the student's absence is excused or unexcused. Truancy is a violation of state law as well as district policy and may result in disciplinary action.

Upon arrival to school grounds: Once arriving at school, students must remain on school grounds and in the building until dismissal.

Please see the appendix for more guidance on attendance.

Multi-Lingual/English Language Learners

Students whose primary language is not English may require specialized instruction. The Stevenson-Carson School District offers a program to support the English language that includes listening, reading, writing and speaking. For more information on English Language Learner (ELL) program services, please contact your child's school. Parent/guardians of all new students enrolling in the Stevenson-Carson School District must complete the home language survey found in the enrollment packet for their neighborhood school. If a language other than English is indicated on the form, the student(s) will be administered an assessment to determine possible placement into the program.

Interpreters are available to assist with communication between school personnel and family.

Breakfast/Lunch Program

Money may be deposited on your child's account before school or online through Skyward. All meal money at school must be deposited in the office. If a student has forgotten his/her lunch money, he/she may call parents/guardians for lunch. No charges are allowed by regulations of the Washington State Auditor's Office. Families may not share meal accounts. A student will be given a pin number and will be responsible for remembering it to access their account.

Free and Reduced Lunch: Students may be eligible for free or reduced-price breakfast and lunch based on federal income guidelines. Forms are available in the school office and on the district website at www.scsd303.org. Applications must be submitted for each household annually, and they may be submitted at any time during the school year should the need arise. Disclosure of free

and reduced-price meal application and eligibility information will be limited in accordance with applicable law. *During the 2021-2022, all students are eligible for free breakfast and lunch through the USDA Seamless Summer program.

Care of School Property

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished to them by the district. Students who deface, damage or lose school property shall be required to pay for the damage or loss due to negligence. A student's grades, transcripts or diploma may be withheld until restitution is made by payment or the equivalency through voluntary work. If you notice property in need of repair please notify your teacher or the office staff. Note: Student records shall be released to another school where the student has enrolled or intends to enroll. If a student has an outstanding fee or fine, the enrolling school shall be provided with the student's academic, special placement, immunization history and discipline records within two 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.

Child Abuse

Any suspected child abuse should be reported to the principal immediately. It is state law that school staff must report suspected child abuse to Child Protection Services or law enforcement. The staff member with firsthand knowledge of suspected abuse is required to be the reporting individual. The building principal can support the staff member in this process, but cannot make the report on their behalf. All reports of suspected abuse must be documented on the district reporting form.

Counseling/Social Work Services

The Stevenson-Carson School District's counseling, social work, and guidance program implements comprehensive programming that supports the academic, career, personal and social development of 21st-century learners.

The following program components, as delineated by OSPI and ASCA (American School Counseling Association), organize the work of professional school counselors into direct and indirect services to collaborate with students, parent/guardians and staff members. Direct services include counseling and guidance curriculum, individual planning and responsive services, all of which support 21st-century learning.

Guidance curriculum supports academic, career, personal and social development through classroom and group activities. Individual planning, supported through the homeroom teacher, ADVOC, or PRIDE includes counseling activities that assist students to plan, monitor and manage their own 21st-century learning. Responsive services include counseling or referral activities to meet the immediate needs and concerns of students. System support includes indirect guidance services that manage and promote the academic developmental needs of students.

Custody Documentation

In cases involving court-ordered custody of children, schools must have a copy of legal documentation of restrictions to ensure compliance with court orders. Please inform the office right away if there are any changes to these orders. *We are legally unable to deny parent contact with a child unless the proper documents are on file in our school(s).*

Deliveries to School

Delivery of flowers, balloons or other gift items to school is discouraged due to student allergies, limited storage and disruption to the education environment. All items will be held in the office until the end of the day, or parents/guardians may be contacted to pick them up if deemed appropriate. These items are not permitted to be transported on the school bus. Personal items needed during the school day must be dropped off by a parent/guardian, adult household member or person authorized by the parent/guardian. Deliveries of commercially prepared food by individuals other than a parent/guardian or person authorized by the parent/guardian are not permitted.

Dismissal Procedures

Safe dismissal procedures will be established at the building site. Students should be picked up at dismissal time. If a student is not picked up 15 minutes after the end of the school day and the parent/guardian cannot be contacted, law enforcement or child services may be called.

Electronic Devices

The possession of laser pointers and other unsafe electronic items is prohibited in the school buildings. All other electronic devices, such as, but not limited to, cell phones, tablets, e-readers, head phones and iPods/MP3 players may be in the student's possession as long as they are not disruptive to the educational process or in violation of building site guidelines. A cell phone may only be used before or after school, or non-instructional time for middle and high school students. If an emergency has taken place the administrator would grant the student permission to use the cell phone. Cell phone use is prohibited during school hours, unless permission has been granted for education purposes. Any violation of the cell phone policy may result in confiscation of the phone until the end of the school day, and a parent/guardian contact may be made. A second violation of this policy may lead to further action and possible loss of the privilege to possess a cell phone at school. The school is not responsible for loss or damage. A cell phone, or other electronics, is the student's responsibility.

Enrollment

Residents of the Stevenson-Carson School District who wish to enroll their children must bring the following items to the school:

- Immunization records
- Birth certificate
- Unofficial transcript (for high school students only)
- Any specialized instruction information including IEP or Section 504 documentation
- Proof of residency may be requested. Residency could be shown through one of the following documents: a lease agreement, mortgage statement, real estate tax statement, current home utility

bill (gas, water or electric) dated within the last 60 days, which provide the name and address of a parent or guardian.

Students may also expect to take placement exams if needed to determine correct level of placement. Students entering without one or more of the necessary items listed above may be asked to sign a waiver based upon verbal information given to the receiving staff member.

Online Enrollment forms and additional information are available online at:
http://www.scsd303.org/for_parents/enrollment_and_registration

Entrance Age: State law requires children to be 5 years old before August 31 of the year they enter kindergarten. Kindergarten registration events are typically held in the spring.

Evening Activities and Field Trips

Any student attending school events in the evening must have attended school that same day. If the child is absent the day before a field trip, he/she *may not* be allowed to attend the field trip. Students and siblings in grades K-5 must be accompanied by a parent or guardian at after-school/evening events (e.g., music programs, academic nights, etc.).

Field Trips

All field trips will be taken as extensions of classroom learning activities. Supervision is the responsibility of certified staff member(s) sponsoring the activity. The Stevenson-Carson School District will only endorse field trips that are directly related to the instructional program and designated as a segment of the course or grade level's ongoing curriculum program. Considerations regarding participation will be given to students with disabilities. The disciplinary rules pertaining to students on the school campus also pertain to students during school field trips. Students who engage in inappropriate behavior on field trips may be required to be escorted by a parent/guardian for future field trips or may be subject to loss of field trip privileges. Visits to gift shops are not allowed during field trips.

Field trips are designated for students enrolled in Stevenson-Carson classes taking the field trip as part of the curriculum. Students participating in the field trip are required to submit permission forms prior to the due date. Non-school-age children or children not in the class taking the field trip are not allowed.

Fundraising

All school fundraising must be approved by building administration using the district fundraising approval form. Fundraising must have a designated purpose prior to the beginning of sales. All fundraiser requests must be submitted on the completed form, with signatures, and obtain both ASB and administration approval one month prior to any fundraising. This includes collecting money for charity and taking in money where no profit is expected; such as-- purchasing class t-shirts at cost. The projects must be planned and carried out in cooperation with building administration and follow all State, school, and ASB guidance.

Please write checks to the school and present payments in the office.

Growth and Development

The Stevenson-Carson School District recognizes that parents/guardians are the primary source of growth and development education for their children. The district also recognizes that effective growth and development education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults

Stevenson-Carson growth and development lessons were created in consultation with district school nurse, teachers and parent/guardians. The fifth- and sixth-grade growth and development lesson helps both boys and girls understand that personal hygiene is each individual's responsibility, and it guides students to be more aware of what each can do to be healthy and to be responsible for their personal hygiene. The lesson also focuses on the early stages of puberty, which some fifth graders are beginning to experience.

For further information, please contact your child's teacher or the school nurse. We believe this is an important unit in our curriculum while simultaneously respecting parent/guardian choices and beliefs. If you would like to exempt your child from growth and development, please exercise the opt-out option on the permission slip sent home by the classroom teacher.

Health Services

Medication

If a student must receive any prescribed or non-prescribed medication (such as antibiotics, and over the counter medications) from an authorized staff member, the parent or guardian must submit a completed written authorization form and written instructions from a licensed physician or dentist (School Board Policy 3416). *See Authorization form in the appendix.*

The purpose of the Stevenson-Carson School District student health services program is to help each student attend school in optimum health and benefit from the school experience.

Health Condition(s) Information: The following guidelines should be followed concerning any students with special health conditions/concerns:

- Health information should be provided by parent/guardian at time of online enrollment and updated annually.
- Parent/guardian should notify the school nurse or principal of any health concern that could require emergency services, interfere with the student's education process or require interventions throughout the school day.
- Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must submit a statement from their licensed medical provider stating the need for such accommodations each school year. It is strongly encouraged that parents/guardians follow a pattern of having regular medical and dental screenings for their child.

Immunizations/Enrollment: Washington State law requires all students to have on file evidence of required immunizations prior to attending school. Parents/guardians should bring immunization records or proof of exemption at time of enrollment and obtain additional immunizations as required by state law.

Illness and Injury: A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.4 degrees or greater or vomiting and/or diarrhea. Student may return to
- school when free of above symptom(s) for 24 hours without any fever-reducing medication or
- other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases:
- Suspicious skin rashes
- Suspicious open wounds
- Redness of eyes with intense itching/burning and thick drainage
- Painful, reddened sore throat accompanied by enlarged lymph nodes
- Constant cough accompanied by other symptoms
- Excessive drainage from ears, persistent earache, or ears that show symptoms when assessed
- with an otoscope
- Symptoms of an acute illness/injury making it difficult for student to fully participate in
- learning:
 - Exhaustion (can't stay awake in class),
 - Pain that is difficult to control in the school environment,
 - Limited mobility related to an injury that has not been evaluated by a physician.

Students becoming ill or injured at school should ask the staff in charge to send them to the office. Parents/guardians or emergency contact individuals of students who become seriously ill or injured during the school day will be notified. Emergency telephone numbers must be available and kept current. In the event of a serious accident or illness where the parent/guardian or other emergency contact individuals cannot be reached, an ambulance will be called, and the student will be transported to the nearest hospital emergency room. When advisable, the student will be accompanied by a staff member. Additional staff will continue to attempt to reach the student's parent/guardian. Parent(s)/guardian(s) are held responsible for any costs involved for medical transport and care.

Homebound Instruction

A program of homebound instruction will be made available to all Stevenson-Carson School District students who are unable to attend school because of medical/psychological problems. Inability to attend school must be verified by a licensed physician's report, and such a program will be made available in a manner consistent with the rules and regulations, which governs the program. Applications for homebound instruction can be made with the school counselor or social worker.

Homelessness

Students who lack a fixed, regular and adequate night-time residence might qualify for services that support their education during times of transition. Stevenson-Carson Public Schools implements the McKinney-Vento Homeless Assistance Act, which provides students who are identified as homeless with certain support services to assist them with their educational success.

Under the definition in the law, the term "homeless" includes individuals who lack a fixed, regular and adequate night-time residence. This may include children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);

- Living in motels, hotels, trailer parks, or camp grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Awaiting foster-care placement
- Have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for people; or
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

For more information about services for homeless students, please contact the Stevenson-Carson School District's Homeless Liaison, Stephanie Sulman, at (509) 427-5674 or e-mail sulmans@scsd303.org

Lost and Found

Each school has a designated Lost and Found. Parents should label all belongings that come to school. Any items not claimed at after conference, breaks, and the end of the school year will be donated to a charitable organization.

