

**Pe Ell School District #301**  
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**Board of Directors**

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**Mara McGrath: Vice Chair**  
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**Introduction**

At the Pe Ell School we believe in honesty, integrity, self-discipline, respect and love of knowledge. These standards guide our actions. We believe in student achievement and that success for all students is not a dream but rather happens because of a plan. Furthermore, we strive to help students develop purposeful strategies toward their career pathways so they become passionate about their own plan for success. I will attempt to do my very best at all I try to do. If I do, I will live up to the Trojan standard of:

- Prepared
- Respect
- Integrity
- Determined
- Engaged

**As a student,**

I commit to attend class regularly; work as hard as I can in class; help keep the school safe; ask for help when I need it; and to respect and cooperate with adults and other students

**As a parent/caring adult,**

I commit to: have high expectations of my child; help my child attend school and be on time; keep track of my child's progress; assist my child in solving conflicts in a positive way; work with teachers and school staff in supporting and challenging my child; and respect school staff and work with them when conflicts arise.

I need: teachers/staff who respect my role as a parent/caring adult; communications from the school; to monitor my child's progress; respect me as an individual; and a community that supports families.

**As a staff person (Teacher, Support Staff, and Administration)**

I commit to: have high expectations of myself and my co-workers; communicate and work with families; to assist student learning; provide a safe environment for learning and respect cultural differences of students and their families.

I need: students who are ready and willing to learn; respect from students, families, and other staff and administrators; assistance from parents and administration; to remove barriers that prevent me from doing the best for my students.



## PE ELL SCHOOL MISSION STATEMENT

As a central part of a caring community, the Pe Ell School District works in partnership with students, parents, staff, and community. Dedicated staff members strive to provide and support an inclusive educational environment. Our goal is to prepare and challenge each student with the education needed to be successful and respectful citizens in a changing world.

-EVERYDAY-EVERYBODY-

### SERVICES

**INTERVENTION ROOM:** If a student is in need of intervention services, a variety of resources will be available from our school counselor to outside resources. Services can be reached by referral of parent, teacher, student or staff.

**HEALTH SERVICES:** Health Services are available at the school, but should be limited to those accidents and illness that happen at school. If you become ill during the school day, report to the main office. We will either allow you to rest in the Nurse's office or excuse you from school depending on the severity of the illness. The office will contact your parents before allowing you to leave, **students should not use their cell phones to contact parents to come get them.** When emergencies develop, the staff administer first aid and call your parents. All medications will be kept in and dispensed through the office.

**LIBRARY SERVICES:** The library will be opened at 8:00 am and remain open throughout the school day for your convenience. Students are encouraged to use the library as much as possible. Please remember the library is A QUIET study and research area, not to be used for socializing.

**SCHOOL INSURANCE:** School insurance is available to all students. Packets describing the insurance program are available in the office. Purchase of the program is optional; however, students participating in athletic activities (including cheerleading) must provide signed evidence verifying adequate insurance coverage if they choose not to buy the school insurance.

### STUDENT HEALTH PROBLEMS

A professional responsibility in education is to try to identify any problem of an individual that may adversely affect the learning ability of the student. This includes such things as hearing, sight, teeth, lack of sleep, malnourishment, injuries and ailments. In cases of child abuse, the Teacher, Principal and District can be held legally responsible for not taking immediate action if there is any hint of child abuse. A false alarm is not nearly as bad as missing someone needing help.

### HEAD LICE: SCHOOL STAFF/SCHOOL NURSE RESPONSIBILITY

- Immediate or long term exclusion from class is no longer recommended. Students with live head lice can remain in class and go home at the end of the day, be treated, and return to school after the appropriate treatment has begun. Students can return to school with nits following treatment. Nits may persist after initial treatment, therefore students with nits should be allowed back in school the next day. Successful treatment should kill crawling lice.
- Notify parents/guardians of suspected case. Suggest resources for parent on how treat head lice such as those available through the Washington State Department of Health Lice Web page:  
<http://www.dho.wa.gov/CommunityandEnvironment/Pests/Lice.aspx>.
- Maintain and support confidentiality of student.
- Utilize standard precautions regarding the guidelines for handling bodily fluids in schools.
- For more information, contact the school office and/or school nurse.

### IMMUNIZATIONS

The law requires that school children must meet certain minimum immunization requirements or they will not be allowed to enroll in school. You must present proof that your children have been immunized against certain childhood diseases. Please see the chart located at the back of this handbook to the immunizations that are required for your child.