Lockers/Cubbies/Desks and other Storage

Lockers, cubbies, and other storage are school property. The use of lockers is a privilege, and if students are unable to use their lockers properly, other arrangements will be made. The administration reserves the right to inspect lockers and storage at any time deemed necessary. In order to avoid theft or loss of property, including textbooks, hallway and gym lockers should always be kept locked. Students are discouraged from bringing valuable personal possessions to school. Locker combinations should not be given to other students, and students are not to share lockers. Valuables are not to be left in lockers and storage.

Hall lockers may be assigned to students by office staff. When lockers are available for use they are provided by the school district for students and are subject to search for a variety of reasons, e.g. missing books, check for cleanliness, drugs, alcohol, missing property, or weapons. Each student is responsible for the contents of his/her locker. Each student at Wind River Middle School/Stevenson High School is asked to treat the lockers in an appropriate manner. Students are responsible for keeping their lockers locked to prevent theft. Lockers remain the property of Wind River Middle School/Stevenson High School. Lockers may be decorated to promote school spirit ONLY. Lockers are to be free of all other stickers, writing, and pictures. Students who violate this rule will be warned and asked to remove all material/writing, in addition to paying for damages incurred. A second violation may result in the loss of the privilege to use a locker for the remainder of the school year. Students are to use their assigned locker. All locker problems should be reported to the office immediately. Students who are in P.E. classes or involved in sports are also assigned locks and lockers.

Anything found in lockers or storage that may be detrimental to the well-being of the student body (i.e., weapons, drugs, alcohol, etc.) or that is otherwise in violation of Board policy will result in disciplinary action. Report any locker that is not working properly to the office or custodians immediately.

Locker Expectations:

- Do not share your locker combination with any other individual.
- Use only your assigned locker.

- Keep locker locked at all times.
- Keep locker clean, especially over extended breaks.
- No inappropriate posters, pictures or photos are permitted.
- Food and drink should not be kept in locker for extended periods of time.

Make-up Work

Make-up work is permitted and given full credit for excused absences. It is the student's responsibility to check with his or her teacher(s) as to work missed during any absence. A student shall have one day to complete assignments for each day missed. Make-up work during out-of-school suspension is allowed, but it is the responsibility of the student to secure. Students who are out of school suspended should contact the school office and/or communicate with their teachers via email to secure work. Students should be prepared to hand in assignments and take any missed or assigned tests immediately upon returning to school. Students who have major assignments (e.g. final projects, research papers) due on the day of a truancy or an out-of-school suspension must make arrangements for those assignments to be turned in on or before that day.

Messages and Notes from Parent/Guardian

It is very assuring to students when parents plan ahead and can communicate clearly with their children the plans for "after school". Plans sometimes change – and we understand that. When it is necessary to leave a message at the school please call at least 30 minutes before dismissal to allow us time to write a note and notify your child. Documented permission (note or call) from home is required each time a student is absent, must leave school early, go to the doctor, ride a different bus home or leave the bus at a stop other than his/her stop.

Multi-tiered Systems of Support

Multi-tiered Systems of Support (MTSS) is the practice of providing high-quality instruction and/or intervention matched to student academic, social, or behavioral needs and uses learning rate over time and level of performance to make important educational decisions. Students are assessed, placed in an appropriate instructional level reading class, reassessed, and reassigned to a new level and/or class, as appropriate. Because reading is a foundational skill needed in all academic areas, students who are reading well below grade level may at times miss out on other academic instruction (i.e. social studies, science, etc.) until their reading skills improve. Parent/guardians will be informed of their student's reading program.

National Assessments

The National Assessment of Educational Progress (NAEP) is the only assessment that measures what U.S. students know and can do in various subjects across the nation, states, and in some urban districts. Also known as, The Nation's Report Card, NAEP has provided information about how students are performing academically since 1969. NAEP is congressionally mandated project administered by the National Center for Education Statistics (NCES) within the U.S. Department of Education and the Institute of Education Sciences (IES). NAEP is given to a representative sample of students across the

country. Results are reported for groups of students with similar characteristics (e.g., gender, race and ethnicity, school location), not individual students.

Parties/Celebrations

Parties and celebrations will be handled in a way that all students may participate. If parent/guardians want their child to be excluded from a particular party or celebration, the parent/guardian and/or student needs to notify the teacher ahead of time.

Party invitations are only to be brought to school if they are distributed to the entire class.

Personal Property

It is recommended that all personal items be labeled with the student's name. The Stevenson-Carson School District is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property or money brought to school by students and strongly recommends that valuable personal property and money remain at home. Personal property should never be left unattended and, when present, should be secured in a locker at all times. Students should notify the attendance office of lockers needing repair. Examples of personal property include but are not limited to: purses, wallets, watches, jewelry, band instruments, electronic devices, credit cards, cash, checks, books, notebooks and book bags.

Pesticide Application

The district complies with all legal requirements for record keeping regarding the application of pesticides to school property. Prior to the application of a pesticide to school facilities or grounds, the district shall notify parent/guardians and staff of the planned application and by posting a notice in the building office. Appropriate signs shall also be placed in the location of the application. Prior notification is not required if the school grounds or facilities will not be occupied by students for two days following application of the pesticide. (Board Policy 6895)

Public Displays of Affection (PDA)

The Stevenson-Carson School District strives to maintain an educational atmosphere conducive to learning and marked by responsible and appropriate behavior. Public displays of affection are not appropriate to the environment we promote for Stevenson-Carson School District students, and this behavior is not permitted. A student's failure to comply with a staff member or administrator's direction or request may result in disciplinary action.

Parent Teacher Association (PTA)

Stevenson-Carson's PTA is an active organization for the students of the District. PTA sponsors many activities for children and keeps parent/guardians informed with newsletters and programs. Parent/guardians are encouraged to become involved with their child's education through the PTA. Contact the school office for more information concerning PTA.

Safety Drills

Preparedness drills will be held monthly. Earthquake, lockdown, and shelter in place drills are required once each year. Students will be informed by your teachers regarding the drill process.

If there were an emergency, information will be provided by local authorities on television and radio stations. Please do not call the school as we will need to keep our phone lines as clear as possible for emergency communication. Any information about the situation will be released through the Superintendent, Ingrid Colvard, in the administration building at 509-427-5674. Depending on the nature of the crises we would not release any students until it is over. At that time, we will need to sign students out only to authorized adults, unless it is at the end of the day and we have a normal dismissal. This will allow us to focus on your child's safety.

Sale of Personal Property

Students are not allowed to sell clothing, food or candy, personal property or other goods for non-district fundraising purposes while at school. Students who violate this rule will be subject to disciplinary action.

Sexual Harassment

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is Superintendent, Ingrid Colvard. You also have the right to file a complaint (see appendix). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: http://www.scsd303.org/crisis_center/sexual_harassment_reporting

Standard of Dress

It is our philosophy that student dress and grooming are the responsibility of parent/guardians and students. However, when in the judgment of the principal, or his or her designee, a student's appearance

or mode of dress disrupts the educational process, constitutes a threat to health or safety or is otherwise contrary to the school’s objective to maintain a work and school environment that is free of offensive and hostile conduct, the student may be required to make modifications.

Clothing must cover the shaded zone, including stomach, midriff, back, chest, and buttocks.

The shaded portion of this figure represents the front and back views. These parts of the body must be covered in all positions, including sitting, standing, bending, and reaching.

1. Certain body parts must be covered for all students Including: the midriff, private parts, buttocks, and chest are covered with opaque material.

2. Students Must Wear:

- Top: shirt/ dress/ tunic/ tank top
- Bottom: pants/ sweatpants/ shorts/ skirt/ dress/ leggings
- Shoes: must be appropriate for the activity

3. Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment

The primary responsibility for a student’s attire resides with the student and parents or guardians. The school is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Statewide Assessments

The Smarter Balanced Assessment is a national assessment that is aligned to the Common Cores State Standards (CCSS) in English language arts/literacy (ELA/Literacy) and mathematics for grades 3-8 and 11. The system, which includes both summative assessments for accountability purposes and optional interim assessments for instructional use, will use computer adaptive testing technologies to the greatest extent possible to provide meaningful feedback and actionable data that teachers and other educators can use to help students succeed.

The Next Generation Science Standards (NGSS) is the next generation test in science that indicates to what degree our students have gained the foundational skills and knowledge (standards) that educators, parent/guardians and community leaders have established in the state of Washington.

Students Rights & Responsibilities

The Stevenson-Carson School District #303 students have an opportunity to enroll in classes, programs, and extra-curricular activities without regard to their race, color, national origin, sex or disabilities. District also complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or disabilities. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX RCW 28A.640 Officer and 504 ADA Coordinator.

Rights: No student shall be unlawfully denied an educational opportunity or be discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap. All students have the constitutional right to freedom of speech and press, to peacefully assemble and to petition the government and its

representatives regarding grievances, to exercise their religious beliefs and to have their school free from sectarian control or influence, all subject to reasonable limitations of time, place and manner of exercising such rights, as defined by Washington Administrative Codes (WACs). All students have the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. All students have the right to be free from unlawful interference in their pursuit of an education while in the custody of the school district. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.

Responsibilities: In school, students shall respect the rights of others so that she/he does not interfere with the education of others. Students who involve themselves in criminal acts on school property, or at school related events, or who disrupt the educational process are liable to prosecution under the law and/or disciplinary action by the school. Students are expected to conduct themselves as responsible members of the school community. This includes obeying all laws and complying with all policies, rules and regulations of the school and school district. In addition, students are expected to safeguard the property of the school. It is also the students' responsibility to safeguard and care for their own property. All students shall pursue the required course of studies, and shall submit to the authority of their teachers, and be subject to such disciplinary action as the local school officials shall determine. Students are to develop skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen.

Students on Premises After School

All students must vacate the premises at the end of the school day unless participating in an approved extracurricular activity, receiving after-school tutoring or participating in other activities properly scheduled in advance. All students must be under the direct supervision of a staff member. Students should have transportation available within 15 minutes after all student activities and are to wait in the designated area.

Substance Abuse Prevention

All students will receive comprehensive substance abuse prevention education through social emotional learning in grades K-12. Substance abuse prevention is more than factual and pharmaceutical information. The development of wholesome, positive self-concepts and decision-making skills is an important deterrent to drug or alcohol experimentation. Students and parent/guardians can obtain a list of local resources for substance abuse counseling and treatment from the school counselor, social worker or health room supervisor.

Title I/LAP

Title I, Part A is a federal program at our elementary schools. It is intended to help ensure that all children can obtain a high-quality education and reach proficiency on challenging state academic standards and assessments. Because we are a high poverty school, (those with 40% or more students from low-income families), we are eligible to adopt schoolwide programs to raise the achievement of low-achieving students by improving instruction throughout the entire school, thus using Title I funds to serve all children. All students are eligible to participate in all aspects of the schoolwide program. Statutes require schools to particularly address the needs of low-achieving children and those at risk of not meeting the state student academic achievement standards. As schoolwide Title I schools, all staff are able to offer needed academic services to any student in the school without a specific Title I identification

process. This also means you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information in a timely manner.

LAP is a state-funded program that offers supplemental services for our students scoring below grade-level standard in English language arts (ELA) and mathematics. These services focus on accelerating student growth to make progress towards grade level. The intent is for LAP students to increase academic growth during the period of time they are provided services. LAP emphasizes research-based best practices designed to increase student achievement. Our mission at Stevenson-Carson School District is to provide an effective education for all children. We understand that students do not come to us as ‘one size fits all’ learners, and have different learning styles and rates.

Transportation

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, and all other forms of transportation provided by the district or provided incidental to a school activity, are considered school property. Students are subject to district authority and discipline while entering, departing and riding district transportation. The bus driver is responsible for students and has a delegated responsibility for maintaining discipline on the bus.

Students who have disciplinary problems on the bus will be given conduct notices and referred to the school principal or designee for counseling and corrective action. The “level” of offense (e.g. first, second, or third) will generally be based upon the total number of bus discipline referrals accumulated by a student during the current school year. Consequences for each offense will typically be assigned in the same manner as if the offense had been committed at the student’s assigned school (determined by site, scope and sequence). Continued bus conduct referrals may result in suspension from the bus. School administration retains the discretion to impose a permanent or temporary suspension from the bus at any point, including for a first or second offense, depending on the circumstances.

Parent/guardians will be notified of disciplinary problems and may become responsible for transportation of children who lose their bus privileges. Each bus is equipped with a camera system.

Students must ride their assigned buses and get on and off at their regular assigned stop. In unusual or emergency situations, a parent/guardian may make a written request to have their student(s) temporarily depart at a stop other than their regular stop or ride a bus other than their assigned bus. The school principal or designee must approve the parent/guardian’s request prior to the student using alternate services.

A parent/guardian desiring long-term transportation services for their student(s) to a location other than their permanent residence must contact the Stevenson-Carson Transportation Department at (509) 427-5277.

Bus Safety

Heavy, sharp, bulky, glass and/or other articles, which may be hazardous in the event of an accident or an emergency stop, shall not be transported in the passenger area of any school bus. Skateboards and scooters cannot be transported on the bus. Any type of inflated balloons, air or helium, are not allowed on the bus, so please plan accordingly. Please contact the school office or bus garage at (509) 427-5277 if you have any questions. Additional information on Bus Rules are found in the appendix.

Bus Passes (Elementary-Middle School)

If your child has a change in bus transportation plans for the day, it is extremely important and required that the school receive a note or call from the parent/guardian. Passes to ride on another bus are only issued if there is room on that bus. The earlier you inform the office of a change in plans, the better. It is difficult for school personnel to get messages to students about changed plans unless prior to the last 30 minutes of the day. When you call or write a note, please indicate clearly where they are going and if this is the same bus that your student regularly rides BUT a different stop OR if this is a different bus AND a different stop. You do not have to call every day, if the arrangement has been made through the office for an occasional pass to an alternate destination. (For example, day care on certain days). Your child's safety is of utmost concern to us.

Please note, students may not receive a bus pass to personal social activities, such as playdates with friends.

If you have concern regarding your bus service, please contact the bus garage at (509) 427-5277. *Please see the appendix for information regarding bus rules.*

Use of School Cameras

There are school cameras in use in a number of locations throughout the Stevenson-Carson School District. The cameras are intended to be used for supervision and safety purposes. Information obtained via school camera may also be used in the course of disciplinary procedures.

Visitors

Visitors are asked to enter the main, secured entrance and report directly to the office. All visitors will be issued a visitor badge to be worn during the time they are in the building. This helps staff and students feel safer knowing that a visitor has permission to enter the building. Students from other school districts are not allowed to visit the school campus during school hours. Visitors must follow the same regulations as the school they are in. *Visitors in the school building must follow all COVID health and safety protocols, including limited entrance to the buildings per State and Local Health Authorities.

Walking, Riding Bikes and Skateboards

Students that ride a bike, skateboard, or use another manner of conveyance to get to school must obey the proper rules of travel and a safety helmet should be worn. Students should dismount and walk their bicycles to the approved school site for bicycle parking. It is recommended students use bike locks during school hours. Skateboards should be held in the office or other designated space during the school day. The district is not responsible for the theft of or damage to a bicycle parked on school property.

Wednesday Early Release

Early dismissal for students provides teachers an opportunity for ongoing professional learning. The time allows teachers to work in collaborative teams, share effective teaching methods and develop personalized instruction for Stevenson-Carson students. Students are dismissed 2-hours early on Wednesdays. Students must leave or be picked up once dismissed from school or remain in a designated, supervised area within the school, if available.

Withdrawal from School

Parent/guardians of children who are leaving the should notify the school a few days prior to the last day of attendance. Library materials, texts and other school property must be returned before transfer is complete. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. He or she will also be required to pay for books or other equipment that is lost or damaged.

Elementary School Information.

Classroom Placement

Stevenson-Carson School District elementary schools assign students to their next year class through collaborative efforts of their current classroom teacher, counselor, and principal. When applicable, special education teachers and/or intervention specialists also provide input.

Many factors are considered in the process of creating balanced classroom groups, including learning styles, academic achievement level, behavior, study work habits and peer relations. Parent/guardian requests for specific classroom teachers are not accepted. However, some parent/guardians may like to offer input as to their children's learning needs. Once class placements have been made, requests for changes will not be considered. If you have questions about the specific process at your child's school, please contact the building principal or counselor.

With the exception of a small percentage of children, the majority are well equipped to adjust to any classroom placement. A small percentage of students who have special needs should receive special placement consideration. Examples of students who might be eligible for special consideration are (1) Students with a handicapping condition; (2) Students with professionally documented academic need(s); (3) Students with a professionally diagnosed emotional or behavioral adjustment problem, and/or (4) other significant educational needs as identified by parents/guardians.

Classroom Treats

Stevenson-Carson Elementary Schools support our district's nutritional policy and will encourage children to make healthy choices. We also have a NO GUM policy, and we encourage families to save the sugary snacks, energy drinks and candy for special occasions at home. Research indicates that a meal that is high in protein gives the brain an extra boost, while a meal high in sugar will be followed with a time that the child feels tired, lethargic and sometimes even irritable.

Sometimes, a child will bring a treat to share with the entire class for a special celebration (i.e., birthday). If your child has *any food allergy*, it must be on file in our school office. We will only serve children with identified food allergies special treats that have a manufacturer's ingredient label attached. Only store-bought, pre-package items with food labels may be served.

If you would prefer that your child NOT eat any special treats provided by the families of our school community (regardless of an existing food allergy or not), simply notify your child's teacher and complete the appropriate form and return it to the office. At ALL other times, children are asked to eat ONLY from their own breakfast and lunch. Note to families who wish to provide a special treat for a celebration: (1) prearrange this with the classroom teacher and (2) please, **nothing with nuts, 3) must be store-bought and pre-packaged with food labels.**

Items from Home

Students are not to bring toys, games, sports equipment or electronic devices to school unless special permission has been granted. In case of special permission, only E-rated games will be allowed. Other electronic items, such as cell phones, should not be seen, heard or used in the school building during school hours without permission. If a student violates this rule, the student is subject to disciplinary action, and the item will be held in the office until the parent/guardian can pick it up. Students should not carry extra money to school. Students are not allowed to sell items of any kind at school, with the exception of school-sponsored activities. The Stevenson-Carson School District is not responsible for valuables students bring to school.

Progress Reports

Report cards will be sent home at the end of each grading period with the teacher's evaluation of a child's academic and behavioral progress, usually about a week after the grading period ends. Both teachers and parent/guardians should emphasize the importance of daily school attendance, consistent effort and individual goal-setting with regard to learning.

Recess

Students are expected to go out for recess each day. Appropriate clothing and shoes should be worn for outside activities. If your child is to be excused from recess, a note of explanation is required. To be excused for more than three days, a written doctor's recommendation may be requested.

Equipment allowed on the playground will be determined by the building principal. Parent/guardians are allowed on the playground during school hours only with the building principal's permission and must register as a visitor in the office.

Middle School Information

Activities/Athletics

Extra- and Co-curricular Activities: The district's extracurricular activities program is intended to provide opportunities for student participation in activities designed to meet leisure, recreational, social and emotional interests and needs. Extracurricular activities will be those district-recognized and supervised activities, occurring outside academic class time, for which no grades or units of academic credit are awarded. These activities shall provide for individual, small group and student body participation. All extracurricular activities must have an appointed sponsor, supervisor or coach.

The district also provides the opportunity for students to engage in co-curricular activities. Co-curricular activities are part of the educational curriculum of the Stevenson-Carson School District and often include activities outside the classroom and beyond traditional classroom instruction. Students receive grades for their performance in courses associated with co-curricular activities (e.g. band and vocal music programs). A certified teacher/advisor will be assigned to each co-curricular activity.

Exclusion from activities or bus transportation: Participation in the activities program in middle school is a privilege. When a student's conduct in school results in a suspension of any type, the student may be excluded from the activities program for a specific length of time. Parents/guardians may become responsible for their student's intramural or after-school activities transportation when a bus conduct notice has been issued for a disciplinary problem.

Please see the athletic code in the appendix for more information regarding expectations of those participating in these activities.

Grading System

The following describes the numerical value of grades at Wind River Middle School and Stevenson High School to calculate grade point average (Board Policy 2420):

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A- = 3.7	B = 3.0	C = 2.0	D- = 1.0
	B- = 2.7	C- = 1.7	F = 0.0

The minimal passing grade is D- = 1.0. Pass/fail and satisfactory/unsatisfactory marks may also be used. These non-numerical grades shall be clearly identified and excluded from the calculation of grade point average (Board Policy 2420).

Grades for all graded courses taken shall be included in the calculation of grade point averages. Grade point averages shall be calculated to two decimal places and reported for each semester and for the cumulative credits earned for all courses attempted in high school (Board Policy 2420).

Credits and grades previously earned by transfer students shall be matched to the high school grades and graduation requirements as fairly as possible. The Administration will make the decision when a question arises regarding credit.

Wind River Middle School operates on a semester grading system. Students receive grades four times per year after the conclusion of each semester.

The quality of work and participation in each class are major factors in determining a final grade. For clarification on participation grades, please see each teacher. Participation grading and criteria vary depending on the class.

At the beginning of each class (semester or year) each teacher shall prepare, in writing and distribute their grading policy/syllabus. The policy shall include use of participating in grades, the impact of tardies, absences, participation, and behaviors have on grades. The definition of unexcused tardies and expected behaviors should be clearly stated.

Hall Passes

To ensure a safe and secure learning environment, students who need to travel outside the classroom should have permission from the teacher as well as the appropriate hall pass and required identification. Failure to comply with building expectations may result in disciplinary action.

Cafeteria Procedures

The eating area is generally limited to the cafeteria. Eating in the cafeteria is a privilege, and students may be assigned an alternate location for lunch if they are unable to follow the lunchroom expectations. Lunch may be purchased or brought from home. Lunch will be enjoyable and pleasant if everyone remembers the following posted expectations.

In most cases, parent/guardians are allowed to visit school and eat with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parent/guardians planning to eat lunch with their child are encouraged to notify the school office one day in advance. Bringing outside restaurant or fast food is discouraged. Students are not permitted to place an order for food to be delivered to the school. Only a parent/guardian may bring in lunch for a student. *All health and safety protocols due to COVID must be followed. This may mean visitation to the school is limited or restricted.

Report Cards

Parent/guardians may access student grades and attendance through the online Skyward student information system throughout the year. Hard copies of report cards will be sent home with students at the end of each semester. The final grade card of the year will be mailed home to parent/guardians.

Wind River Middle School operates on a semester grading system. Students receive grades two times per year after the conclusion of each semester. At the beginning of each class (semester or year) each teacher shall distribute their grading policy/syllabus. The policy shall include use of participating in grades, the impact of tardies/ absences, participation, and behaviors have on grades.

School Sponsored Activities and Dances

There are several evening activities and dances during the school year. Parent/guardians and teachers will act as chaperones. Some events may require tickets be purchased in advance to attend. Parent/guardians

and students should be aware of the guidelines, responsibilities and expectations listed within this section. Failure to abide by the guidelines, responsibilities and expectations may result in the student being unable to attend further school-sponsored activity nights or dances.

- Activity nights or dances are only for WRMS middle school students.
- Student ID will be required to attend the activity.
- Students should arrive just prior to the beginning of the activity.
- Students must enter the activity area as soon as they arrive and remain there until the end of the activity.
- Students may leave the activity early only with the permission of their parent/guardians and they are not allowed to re-enter once they leave.
- Parent/guardians are to pick up students promptly at the end of the activity.
- Students must attend school the day of the activity.
- School rules and expectations apply for evening activities and dances.

High School Information

ASB/Activities/Athletics

The district's extracurricular activities program is intended to provide opportunities for student participation in activities designed to meet leisure, recreational, social and emotional interests and needs. Extracurricular activities will be those district-recognized and supervised activities that primarily involve students, occur outside academic class time and for which no grades or units of academic credit are awarded. These activities shall provide for individual, small group and/or student body participation. All extracurricular activities must have a duly appointed sponsor, supervisor or coach.