**STATE REQUIRED HEALTH INFORMATION:** Please read the following health information at the back of this booklet. The first provides information on meningococcal disease. The second provides information to help reduce cervical cancer in Washington by protecting girls from HPV.

**MEDICATION:** If your child is in need of any medication while in school, you will need to pick up and fill out a school medical form. These forms can be picked up at the school office or at your doctor's office. This form needs to be signed by both you and



your doctor. **This is a STATE REQUIREMENT.** (This is for both prescriptions and over the counter medications) All medications will be dispensed through the office. **Students should NOT have medication of any kind on their person and/or give any medication to another person.**

**EMERGENCY TREATMENT FORMS:** If you have already done so, please fill out and return the Student Emergency form to the school office. If you don't have one, they can be picked up at the office.

### **ATTENDANCE LAW**

Washington State law requires that enrolled students between 6-18 years of age attend school. Schools are required to keep records of excused and unexcused absences. Absences for health, family emergency, school activities, prearranged absences approved by the Principal, and absences for disciplinary reasons are excused absences. All other absences are unexcused absences and may result in meeting the administration (and community truancy board) and/or referral to courts for habitual truant.

Attendance requirements are currently in effect that require schools to: 1) notify parents and students of the compulsory attendance law each year; 2) inform parents after any unexcused absences; 3) conference with parents after two unexcused absences within any one month; and 4) take steps to eliminate or reduce an individual's absences.

If actions taken by the school are not successful in substantially reducing an enrolled student's unexcused absences from school, not later than the seventh unexcused absence by a child within any month or not later than the tenth unexcused absence during the current school year, the District shall file a petition for civil action with the juvenile court alleging violation of the truancy law.

**EXCESSIVE EXCUSED ABSENCES:** The District may initiate court petitions procedures beginning with a parent conference at ten percent (10%) absence rate and resulting with a court petition in cases of excessive excused absences which adversely affects the students educational progress. For the purpose of this policy, excessive excused absence for the purpose of filing a petition may be defined as excused or unexcused absences exceeding fifteen percent (15%) of any given semester of the school year.

### **PE ELL SCHOOL DISTRICT ATTENDANCE POLICY AND DEFINITIONS**

Daily attendance and participation is significantly related to achieving the instruction objectives developed for each course offered at Pe Ell HS/MS. High School/Middle School instructors may establish, as part of their grading procedures, a participation component which students are expected to maintain in order for students to successfully meet objectives and earn credit. If participation is part of the grade for a given course, instructors must have ready for students a written explanation of expectations. This information may be sent home for parents to read and sign. See below regarding the Attendance Policy for complete explanation of rules and guidelines. All absences must then be promptly excused.

Students are expected to have punctual and regular attendance. Absence, for any reason, results in lost educational experience. Pe Ell students who have regular attendance will find more success in their educational experience. We also understand that students and families' have illnesses, family reasons, emergencies and other reasons to miss school. Please communicate with the school office and teachers with the issues.

**EXCUSED ABSENCES:** All absences that are to be excused must be excused within 24 hours of the absence at 360-291-3244. Notes, phone calls, emails are acceptable unless an attendance contract has been set up for excessive excused absences. An absence for illness, bereavement, doctor's appointment, family emergency or a religious/cultural related event may be excused. School approved activities and disciplinary actions will also be considered excused. Other absences may be excused using a prearranged absence sheet.

\*\*Excessive excused absences will result in contact with the parent or guardian and restrictions on acceptable reasons for non-attendance. Communication with the school regarding a student's absence is critical for providing effective educational support. Please call 360-291-3244 to speak with our office staff regarding absence information.

#### **Process for Excessive Excused Absences:**

##### **Step 1: Five (5) days (Academic year)**

- Identify student(s) – review and monitor by the community truancy board.



**Step 2: Ten (10) days (Academic year)**

- Letter #1 – reminder of the impact on learning. Community truancy board will put the student on the “On watch list” as a letter will be sent home.

**Step 3: Thirteen (13) days (Academic year)**

- Letter #2 – Parents or guardians may be asked to come in for a conference. A Letter of Verification from a Health Care Provider may be requested. Parent(s) or guardian(s) are informed about the truancy law in this letter and **signature of notification will be required.**

**Step 4: Fifteen (15) days (Academic year)**

- Letter #3 – Parents or guardians **WILL** be asked to come in for a conference. A Letter of Verification from a Health Care Provider may be requested.