The district also provides the opportunity for students to engage in co-curricular activities. Co-curricular activities are part of the educational curriculum of the Stevenson-Carson School District but often include activities outside the classroom and beyond traditional classroom instruction. Students receive grades and academic credit for their performance in courses associated with co-curricular activities (e.g. band program, vocal music, DECA, newspaper and yearbook). A certified teacher/advisor will be assigned to each co-curricular activity.

Participation in both extracurricular and interscholastic activities is a privilege, not a right. As a result, participation can be restricted, revoked or permitted pursuant to specific district guidelines. Please see the athletic code in the appendix for more information.

ACT/SAT Testing

The Stevenson-Carson School District is pleased to provide the complete ACT testing program for students. This nationally recognized program is intended to assist students and parent/guardians in knowing which career paths may indicate success according to students' interests and abilities. This information is beneficial to students as they make high school course selections and establish post-secondary plans. School counselors can assist students who want to take the SAT.

Changing Schedules

Schedule changes are permitted up to 5 days (1 week) after the start of a school year and/or given semester. Only when there is a situation concerning the student, teacher, and/or schedule will the counseling office and administration allow for additional adjustments.

Credit Recovery

Students may recover credit for a course in which an F was earned by enrolling in our Credit Recovery Program. Students taking Credit Recovery for EOC-tested courses must pass the EOC for that course with a score of Basic or above in order to receive credit, which will be transcribed as a P for Pass. Please note our current Credit Recovery courses do not meet the NCAA guidelines. Students who need to recover credit, but who are concerned about NCAA eligibility, are advised to repeat the course. Please contact the school counselor with further questions.

Dual Credit Courses

Students may enroll in dual credit course offerings, subject to applicable fees. Those students who qualify for free and reduced lunch have scholarship opportunities. Course offerings are determined by student enrollment and provided by various area colleges.

Student Drivers & Parking Procedures

Preserve the privilege of driving student cars by observing the state traffic code and displaying courtesy to pedestrians and other drivers both on and off school grounds. All students who drive to school must register their vehicles in the office and purchase a parking pass each year. It is critical that school officials are able to identify vehicles in the event of an emergency, a moving violation, a parking violation, or if lights are left on. Students may drive automobiles to and from school. The school district does not grant permission for students to ride in another student's automobile. A student may use the school parking lot subject to the following conditions:

- A. A student must register the car in the school office and purchase an annual parking pass. The student must possess a valid Washington driver's license and show evidence that there is a liability and property damage insurance coverage on the vehicle and acknowledge that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property.
- B. Students may not drive a vehicle without permission and appropriate off-campus paperwork filed in the office, during the school day.
- C. In terms of student conduct rules, possession and/or use of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon shall also extend to a student's vehicle.
- D. Students are expected to operate vehicles in accordance with Washington State Law, Motor Vehicle Law and school regulations.

Parking in the front of the building is restricted to staff members and visitors only. The student parking lot is located in back of Stevenson High School next to the stadium. The first three rows of parking spaces are reserved for SENIORS ONLY. Non-seniors may not park their vehicles in these spaces. All students driving to school must use the back lot. Any student who has parked their vehicle inappropriately, has not registered it in the office, has been identified as driving in an unsafe manner, or has a citation from a school bus driver will be subject to progressive consequences that may include a monetary fine, moving the vehicle and/or loss of parking privileges on campus.

Graduation Requirements

Current graduation requirements can be obtained from the counseling office or student Advisor.

Online Course Offerings

Stevenson-Carson School District offers high school students an option of online learning courses in order to prepare students for future learning beyond high school and to provide flexibility in students' schedules.

In these courses, students will meet on campus for course orientation, face-to-face instructional class time and required exams. All online are offered through Edgenuity, and require internet access.

Off Campus and Lunch Privileges

Stevenson High School is following closed-campus procedures during the 2021/2022 school year.

Parent/guardians must notify the office prior to any student leaving campus. Students are required to physically check out with office staff before leaving. Students will NOT transport other students in their vehicles. Only juniors and seniors are eligible for off campus lunch with siblings.

Running Start

Students who wish to take college level courses from a local area college, with whom we have an agreement, during their Junior or Senior year should talk to their school counselor.

Hall Passes

To ensure a safe and secure learning environment, students who need to travel outside the classroom should have permission from the teacher as well as the appropriate hall pass and required identification. Failure to comply with building expectations may result in disciplinary action.

Honor Roll

A student who has taken three or more graded classes, receives a grade point average of 3.25 or better, and has no grade lower than a “C” on his/her report card, will be a member of the honor roll for the grading period.

Report Cards

Parents/guardians may access student grades and attendance through the online Skyward student information system.

The following describes the numerical value of grades at Wind River Middle School and Stevenson High School to calculate grade point average (Board Policy 2420):

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A- = 3.7	B = 3.0	C = 2.0	D- = 1.0
	B- = 2.7	C- = 1.7	F = 0.0

The minimal passing grade is D- = 1.0. Pass/fail and satisfactory/unsatisfactory marks may also be used. These non-numerical grades shall be clearly identified and excluded from the calculation of grade point average (Board Policy 2420).

Grades for all graded courses taken shall be included in the calculation of grade point averages. Grade point averages shall be calculated to two decimal places and reported for each semester and for the cumulative credits earned for all courses attempted in high school (Board Policy 2420).

Credits and grades previously earned by transfer students shall be matched to the high school grades and graduation requirements as fairly as possible. The Administration will make the decision when a question arises regarding credit.

For high school students report cards, which reflect cumulative grading, are distributed twice each year, after the conclusion of a semester. Progress reports are also distributed twice each year, at the approximate mid-point in the semester. Stevenson High School uses the semester grading system. Each semester students can earn .5 credits per class.

The quality of work and participation in each class are major factors in determining a final grade. For clarification on participation grades, please see each teacher. Participation grading and criteria vary depending on the class.

At the beginning of each class (semester or year) each teacher shall prepare, in writing and distribute their grading policy/syllabus. The policy shall include use of participating in grades, the impact of tardies, absences, participation, and behaviors have on grades. The definition of unexcused tardies and expected behaviors should be clearly stated.

School Dances

Dances are provided for students so that they may meet and participate in a social activity. In order to provide the proper environment for this activity, the following regulations will be enforced at all dances:

1. All school rules and regulations apply at all school related activities.
2. Appropriate dress is expected by all those attending. Our school dress code applies to all dances with the exception of formal dances such as Homecoming and Prom. Attire should still remain appropriate for the situation and not overly revealing.
3. Dances are for Stevenson High School students. SHS students may bring a guest if the following guidelines are met:
 - Guests may participate in Homecoming and Prom. Guests will be limited to those currently enrolled in grades 9-12 or not older than 20. All guests must be signed up on a guest list and submit guest registration forms prior to the deadline set for each dance and approved by the administration. Guests are required to follow school rules. (See forms section)
4. Once a student is admitted to a dance, he/she must stay. No one is allowed to return to a dance after leaving.
5. Students possessing, using, or under the influence of alcohol or other drugs will face disciplinary action and law enforcement notification.
6. Alumni, 20 years old and younger, are welcome to attend at full price only if they have received prior approval from an administrator.
7. The last hour of dances is closed to late arrivals unless prior arrangements are made.
8. Backpack/bags should be left at home. Outside beverages cannot be brought to the dance.

Transcripts

Transcripts may be requested in the counseling office. These forms must be filled out completely and returned to the office at least five days prior to the deadline to be mailed out. If they are received after the five-day notice, we will not be able to guarantee the mailing of transcripts for college or scholarship deadlines. Transcripts issued to students will be marked as such.

Valedictorian & Salutatorian Selection

Valedictorian and Salutatorian will be selected after college credits have posted at the end of the third term. The following criteria will be used in the selection process: overall GPA - down to the closest percentage, PSAT scores, rigor of transcript/college courses.

Student Behavior & Discipline

Positive Behavior Philosophy

We are kind and considerate people who show our PRIDE by being safe, responsible, & respectful. We are responsible for our education and our part in the educational environment

We define Respectful, Responsible, and Safe in this way:

- Respectful: We recognize the worth & importance of self, others, and environment
- Responsible: We are prepared, dependable, & accountable for your actions. Come ready to learn.
- Safe: We take appropriate action to be free from physical/emotional harm for yourself and others

We do this around campus by:

BE RESPECTFUL

- Be considerate of others
- Treat others with compassion
- Use a calm voice
- Use school appropriate language
- Be considerate of other's property

BE RESPONSIBLE

- Clean up areas & recycle when appropriate
- Use time efficiently
- Follow adult/leader directions
- Strive for personal best
- Manage yourself
- Cooperate with others

BE SAFE

- Always walk
- Practice copying skills
- Keep body, belongings and objects to self
- Report unidentified visitors
- Keep the air free from harmful pollutants in aerosols and fragrances

For more information about PBIS and what it looks like around the school, please talk to your student's Homeroom/ADVO/PRIDE teacher or school principal.

Corrective Action Plan

The board acknowledges that conduct and behavior is closely associated to learning. An effective instructional program requires a productive and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violation. Compliance with all student conduct guidelines is mandatory. Special rules are also applicable while riding on a school bus.

Students are expected to:

1. Conform to reasonable standards of socially acceptable behavior;
2. Respect the rights, person and property of others;
3. Preserve the degree of order necessary for a positive climate for learning; and
4. Submit to the reasonable requests and directions of staff, and respond accordingly.

It is the intent of our Corrective Action Plan to make discipline a part of the learning experience. Students should make positive choices to abide by the rules and accept consequences if the rules are not followed. Among the premises of the discipline plan are:

1. Discipline is not done to you; it is done in response to choices and actions you have made and is a learning opportunity.
2. In carrying out the plan, we will do our best to be firm, fair, and consistent while taking into account the particulars of the situation.
3. It is a student and parent/guardian responsibility to know and understand the discipline plan.
4. Compliance with all student conduct guidelines is mandatory.

In the classroom, staff has the responsibility to maintain order and ensure a positive learning environment. This includes redirecting students when unacceptable behavior occurs. The following guidelines are followed by staff:

1. The staff member will make every effort to help the student(s) get back on task and in turn, student(s) will respond appropriately.
2. The staff member may take corrective action; (i.e. detention, room cleaning, or short-term removal from the classroom and instructional area for all or any portion of the class). The student may be removed for/or up to two days, or until the principal and teacher have conferred, whichever comes first. Note: Except in emergency circumstances, the teacher first must attempt one or more alternative forms of corrective action (RCW 28A.600.020).
3. The staff member may contact parent/guardians.
4. The staff member may consult with and/or refer the student to a counselor.
5. The staff member may refer the student to the principal with a referral.

The following rules and regulations apply during regular school hours, at school-sponsored activities either at home or away, while a student is on school district property, and while a student is under school jurisdiction, even if the student is truant. Since some of the following problem areas violate state law, school officials may need to notify law enforcement authorities. If this occurs, school officials will contact parent/guardians either by telephone or by certified mail. Any action the police authorities might take will be in addition to the action taken by the school. Certain acts will be cumulative in nature throughout each student's education at Stevenson High School and Wind River Middle School. These include: fighting, harassment, intimidation, bullying, theft, assault, gang activity, and drug or alcohol use/possession.

Violation Categories

Abusive/ Inappropriate Language	This includes written, graphical, or saying anything profane or abusive which ridicules, hurts, offends, or humiliates another. The statements or depictions may be racial, sexual, ethnic, or religious in nature. This also includes making indecent gestures and swearing, which convey an offensive, obscene, or sexually suggestive message.
Arson	Fire setting, attempt to set a fire and/or fire damaging of school property or another's property on school grounds is prohibited. This may include the use of lighters/matches. (Cumulative 7-12)
Assault/Causing Physical Injury	Assault is defined as physical contact, which involves hitting or striking another person. Students indirectly involved such as cheering, provoking or encouraging others may also be disciplined. (Cumulative 7-12)
Bomb Threat	Involvement in any confirmed threat to detonate or place an explosive device on school grounds or at a school-sponsored event is prohibited. This also includes falsely reporting the presence of a bomb or explosive device. (Cumulative 7-12)
Cell Phones/Music Devices	The use of cell phones and/or music devices is only allowed with teacher permission and on a class by class basis. Students are allowed to use their devices before or after and during passing time and lunch, at secondary. If there is not specific permission from the teacher to use the device it should be turned off during class. A student may not make or receive calls or text messages, regardless of the nature or person of

	<p>contact. Emergency contact should always go through office personnel in order to protect the individual student and other students or staff and is not a reason to utilize a cell phone. If a student is found to using a device during class and/or causing a disruption the staff member shall ask for the device. It will be turned off and placed in the school safe. Only a parent or guardian may collect the device. Further consequences may be enforced if this becomes a chronic issue. The school is not responsible for devices that are lost, stolen, or damaged.</p>
Copying/Cheating/ Plagiarism	<p>Any student who participates in copying, allowing others to copy or labeling someone else's work as their own will be considered cheating in order to gain personal credit. The first offense will be no credit for the item in question and possible In School Suspension (ISS) for cheating on an assessment or plagiarism. A second offense may result in no credit for the class.</p>
Disruptive Devices	<p>Items that disrupt the educational process (i.e., squirt guns, water balloons, firecrackers, skateboards, laser pointers, etc.) are not permitted at school. Headphones or earpieces may not be used (or worn) during class at any time, unless it is part of an I.E.P. or 504 Plan and/or for instructional purposes only. All disruptive devices, upon failure of the student to comply with staff request, will be confiscated and appropriate disciplinary action will be taken. Parents/guardians will be required to pick up confiscated items.</p> <p>Skateboards and skates are not allowed at school. Skateboards will be confiscated after a warning and held in the office for a parent/guardian to pick up. The use of skateboards, scooters, skates and similar wheeled apparatus on school property and on sidewalks bordering school property is prohibited at all times. These items are also not allowed on school district transportation as they present a safety hazard.</p>
Disrupting the Educational Process	<p>Instances of "open" defiance (oral or obvious physical refusal to comply) or "willful" disobedience (repeated refusals to comply) will not be tolerated. Behaving in a manner which disrupts or interferes with the educational climate or process, or prevents, or attempts to prevent, school personnel from engaging in their professional responsibilities may result in disciplinary action. (RCW 28A.635.020)</p>
Drug/Alcohol	<p>The use of and/or the unlawful possession of dangerous drugs, including alcohol, is strictly prohibited.</p> <ol style="list-style-type: none"> 1. A dangerous drug is defined as any drug obtained with or without a prescription that has been used in a manner dangerous to the health of the user and/or other people. This includes, but is not limited to; marijuana, codeine, cocaine, Adderall, heroin, stimulants, depressants, hallucinogenic and over-the-counter drugs. 2. Use and possession: Students who use, possess, or are under the influence of alcohol, narcotics, or other dangerous drugs on or near district property during school hours or at any school-sponsored activity are subject to immediate suspension and/or recommendation for expulsion. The student is also subject to additional educational programs and obligations established by the district, including contacting law enforcement. The same sanctions will apply to counterfeit, "look-alike" or over-the-counter drugs.

Students involved in the dealing, delivery, sale, purchase, and consumption of alcohol and illegal drugs may be recommended for expulsion. Students who possess or distribute drug related paraphernalia to other students or persons on or near school district property are subject to expulsion and law enforcement action.

First Offense: Law enforcement contact; (45) day long-term suspension which may be reduced to a (5) day short-term suspension when student/parent/guardians agree to the following:

1. The student will have, at parent/guardians' expense, a drug/alcohol assessment.
2. The student agrees to adhere to the recommendations of the drug/alcohol assessment.
3. Parent/guardians/student sign a release allowing school officials to communicate with those who perform the assessment.
4. The student and parent/guardians agree to meet with the school administrator to develop a re-entry agreement, acceptable to school officials. The student must follow the re-entry agreement.
5. Failure to comply with all recommendations of the drug/alcohol assessment and the re-entry agreement with the school will result in the reinstatement of the initial 45-day suspension. The student will be required to complete the remaining 40 days.

Second Offense: Law enforcement contact, plus additional (45) day long-term suspension.

Third Offense: Law enforcement contact, Expulsion (90) days.
(Cumulative 7-12)

Energy Drinks

Due to adverse health effects, elementary-middle school does not allow the possession or consumption of energy drinks at school.

Extortion

A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person:

1. On or adjacent to school grounds at any time.
2. Off the school grounds at a school activity, function, or event.
3. Off the school grounds when the prohibited behavior is a consequence of, or directly related to, causes or events that occurred or originated on school grounds.

(Cumulative 7-12)

Failure to Appear for Detention

Failure to report for detention assigned by either staff or administration may result in in-school suspension, Saturday School or out-of-school suspension.

False Fire/ Emergency Alarm

Involvement in any false fire alarm at school or a school-sponsored event, including false calls to 911 may result in in-school suspension, Saturday School or out-of-school suspension and law enforcement notification. (Cumulative 7-12)

Fighting/Fighting Words

Fighting is defined as physical contact between two or more individuals, which involves hitting or striking another person. Students directly involved, regardless of whether they started or ended the fight will be disciplined. Students indirectly involved such as cheering, provoking or

	encouraging others to fight may also be disciplined. Behaviors such as pushing or posturing, shoving or presence will be considered “pre-fighting” and disciplined accordingly. Play fighting is not allowed. (Cumulative 7-12)
Forgery	Making, imitating, altering or signing any school documents with intent to defraud may result in detention, in-school suspension or Saturday School. (Cumulative 7-12)
Gang Activity	Stevenson High School/Wind River Middle School has a zero-tolerance policy toward gang activity or association. Groups of students that initiate, advocate, or promote activities that threaten the safety or wellbeing of persons or property on school grounds, or disrupt the school environment are prohibited. Any conduct that is menacing, threatening or intimidating as a “gang” is also not acceptable. Such groups are referred to as “gangs.” (RCW 28A.600.455)
Gambling/Games	The playing of games or cards, which result in a loss of property to a participant and/or for monetary gain, is prohibited. All such items will be confiscated and returned to the parent/guardian at the principal’s discretion.
Hall Passes	All students in the halls during class time must have an appropriate visible pass. Passes may be obtained from any staff member. Students are not allowed in the student center during class time, unless accompanied by a staff member or with approval from an administrator. All staff members are expected to ask students for hall passes. Students without a hall pass or students refusing to present a hall pass will be appropriately addressed or disciplined. Any student in any area of the school building or property without permission who is determined to have engaged in wrongful activity may be considered trespassing and subject to law enforcement, as well as school discipline. (RCW 28A.635.020 & 28A.635.030)
Harassment/ Intimidation/ Bullying	Harassment, intimidation, or bullying is intentional, unwanted behavior of a nonverbal, verbal, written, graphic, sexual or physical nature that is directed at an individual or group based on race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability or other distinguishing characteristics. It is about control, misuse of power, and the attempt to deny the victim equality. It is persistent or pervasive enough that it creates an intimidating or threatening educational environment. It has the effect of substantially disrupting the orderly operation of the school. In addition, any student who takes pictures or video of other students and staff, without their knowledge and consent, will be considered as harassing or sexually harassing others. In cases where pictures or video is posted to public forum (newspaper, internet, television) additional consequences, including criminal charges may be applied. Depending on the severity of the act, consequences may include, but are not limited to: Suspension, HIB education class, law enforcement contact or expulsion. (Cumulative 7-12)
Insubordination	Insubordination, non-compliance, and defiance are defined as failure to comply with a direct and reasonable request or instruction given by a staff member or administrator. Students will be referred immediately to an administrator and in severe cases, law enforcement will be called. Student will be disciplined accordingly including, but not limited to, in-

Misuse of Technology	<p>school suspension, being sent home, or out-of-school suspension. In severe cases, a student may be removed by law enforcement (RCW 28A.600.040 and Board policy 3240)</p> <p>Using technology and the internet is a privilege. The Internet is available for educational purposes only. Each student must have an Individual User Access Release form signed and on file before using school technology. Students are only allowed to use and access their own account. Misuse of school technology such as chat rooms, email, social media, accessing inappropriate sites, etc., will result in disciplinary action. Such actions may include but are not limited to: removal of internet access for a length of time as determined by administration, discipline according to discipline policy, and parent/guardian notification. Egregious or multiple offenses may result in loss of technology and Internet use for the year.</p>
Perfumes/ Colognes/ Sprays	<p>Due to possible health risks to students and staff, aerosol or spray-on personal care products of any kind may not be used at school. This includes, but is not limited to, spray perfumes, spray colognes, body spray, hair spray, etc. If a student uses a spray at school, it will be confiscated. Repeated offenses may result in disciplinary action.</p>
Sexual Harassment	<p>This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees, and others involved in school district activities. Sexual harassment may include, but is not limited to:</p> <ol style="list-style-type: none"> 1. Demands for sexual favors in exchange for preferential treatment or something of value; 2. Stating or implying that a person will lose something if he or she does not submit to a sexual request; 3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does; 4. Making unwelcome, offensive, or inappropriate sexually suggestive remarks, comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender, or conduct; 5. Using derogatory sexual terms for a person; 6. Standing too close, inappropriately touching, cornering or stalking a person; or 7. Displaying offensive or inappropriate sexual illustrations on school property. <p>Sexual harassment can occur adult to student, student to adult, student-to-student, adult-to-adult, male to female, female to male, male to male, and female to female (see sexual harassment notification form).</p> <p>Step 1: See the counselor or an administrator if you feel you are being sexually harassed or if you have an uncomfortable feeling about what someone is saying or doing to you.</p> <p>Step 2: In the event of suspected sexual harassment, an administrator will investigate.</p> <p>Step 3: The person(s) violating the harassment policy will receive disciplinary action according to established disciplinary guidelines.</p>

The District will take prompt, equitable and remedial actions within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. (Note: It is a violation of policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.) Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation. Depending on the severity of the act, consequences may include, but are not limited to: Suspension, HIB education class, law enforcement contact or expulsion. (Cumulative 7-12)

Student Affection	The student body and staff strive to foster desirable standards of behavior in halls and about the school campus. Students may hold hands, give a quick hug, but no sexual displays of affection will be allowed during the school day.
Tardies	Tardy is defined as not being in the assigned classroom when the tardy bell has stopped ringing. Teachers are required to keep accurate attendance records. Individual teachers may require students to be in their seats and working to avoid an unexcused tardy. Students arriving late to class must present an office tardy slip or valid note from another teacher, counselor, office staff member, or administrator. Any student more than 10 minutes late to any class will be marked as an unexcused absence for that class period.
Theft	Stealing, "borrowing" without permission and receiving stolen property is not allowed at SHS/WRMS. Keeping "found" property will also be considered theft. Police notification may occur and result in a criminal charge. (Cumulative 7-12)
Threat	To communicate directly or indirectly intent to immediately use force against any person who is present at the time; (a): To cause bodily injury in the future to the person threatened or to any other person; or (b): to cause physical damage to the property of a person other than the actor; or (c): to subject the person threatened or any other person to physical confinement or restraint and/or as defined in RCW 9A.04.110 (25) is prohibited. (Cumulative 7-12)
Trespassing	Breaking and/or entering onto any school property or into any school facility without proper authority, including periods of suspension or expulsion or refusing to leave when ordered to do so is prohibited and may result (ISS) in-school suspension, Saturday School or out-of-school suspension and law enforcement notification. (Cumulative 7-12)

Tobacco/Vaping	<p>As directed by Washington State Law, use of tobacco products on school premises is not permitted. Adult or Student use of tobacco/vaping will not be allowed on school property. The holding of a cigarette or other tobacco products will be considered the same as using. Lighters and matches are also not permitted on campus. (RCW 28A.210.310 (2) and RCW 70.155.080)</p> <p>First Offense: In School Suspension (1) day; law enforcement may be contact; two-hour tobacco education class required.</p> <p>Second Offense: Short-term Suspension (3) days; law enforcement may be contacted; two-hour tobacco education class required.</p> <p>Third Offense: Long-term Suspension; law enforcement contacted; eight-hour tobacco education class required. (Cumulative 7-12)</p>
Interference with School Authorities	<p>Interfering with administrators, teachers, or other school staff (employees or volunteers) by lying, making false statements, force, violence, intimidation, or threat during the course of performing their duties will not be tolerated. (Cumulative 7-12)</p>
Vandalism	<p>Any student or other persons who willfully or maliciously destroy or deface the school, school property or school grounds will be subject to fine and criminal citation for their actions. (Cumulative 7-12)</p>
Weapons	<p>For the personal safety of all students, school district employees, and school patrons, no materials which are normally viewed as weapons, or are used for the purpose of a weapon, are permitted at school, on school grounds or adjacent to school property. "Dangerous weapons," as defined in RCW 9.41.280 include, but are not limited to any: firearm, knife, sand club, metal knuckles, throwing stars or air gun. Other dangerous weapons would include, but are not limited to: look-a-like weapons, explosives, knives of any size or any weapon or device considered unsafe and dangerous according to federal and state law. Students who handle or carry unsafe and dangerous weapons will likely be expelled with no chance of returning for one calendar year per Washington State law. (RCW 28A.600.420) (Cumulative 7-12)</p>

Corrective Actions

Students are expected to BE SAFE, RESPECTFUL and RESPONSIBLE. The following procedures will be used for behaviors that do not follow that expectation.