If within five days of sending letter #3, the parent or guardian has not scheduled a conference with the community truancy board, a second request for a conference may be sent by certified mail. This letter will state the time and location for the conference and invite the parent or guardian to attend. At the conference, which is to be conducted by the building administrator/designee, solutions to the attendance problem will be explored.

**Step 5: Twenty days (year to date)**

- If a parent does not make contact and/or provide Health Care Provider verification or attend a scheduled conference, a truancy petition **WILL** be initiated.

**UNEXCUSED ABSENCES:** An absence is unexcused if the excused absence process is not followed. Sleeping in, missing a ride, trips w/o prearranged clearance, etc. will result in an unexcused absence mark on attendance.

An unexcused absence is the result of the failure of a parent or legal guardian to provide the school with an excuse stating the reason for a student's absence, or a student leaving school without checking out at the office. Checkouts require either a note signed and dated by a parent or guardian submitted to the office prior to the student leaving campus, or the parent or guardian must personally check the student out, or the parent or guardian must telephone the school and speak with the administration or adult office personnel.

Although left to individual teacher discretion, teachers may refuse to accept make-up work if the absence is unexcused. It is recognized that on occasion a student will forget to bring a note the day following an absence. The student will be allowed five school days following their return to bring an excuse from their parents.

**Process for Unexcused Absences:****Step 1: First unexcused absence**

- Phone call to home.

**Step 2: Two unexcused absences in one month**

- Conference scheduled

**Step 3: Fifth unexcused absence**

- Unexcused absence letter with request for conference. If a parent does not make contact or attend a conference, may start court truancy proceedings.

**Step 4: Seven to ten unexcused absences (7 per month/10 per year)**

- File truancy petition.

**Step 5: Follow up with contempt if indicated**

**TRUANCIES:** A student is considered truant if they have an unexcused absence.

**TARDIES:** A tardy is defined as any arrival to class up to **5 minutes** after the last bell. If a student is tardy beyond **5 minutes**, the tardy becomes an unexcused absence and will count toward the 10 absences allowed before a teacher can issue a loss of credit letter with the agreement of administration. Tardy infractions could result in such actions as, reduction in daily participation points, parent contact, making up the time before or after school or referral to an administrator. **Tardies are checked on a weekly basis by the administration or designee and student discipline will be progressive after the first referral. Tardies will accumulate with each report cycle to determine the number of tardies and discipline.**



- Referral #1:** Warning (minimum of 3 tardies)  
**Referral #2:** 30 minutes lunch/after school detention  
**Referral #3:** 60 minutes lunch/after school detention  
**Referral #4:** 90 minutes lunch/after school detention  
**Referral #5:** 1 day of ISS  
**Referral #6:** 3-5 days of ISS

**EARLY DISMISSAL:** A student needing to leave school during the school day must bring a request from his/her parents or guardians specifying the dismissal time and expected time of return when applicable. Students must check out through the school office before leaving.

**AFTER SCHOOL ARRANGEMENTS:** Please make all after school arrangement changes prior to **2:30**.

**ATTENDANCE NOTIFICATION:** There are many ways that parents and students will be notified of attendance activity. These notifications are designed to keep parents and students informed of all attendance issues. Such notification may occur by phone, discipline referrals, staff contact, letters, and parent/student access to Skyward. If you have any questions about any notifications, please call the school for clarification.

**AUTHORIZED REASONS FOR BEING ABSENT:** Students may have excused absences from school for the following reasons:

- Illness, health condition or medical appointment
- Doctor's appointment (if possible, schedule these for after school)
- Bereavement
- Family emergency
- Religious/cultural related events
- School related events
- An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

**\*Please Note:** Plan vacations around the school calendar. In the event you must be absent from school for reasons other than those identified above, complete a **PRE-ARRANGED ABSENCE** form at least a week prior. Students can obtain a pre-arranged absence form from the attendance office.

**CREDIT/PROMOTION:** When a student's absenteeism exceeds the number of allowed absences in each course the school may act to deny credit or promotion. The number of allowed absences per class/course is 18 periods per year or 9 periods per semester or 18 days for Elementary; school related days do not count towards this total. The total includes excused and unexcused absences. When the 18 period limit has been reached, the course credit will be suspended pending a review hearing.