Definitions:

Classroom Exclusion-means the exclusion of a student from a classroom or instructional or activity area for behavioral violations, subject to the requirements of WAC 392-400-330 and 392-400-335. Classroom exclusion does not include action that results in missed instruction for a brief duration when:

- a) teacher or other school personnel attempts other forms of discipline within the classroom to support the student in meeting behavioral expectations; and
- b) the student remains under the supervision of the teacher or other school personnel during such brief duration.

- c) if student is to be excluded from the classroom, parent/guardian contact must be attempted by the teacher
- d) behavioral interventions must be attempted before an exclusion can occur. (see below)
- e) when a classroom exclusion occurs, teachers are to contact parent/guardian(s); when a suspension is deemed

necessary, administration will contact parent/guardians

Disruption of the Educational Process- means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.

Suspension-means the denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented or controlled by the district.

***Reverse suspension-**parent/guardians will shadow their student for prescribed/appropriate length of time

***In-school suspension-**means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through WAC 392-400-475.

***Short-term suspension-**means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through WAC 392-400-475.

***Long-term suspension-** means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for more than ten consecutive school days, subject to the requirements in WAC 392-400-430 through WAC 392-400-475

Behavioral Interventions or Actions Available to Staff After a Violation Occurs:

- Teaching or re-teaching
- Oral or written feedback
- Parent/guardian notification or conference
- Increased supervision
- Loss of privileges
- Lunch or afterschool detention
- Behavior monitoring or a behavior contract
- In-school or out-of-school suspension
- Restorative justice practices
- Counseling or behavioral health services
- Community service or restitution
- Student support services

Teachers will:

- Attempt behavioral interventions prior to exclusion
- Contact parent/guardian regarding the exclusion
- Include typical parent/guardian contact method into their syllabi
- document incidents of exclusion and prior interventions
- Notify administration in the event of an exclusion

Compliance with all student conduct guidelines is mandatory. Progressive discipline is followed in instances in which the student is non-responsive to teachers' corrective and disciplinary actions. This begins with classroom-based redirection and possible corrective action. Continued issues can result in removal from the classroom short or long-term. Suspension, other than that allowed by teachers as referenced in RCW 28A.600.020, or in-school supervision must be assigned by a school administrator. In all cases of suspension, the assigning school employee will notify parent/guardians as soon as possible. Authorities may be notified at any stage and when required by law.

Disciplinary action may include the following and can be assigned by any staff member with the exception of suspension or expulsion, which must be assigned by an administrator. As a general rule, no student shall be suspended short or long term unless other forms of corrective action reasonably calculated to modify his/her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature. However, a student may be suspended for exceptional misconduct, other than absenteeism, when such misconduct is of frequent occurrence, is serious in nature and/or is disruptive to the operation of the school.

Prior to the imposition of a corrective action upon a special education student, the school principal and special education staff who have knowledge of the student's handicapping condition will determine if there is a causal relationship between the handicapping condition and the misconduct giving rise to the corrective action. When a relationship is found to exist, special education programming procedures shall be employed.

Detention	Teacher or administrator assigned detention when a student commits initial minor violations of school policy. Students are expected to bring study materials. Detention may occur before school, at lunch, or after school.
Community Service	Sessions of cleaning in and around school property for various time periods.
In School Suspension	In school suspension is a consequence that may be received for a number of reasons. Usually this is for inappropriate to severe behavior whereby a student needs to be removed from the class or the general student body. A student may be placed in the designated room for all or a portion of the day, or multiple days, depending on the administrative decision. A student can be assigned to ISS at any time and is expected to continue working on their academic assignments while there. Special education students will also receive their support services while in ISS as not to impede academic progress. A student refusing to comply with the ISS staff member or the administrator will be subject to out of school suspension. Students report to ISS during the same time frame as the regular school day. Assignment is minute for minute so tardiness or absence will be made up immediately. Students will be taken to the cafeteria to pick up their lunch.
Out of School Suspension	Temporarily removes the student from the privilege of attending school. Students assigned for flagrant behaviors or repeated offenses are sent home with a parent or guardian or with parent/guardian permission.
Short Term Suspension	In the event the proposed corrective action of a student is to include the denial of the right of school attendance for any single class, for 1 to 10 school days or full schedule of classes for 1 and up to 10 consecutive school days, a conference shall first be conducted with the student as follows: <ul style="list-style-type: none"> A. An oral or written notice of the referral shall be provided to the student; B. An oral or written explanation of the evidence in support of the referral shall be provided to the student; C. An oral or written explanation of the suspension, which may be imposed, shall be provided to the student; D. The student shall be provided the opportunity to present his/her explanation. The parent/guardian of the student shall be notified of the reason for the suspension and the duration of the suspension orally or by U.S. mail as soon as reasonably possible. Any student subject to a short-term suspension shall be provided the opportunity, upon return, to make up assignments and tests if:

Long Term
Suspensions or
Expulsions

A. Such assignments or tests have a substantial effect upon the student's semester grade or grades; or

Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

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

If a hearing is requested, the superintendent shall schedule the matter for a hearing within three (3) school business days of such request.

The parent/guardian and student and the district or representatives shall be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent/guardian and student shall have the opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses.

The hearing shall be conducted before a hearing officer appointed by the superintendent. Such hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The hearing officer shall state in writing the findings as to the facts, conclusions and disposition to be made. The decision shall be provided to the parent/guardian and student or counsel.

Prior to imposing a long-term suspension or expulsion due to the misconduct of a disabled student, the principal shall call a meeting of selected staff to:

- A. Determine whether the student's misconduct has a causal relationship to the student's disability.
- B. Determine whether the student's misconduct is the result of an inappropriate placement; and
- C. Consider the sanction or action to be taken and whether the sanction will deny the student a free and appropriate public education.

Staff involved in this meeting shall be familiar with the:

- A. Individual student's file;
- B. Assessment data and the IEP that has been developed accordingly;
- C. Placement options available to the student.

If misconduct is not related to the disability, is not the result of an inappropriate placement, and will not result in denial of a free and appropriate public education (FAPE), the written notice of the proposed action shall be sent to the parent/guardians. This notice shall be sent by certified mail and include:

- A. Date, time, place and participants at the meeting;
- B. Information and/or data used in reaching the decision;
- C. The decision regarding the causal relationship of the disability to the misconduct, the appropriateness of the placement, and the corrective action or to be imposed;
- D. The right to a due process hearing regarding the causal relationship of the disability and the misconduct; and,
- E. The right to a due process hearing regarding the imposition of a corrective action.

- B. If no request for a hearing is received within three (3) school business days after the notice is received, the hearing shall be waived and the action shall take effect. If the proposed school action is challenged as a substantial change in placement through a request for a hearing, special education policies and procedures shall be applicable. If the disabled student is being disciplined for drug or alcohol offenses and is a current user of drugs or alcohol, the extra due process requirements involving change of placement do not apply.

Emergency Removal

A student may be removed immediately from a class or subject by a teacher or administrator without other forms of corrective action and sent to the principal or a designated school official, without first attempting correction action, provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or staff or an immediate and continuing threat of substantial disruption of the class, subject, or educational process of the student's school. The removal shall continue only until:

- A. The danger or threat ceases, or
- B. The principal acts to impose discipline, impose a short-term or long-term suspension or expulsion or to impose an emergency expulsion.

The principal shall meet with the student as soon as reasonable possible following the student's removal and take or initiate appropriate corrective action. In no case shall the student's opportunity for such meeting be delayed beyond commencement of the next school day.

The teacher or administrator who removed the student shall be notified of the action that has been taken or initiated.

Emergency Expulsion

You have the right to a hearing to contest an emergency expulsion. If you wish to request a hearing, following a conference with the building principal, your written request must be delivered before the expiration of the tenth (10) school business day after receipt of the discipline notice to the school district superintendent at the following address:

Ingrid Colvard, Superintendent
 P.O. Box 850
 Stevenson, Washington 98648-0850
 (509) 427-5674

If you do not request a hearing within the specified time, you will have lost or waived your right to a hearing. Also, during the appeal process, until otherwise stated, the emergency expulsion will remain in effect. If applicable, when severe disciplinary action is being assigned, other corrective actions must have been imposed.

Appeal Process

Appeal for Short Term Suspension

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

The parent/guardian and student after exhausting this remedy shall have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the

parent/guardian and student, upon two (2) school business days' prior notice, shall have the right to present a written grievance to the Board of Directors at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent/guardian and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

Appeal for Long Term Suspension or Expulsion

If a long-term suspension or expulsion is imposed, the parent/guardian and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within three (3) school business days after the date of receipt of the decision. The Board of Directors shall schedule and hold a meeting to informally review the matter within ten (10) school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent/guardian, and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the board of directors deems reasonable. Prior to adjournment, the board of directors shall agree to one of the following procedures:

- A. Study the hearing record or other materials submitted and record its findings within ten (10) school business days;
- B. Schedule and hold a special meeting to hear further arguments on the case and record its findings within fifteen (15) school business days; or
- C. Hear and try the case de novo before the board of directors within ten (10) school business days.

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

- A. Those board members who have heard or read the evidence,
- B. Those board members who have not acted as a witness in the matter, and
- C. A majority vote at a meeting at which a quorum of the board is present.

Within 30 days of receipt of the board's final decision, any parent/guardian and student desiring to appeal any action upon the part of the council regarding the suspension or expulsion may serve a notice of appeal upon the board and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the errors complained of.

Bus Safety

Riding a school bus is a privilege, and not a right, for all students. Students being transported in vehicles provided by the district are under the authority of the bus driver. Bus conduct in violation of guidelines listed in the student handbook can result in the forfeiture of a student's right to ride the buses, as well as other disciplinary action. (Policy 6605 and 6605P) (WAC is 392-145-016)

In order to assure the safety of pupils using this privilege, the following list of rules and regulations will be followed at all times:

1. The driver is in full charge of the bus and pupils at all times. Students riding the bus must obey the driver promptly.
2. Pupils shall ride their regularly assigned bus at all times unless permission has been granted by the school authorities. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.
3. Other than by permission of school authorities, no pupil shall be permitted to leave the bus except at his/her stop.
4. Pupils may be assigned seats by their school principal or bus driver.
5. Outside of ordinary conversation, classroom conduct must be obeyed.
6. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing anything out of the windows.
7. For safety reasons, due to potential choking hazards and food allergies, eating or drinking is not allowed.
8. Possession or use of tobacco products, and/or the lighting of matches/lighter on a school bus are not allowed.
9. No pupil shall open a window on the school bus without first getting permission from the bus driver. Windows should only be allowed ½ way due to safety of the students falling out in a roll-over accident or being pushed out by another student.
10. Pupils can talk to the driver only if they have a concern for their own or someone else's safety.
11. Pupils must see that they have nothing in their possession that may cause injury to another (i.e., sticks, breakable containers, firearms, knives, straps or pins extending from clothing). Also, any type of animal is not permitted on the bus, with the exception of approved service animals.
12. Each pupil must see that his/her books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large item. Students carrying musical instruments must hold them while riding on the bus.
13. No pupil will be allowed to talk to the driver unless absolutely necessary.
14. No pupil shall sit in the driver's seat, nor shall any pupil be to the immediate left or right of the driver.
15. Pupils are to remain seated while the bus is in motion and not to get up until the bus has come to a complete stop, pupils are not to get on or off the bus until the bus has come to a complete stop.
16. Pupils must leave the bus in an orderly manner. They must not cross the highway until directed by the school bus driver. When boarding or leaving the bus, students should be in full view of the driver at all times.
17. Pupils must cross the highway/roadway only in front of the bus and never behind it.
18. Pupils must not stand or play in the roadway while waiting for the bus.
19. Pupils need to be at the bus stop no later than 5 min. prior to the schedule bus stop time. Pupils are not to run after the bus. Pupils need to wait 10-12 feet from the roadway when possible for their safety.
20. Pupils at the bus loading zones should exercise self-discipline. Students should refrain from pushing or shoving other students while awaiting loading.

21. Pupils who have to walk along the highway to the bus-loading zone, where practicable, must walk on the side facing on-coming traffic. This will apply to students leaving the bus-unloading zone in the evening.
22. In the event of an actual emergency, emergency exit procedures, as established during the emergency exit drills, will be followed.
23. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
24. In discipline problems that are more routine in nature, the driver will make out a bus conduct report to the building administrator. Students must have a parent or guardian sign the report and return it to the school before he/she will be permitted to ride on the bus the next day.

Students who receive a bus conduct referral will be addressed by the Transportation Supervisor or Principal. The first infraction may, in general, be a warning. A second infraction may result in a one (1) day suspension from riding the bus (both a.m. & p.m.). A third infraction may result in a one to five (1-5) day suspension from riding the bus. Depending on severity, the consequences may be adjusted. If you have any questions concerning these rules, please contact the district transportation supervisor at 427-5277.

Appendix

Complaint Options: Discrimination and Sexual Harassment

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

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

Complaint to the School District

Step 1. Write Our Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

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

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

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

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

DISCRIMINATION

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

**Ingrid Colvard, Superintendent, 504 Coordinator
Civil Rights Coordinator, Title IX Officer**

Administrative Office
350 NW Bulldog Drive

Stevenson, WA 98648
(509) 427-5674

colvardi@scsd303.org

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

http://www.scsd303.org/school_board/board_of_directors/board_policies

Pre-Arranged Absence Form

YOU MISS SCHOOL – YOU MISS OUT!

STEVENSON-CARSON SCHOOLS EXTENDED ABSENCE NOTIFICATION FORM

_____ will be absent from school
Student Name _____

_____ to _____
Leave Date _____ Return Date _____

School Days Absent for this Request _____ Absences this Year _____ Total Absences _____

Reason for extended absence:

The school acknowledges that you plan to have your child out on the above dates. We will make best efforts to work with your child on assignments missed, though many experiences cannot be replicated outside the classroom. Your child will receive his/her work upon their return from the extended absence. Please understand each day missed results in significant learning lost.

Parent Signature

Date



10 or MORE DAYS

- Excused and unexcused absences represent lost time in the classroom and lost opportunities to learn.
- Missing just one day every two weeks can add up to 18 days in a year. Absences add up before you even know it.



5-9 DAYS

- Students who are absent an average of 15 days a year miss a year's worth of school before their senior year.
- When students miss a day of school it actually puts them two days behind their classmates.



5 OR FEWER ABSENCES

- Students with good attendance generally achieve higher grades and enjoy school more.
- Children benefit and make the most of their educational opportunities if they attend school regularly and on time.

Teacher initial/date _____ Principal Initial/date _____

Attachments: attendance record & progress report.

The State of Washington considers a student chronically absent if they have 10 or more absences in a year, regardless of the reason(s)/

01/2020

Doctor Authorization for Administration of Medication at School

AUTHORIZATION FOR ADMINISTRATION OF ORAL MEDICATION AT SCHOOL

Student Name: _____ Birth Date: _____

School: _____ Grade: _____

.....
THIS PORTION TO BE COMPLETED BY THE PHYSICIAN/DENTIST

Name of Medication Dosage Methods of administration Time

Reason(s) for medication to be given during school hours _____

If given p.r.n. specify the length of time between doses _____

Inhalers: _____

Indicate if student must carry on his/her person

*Permission to self-administer/self-carry inhaler medication ___yes ___no

Possible side effects of medication _____

Emergency procedure in case of serious side effects _____

I request and authorize that the above-named student be administered the above identified Oral medication in accordance with the instructions indicated above from _____ to _____ (not to exceed current school year) as there exists a valid health reason which Makes administration of the medication advisable during school hours.

Date of Signature

Physician/Dentist Signature

Telephone Number: _____

Name: _____

(Print or type)

Please note: if samples of medication are to be given, they must be labeled with the name of the student, dosage, and time to be given.

.....
THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN

I request/authorize the school to administer medication to the above identified student in accordance with the doctor's instructions for the period from _____ to _____ (not to exceed current school year). I understand that every effort will be made by school staff to administer the medication in a timely manner. Guardian will be notified if medication not given.

*Permission to self-administer/self carry inhaler medication ___yes ___no

Date of Signature

Parent/Guardian Signature

Telephone number: _____ (home) _____ (work/cell)

*Medication will be supplied to the school in their original containers with pharmacy labels that include the child's name and instructions for giving the medicine.

Immunization Chart

VACCINES REQUIRED FOR SCHOOL ATTENDANCE, GRADES K-12

VACCINE	Kindergarten - 6 th Grade	7 th – 9 th Grade	10 th - 12 th Grade
Hepatitis B	3 doses Dose 3 must be given on or after 24 weeks of age		
DTaP (Diphtheria, Tetanus, and Pertussis)	5 doses (4 doses only IF 4 th dose given on or after 4 th birthday AND a minimum interval of 6 months from the previous dose)		
Tdap (Diphtheria, Tetanus, and Pertussis)	Not Required	1 dose Tdap <i>(see page 2 for more details)</i>	
IPV (Polio, for OPV see page 2)	4 doses (3 doses only IF 3 rd dose given on or after 4 th birthday) The final dose given on or after August 7, 2009, must be given on or after 4 years of age AND a minimum interval of 6 months from the previous dose.		4 doses (3 doses only IF 3 rd dose given on or after 4 th birthday)
MMR (Measles, Mumps, and Rubella)	2 doses		
Varicella (Chickenpox)	2 doses OR Healthcare provider verified disease history		

Technology Use Policy and Agreement

Form 2022F-2

Electronic Information System (K-20 Network) Individual User Access Informed Consent Form

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release the Stevenson-Carson School District, the K-20 Network, and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use, the K-20 Network including, without limitation, the type of damages identified in the Stevenson-Carson School District's Acceptable Use Guidelines. Further, my child and I agree to abide by the District's Policy and Procedures for Electronic Information Systems, which we have reviewed and understand, and we acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges. My child and I acknowledge and agree that the Stevenson-Carson School District has the right to review, edit or remove any materials installed, used, stored or distributed on or through the network or District's system including e-mail and other electronic messages and we hereby waive any right of privacy which my child or I may otherwise have into such material. My child and I acknowledge and agree that any copyright my child may have in material posted on the Internet through the school district's system is waived.

Signature of Parent/Guardian/Users (**required if user is under age 18*)

Student Name (Printed)

Printed Name of Parent/Guardian

Address City/State/Zip Phone

Date Signed

I consent to my student receiving a Stevenson Carson School District supplied Chromebook.

YES

NO

District Calendar

Stevenson-Carson School District 2021-2022 Calendar
Approved 11/14/19

AUGUST/SEPTEMBER

M	T	W	T	F
30	31	1*	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

FEBRUARY

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

- 1-Sep *School Starts
- 4 6-Sep Labor Day
- 5 1-5-Nov Parent Teacher Conferences
- 4 5-Nov End of 1st Quarter (47)
- 4 11-Nov Veterans' Day - No school
- 1 24-26 - Nov Thanksgiving Break
- 18 20-31-Dec Winter Break
- 17-Jan Martin Luther King Day
- 28-Jan End of 1st Semester (45)
- 3 hr Early Release
- 4 18-Feb Snow make up day (if needed)
- 4 21-Feb Presidents' Day
- 5 11-Mar Snow make up day (if needed)
- 5 31-Mar End of 3rd Quarter (41)
- 4 1-Apr Snow make up day (if needed)
- 22 4-8 - April Spring Break
- 11-15 - Apr Parent Teacher Conferences
- 27-May Snow make up day (if needed)
- 30-May Memorial Day
- 11-Jun High School Graduation
- 5 16-Jun *School Ends-3 hour early release (47)

OCTOBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	25	27	28	29

MARCH

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

APRIL

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

MAY

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16*	17
20	21	22	23	24
27	28	29	30	

- Codes:
- 2-Hour Early Release - All Schools
 - 2 hr Early Release - Conferences - All Schools
 - 3 hr Early Release - All Schools
 - No School
 - Snow day

Athletic Code

Note: *The Athletic Code may be updated during the year to comply with current WIAA regulations. Once the updated code has been approved by the SCSB Board of Directors it will be updated on the school website.*

I. General Regulations

- A. WIAA rules must be followed in all cases of scholastic and athletic eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility to know, to inform team members and parent/guardians, and to enforce school and WIAA regulations in these matters.
- B. No athlete may quit one sport and turn out for another after the season has begun without the mutual consent of both coaches.
- C. Athletes must travel to and from contests away from Stevenson or Carson in transportation provided by the school. The only exceptions are:
 1. Injury to a participant which would require alternate transportation.
 2. Prior arrangement between the participant's parent/guardian and the coach for the student to ride with that parent/guardian and/or under conditions outlined in form 2151F. In cases where athletes are transported to contests, the coach must notify administration in advance.
- D. Completion of the sports season is required in order for the student to be eligible for letter or other team or individual awards. Exception: Injury which limits participation. No awards shall be given to any student suspended for the remainder of the season for Athletic Code violation.
- E. All fines must be taken care of before participation in a sport is allowed. If the school has provided financial assistance with athletic fee or the purchase of shoes, the recipient will be expected to work to pay off the fee. All equipment from a previous sport must be returned before a student shall be eligible to participate in the next sport season.
- F. **Students are to maintain a passing grade in all subjects.** Bi-Weekly (Weekly for WRMS) grade checks (1st and 3rd Monday of the month) will be made on all interscholastic participants. If the participant's grades are not passing, the student has one week's probationary status to raise all grades to a passing level. If this is not accomplished in the given week, the student will be suspended from the team until the next grade check shows that all grades are passing.
- G. WIAA Rule for failing two classes at the end of the Semester:
High School: Suspension period continues through the last Saturday of September in the fall or the first five weeks of the succeeding semester.
Middle School: Suspension period continues through first three (3) weeks of next semester.
- H. Acceptable school conduct and attitude will be maintained. The school administration shall determine if conduct and attitude is unacceptable.

II. School Attendance Requirements

- A. A student must be in each of his/her classes in their entirety for the entire day in order to participate in an activity or contest that day. This includes zero period, advisory, and any activity scheduled for that day. An exception would be made if the student had an approved medical appointment or emergency; in which case, the student must present to the administrator a signed statement from the doctor or parent/guardian regarding the absences. Students in Out of School Suspension (OSS) are not allowed to participate during that time.
- B. All participants are expected to be on time for the school day following a game and are to remain in school all day. An exception may be made in cases where the athlete has returned with the team after midnight, in which case the athlete/participant will be informed by the athletic director or coach if 1. ***Only a medical personnel's excuse, an emergency determined solely by the building principal, or a preplanned absence will be accepted.***
- C. A student who has been injured and has had medical treatment cannot participate again until a medical release is obtained by the athlete and presented to the coach to clear them for participation.
- D. Non-valid absences from class or activity during the season will result in:
First offense: Discussion with head coach and no participation in practice that day.

Second offense: Discussion with head coach, no participation in practice that day and suspension from one contest.

Third offense: Discussion with head coach, no participation in practices that day, and suspension from the next two contests.

Fourth offense: Suspension for the remainder of the season.

- E. Unexcused absence from scheduled practice will result in disciplinary action by the coach which may include a suspension from contests. To excuse an athlete from practice the athlete or the parent/guardian needs to communicate the reason for the absence with the coach beforehand. The coach is in charge of determining if the excuse is valid.

III. Major Infractions (these infractions are cumulative over the years of participation)

- A. Any infraction of law or conduct by a student athlete that is determined by school authorities to be detrimental to the athletic program, school, or school district both on campus and off will be subject to consequences at the time of infraction. (This also includes fighting, harassment/intimidation/bullying, substance use, theft, or malicious destruction of equipment or property which belongs to the school or any individual.)

First offense: The individual will be suspended from the squad for five (5) school days. At the end of this period, following counseling by the head coach and a school administrator, a decision regarding further competition will be made. When applicable, restitution will be made or the item replaced.

Second offense: Removal from the team for the remainder of the season or four weeks which may extend into the next season of participation.

- B. A display of unsportsmanlike conduct toward an opponent, official, spectator or use of profanity during a practice or contest will result in counseling by the head coach and possible suspension.

- C. WIAA EJECTION POLICY – A player, coach, or bench personnel of the team who is ejected from a contest due to fighting, violent conduct, or abusive, vulgar or profane language, shall be prohibited from participating in the next two (2) scheduled contests. There is no appeal for the first offense. A second offense, in a season, will result in the suspension for the remainder of the season and may only be appealed to the WIAA Executive Director.

- D. **Use of Tobacco and Vaping by Athletic Program Participants is Prohibited!**

First offense: Suspension from participating in any contests for a period of four (4) weeks. Any time not completed during the current season/activity shall be completed during the next season/activity that the student participates in. Should the athlete participate in a tobacco cessation class, the suspension may be reduced to not less than two (2) weeks.

Second offense: Suspension from all contests for the remainder of the season or for a period of not less than eight (8) weeks, whichever is longer. Any time not completed during the current season/activity shall be completed during the next season/activity that the student participates in.

- E. **Use or Possession of Alcohol, Non-prescribed Prescription Drugs, Illegal Chemical Substances (Including Steroids or Opiates) are Prohibited!**

First offense: Suspension from all contests for the remainder of the season or for a period of not less than eight (8) weeks, whichever is longer. Any time not completed during the current season/activity shall be completed during the next season/activity that the student participates in. The student must complete a school approved drug/alcohol awareness program prior to participation in the next interscholastic activity. The suspension may be reduced to five (5) weeks if there is successful completion of the program.

Second Offense: Suspension for one calendar year from the date of the second violation. The student must complete a school approved drug/alcohol awareness program prior to participation in the next interscholastic activity.

Third Offense: Permanently prohibited from participation in interscholastic activities.

- IV. **Attendance at an event where alcohol or illegal chemical substances are being illegally consumed/used:** Athletes who attend a gathering where drugs or alcohol are being used illegally

must, immediately upon becoming aware of the presence and/or use of such substances, make appropriate and exhaustive attempts to leave. Failure to leave will prompt an investigation by school officials and be subject to disciplinary action consistent with paragraphs A-C in Section III. This timeframe includes all students, in season or out of season, during the calendar school year. Students caught violating this handbook by law enforcement in the summer months will be subject to disciplinary action consistent with paragraphs A-C in section III. (See section VIII below)

- V. Before any suspension provided for under these rules shall take effect, the student shall be verbally advised of the alleged violation and the student will have an opportunity to explain.

VI. Social Media

You are responsible to ensure that your personal social networking activities will not have an adverse effect on the school, teams, and athletes; we require that you observe the following guidelines:

1. Do not engage in social networking on school time or use school property or resources.
2. If your online communications include any information related to Stevenson High School or Wind River Middle School, and even if you are posting anonymously, you are strongly encouraged to not discredit, disparage or defame your school, other schools, the team, officials, coaches or players.
3. Being disrespectful of fellow students and faculty may expose a person to a civil defamation lawsuit by individual parties and unwanted publicity. You are more likely to resolve an issue by speaking directly with your teammates, coaches or staff members than by posting complaints

If you need clarification of any aspect of this policy, contact your coach or athletic director. Failure to comply with this policy may lead to appropriate disciplinary action, which may include suspension from a contest(s).

- VII. Any athlete that is kicked out of a sport at their previous school may not participate in the same sports season at our school.

- VIII. The rules and regulations in this code shall apply to any violation, on and off school premises, both during the season of participation and during the entire academic year. Any major infraction outside of the sports season that results in a citation from any law enforcement agency will result in suspension.

- IX. Additional rules and regulations from the head coach must be cleared by the principal and athletic director. Any additional rules and regulations must be in writing and on file in the school office. These rules and regulations will follow due process and provide for the appeals process that follows.

Unusual situations, not covered by this code, will be handled by the coach and/or coaching staff and administration.

Middle School Athletes

Sixth grade students are allowed to participate in Middle School Extracurricular Athletics in the sports of Volleyball, Cross Country, Basketball (Boys and Girls) and Track and Field. They will be subject to the same requirements, registrations, fees, academic requirements, and sport eligibility/rules as 7th and 8th grade student-athletes. (WIAA 18.17.0)

Eighth grade students are allowed to participate in High School Extracurricular Athletics in the sports of Girls Soccer, Baseball, Softball, and Girls Tennis (WIAA 18.20.4) at any time and Volleyball and Basketball (Boys and Girls) if turnout meets WIAA required levels (WIAA 18.20.3) in order to preserve Varsity and Junior Varsity teams.

Class Attendance

Students must be in school for the entire day in order to attend ASB sponsored events such as dances. Students planning on being absent for any part of the day prior to a scheduled event should complete a **PRE-ARRANGED ABSENCE** form 24 hours prior for principal approval.

Fees

Students will be asked to pay a user fee. It will be outlined in the sports packet. If you need a fee waiver, please contact the athletic secretary.

Attendance Letter to Families

Dear Families,

Stevenson-Carson Schools are 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 school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

WHAT WE NEED FROM YOU

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. In the event your student is absent, please contact the **Attendance Secretary** at your child's school via phone or email. **Please make sure you sign and return the Student Handbook coversheet acknowledging you have received this information.**

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, including your student's ADVO teacher, the school counselor, or principal. 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 parent/guardians 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. This is typically done through the School Messenger/Parent Square System.

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

At Wind River Middle School and Stevenson High 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/guardian, student and school have made a 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.

At Wind River Middle School and Stevenson High School we have established the following rules on attendance found in this Student Handbook that will help you ensure your student is attending regularly.

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 stomachache 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/guardian.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

Sincerely,

Ms. Karen Schreiber
Stevenson Elementary

Ms. Sarah Dodson
Carson Elementary

Dr. Benton Dorman
Wind River Middle

Mr. Bill Schwann
Stevenson High

Attendance Expectations

Students that attend school consistently have a greater chance of excelling academically. Being present in the classroom provides students the ability to ask for clarification, engage in meaningful discussion, and take notes in preparation for examinations. Daily attendance promotes educational success and builds stronger relationships with peers and teachers and preparation for the world of work in which attendance is required to fulfill job responsibilities.

The following are the attendance expectations for all students:

- Attend school daily and on time to maximum academic and social success.
- Be accounted for at all times throughout the school day, to promote safety.
- Abide by district policies related to school attendance.

Absence Reporting Procedure

It is the family's responsibility to report their student's absences. Only parent/guardians can excuse a student's absence by calling the Attendance Secretary, leaving a message, or sending an email, on the first day of the student's absence. Our skyward system uses a relay dialer system to alert families of any unexcused absences from school. Families must notify the school to within three (3) school days via phone or written note from a parent/guardian (Board Policy 3122). Any absence not cleared within 72 hours will be treated as unexcused. The Skyward Portal provides attendance data daily.

In the event of illness or family emergency, families may request assignments or missing work. Makeup work is only allowed for excused absences, not any unexcused absences.

Excused Absences Valid excused absences allowed by the state:

[1] SCSD approved activity; [2] medical; [3] family emergency; [4] religious or cultural observations; [5] court; [6] Post-secondary activities; [7] S.A.R. per RCW 28A.225.055; [8] circumstances involving homelessness status; [9] disciplinary/corrective action; and [10] completed & *approved* pre-arranged absence –filed 48 hours *prior* with office administration

Middle and high school students may also be asked to complete the **WARNS assessment** in compliance with RCW 28A.225.020 here at school so that we may take data-informed steps to reduce absences. The *Washington Assessment of the Risks and Needs of Students* (WARNS) is a brief (53 to 74-item) self-report measure for 13 to 18-year-old youth designed to allow schools, courts, and youth service providers to assess individual risks and needs that may lead to truancy and/or school failure, and to target interventions accordingly.

Additionally, RCW 28A.225.030 requires the school district to file a Truancy Petition with the Juvenile Court after seven (7) unexcused absences in one month or ten (10) unexcused absences in one school year. Students placed on an attendance agreement with Wind River Middle or Stevenson High School may also be required to appear before the Community Truancy Board. School principal, or designee, has the authority to determine if an absence meets the above criteria for an excused absence.

Unexcused Absences include, but are not limited to:

<ul style="list-style-type: none">• Truancy• Missing the bus or ride to school• Shopping• Babysitting	<ul style="list-style-type: none">• Over-sleeping• Car problems trouble/traffic• Staying home to do homework or work on projects
--	--

Pre-Arranged Absences

The school does not encourage parent/guardians to take children out of school during the school year. We, however, understand of some personal situations which may arise. Students must submit the completed PRE-ARRANGED ABSENCE form to the office/administration 48 hours prior to the planned absence. Please remember, Washington State law requires that students be making regular academic progress in order to be excused by this process. Students who do not follow pre-arranged absence procedures may be recorded as “*unexcused*” in their attendance record.

Tardies

Tardy is defined as not being in the assigned classroom when the tardy bell has stopped ringing. Teachers are required to keep accurate attendance records. Individual teachers may require students to be in their seats and working to avoid an unexcused tardy. Students arriving late to class must present an office tardy slip or valid note from another teacher, counselor, office staff member, or administrator. Any student more than 10 minutes late to any class will be marked as an unexcused absence for that class period.

The following are guidelines used as corrective action for middle and high school student when they accrue excessive tardies. Tardies are cumulative from all classes, including ADVOCACY & PRIDE

First and Second Tardy	Teacher informing student of tardy
Third Tardy Violation	Lunch Detention
Continued Violations	Multiple Lunch Detentions, ISS or community service

Unexcused tardies may include the following: returning to the office for an admit slip; returning to a locker to get supplies, books, or assignments; oversleeping; locker not opening; not hearing the bell; and having to talk with someone.

Truancy

The school shall notify the parent/guardian in writing no later than the student’s fifth (5th) unexcused absence in a month. After seven (7) unexcused absences in a month or ten (10) in a year, a truancy petition and affidavit will be filed with the juvenile court and Community Truancy Board alleging a violation of RCW 28A.225.020 (School board policy 3122P).

Following the fifteenth absence from school (whether excused or unexcused) in a school year, the student will be placed on Restricted Absence Status. The student will only be excused for illness, medical or dental appointments that cannot be scheduled out of the school day, and for family emergencies. (Board Policy 3122)