Process Steps:

1. The review board will meet.
2. The Principal, Counselor, Course Teacher, and a Non-Course Teacher will review the grade, the student's attendance, and other pertinent information to determine whether credit will be granted or denied.
3. Upon decision, the review board will notify the parents in writing of the intended action.
4. The parent/student has the right to appeal loss of credit/promotion decisions. The appeal must be in writing and submitted to the principal's office within 10 days noted the loss of credit notification. The appeal committee will review the appeal within 5 days.
5. The Superintendent, Principal, and one School Board Member, will review the student's grade, the student's attendance, and other pertinent information to determine whether credit will be granted or denied.
6. Upon decision, the appeal board will notify the parent in writing of the intended action. Any and all decisions by the appeal committee are final.

\*If the 18 absences are medical in nature, the school nurse will be a part of the review board.

\*Attendance Contracts can be used to correct/monitor absenteeism.



\*The Truancy matter could also be referred to Lewis County Juvenile Court, per the BECCA Bill.

### **OTHER ATTENDANCE PROCEDURES**

**LATE ARRIVAL:** If a student arrives at school after 8:15a.m., he/she must report to the office before going to class. A written excuse will be required or the absence will be unexcused until a written excuse is received.

**CHECKING OUT OF SCHOOL:** Students are never to leave school before 3:30 P.M. without first checking out through the office. If it becomes necessary for a student to leave during the school day, written permission from the parent or guardian is required.

\* Email or phone calls work to excuse students. For liability/security reasons, the school needs written documentation to excuse students during the active school day.

\* Students who are checked out-MUST leave the school building immediately, loitering is not permitted.

**EIGHTEEN-YEAR-OLD STUDENTS:** When a student reaches the age of eighteen, the rights accorded the parents and/or guardians shall thereafter be accorded to the student only if the following conditions are met:

1. In order for an eighteen-year-old student to have the authority to write his/her own excuses, he/she must be an emancipated adult.
2. An emancipated adult is one who has not been claimed as a dependent for income tax purposes by parents or guardians or has been legally declared emancipated by a court of law.
3. Proof of emancipation rests with the parents/guardians and with the student. Parents/guardians are required to notify the Principal in writing if their student is to be considered an emancipated adult.

**WARNING:** If attendance becomes an issue (excused or unexcused) with a student who is 18, the District retains the right to exclude the student from participating in the graduation ceremony. Attendance issues can also lead to the dismissal of the student from school.

\*Tardy checks occur every two weeks.

\*A Student's Tardy count resets every semester.

### **SCHEDULES**

#### **MIDDLE and HIGH SCHOOL SCHEDULE**

Period 1	8:15-9:10
Period 2	9:14-10:09
Period 3	10:13-11:08
Period 4	11:12-12:07
Lunch	12:07-12:37
Period 5	12:41-1:36
Period 6	1:40-2:35
Period 7	2:39-3:30

#### **SCHEDULE CHANGES**

Generally speaking, students should attend classes as registered. However, if circumstances dictate schedule changes, **they should be made within the first three days of the semester** in order to minimize disruption of the student's education. All such changes must be made through the principal/designee and approved by the affected teachers.



## GRADING

The evaluation of student achievement is one of the important functions of the teacher. The accepted system is as follows:

A = 4.0 Excellent  
 A- = 3.7  
 B+ = 3.3  
 B = 3.0 Good  
 B- = 2.7  
 C+ = 2.3  
 C = 2.0 Average  
 C- = 1.7  
 D+ = 1.3  
 D = 1.0 Poor  
 F = Failure (No credit)  
 I = Incomplete (No credit)  
 P = Pass (not used to calculate grade point average)

An incomplete grade is given only in those cases where illness, emergency or pre-arrangement the student has not been able to complete his/her assignments. An incomplete on the report card becomes an F -- or the grade that would otherwise have been earned at the end of the grading period -- two weeks into the next semester if the requirements for the passing grade have not been completed. Make-up work is the responsibility of the students -- reporting the change of grade is the responsibility of the teacher.

## GRADING SCALE

Below is the grading scale utilized by staff at the Pe Ell School and the percentages required to receive each grade

<u>GRADE</u>	<u>LOW RANGE %</u>	<u>HIGH RANGE %</u>
A	93	100
A-	90	92.99
B+	87	89.99
B	83	86.99
B-	80	82.99
C+	77	79.99
C	73	76.99
C-	70	72.99
D+	67	69.99
D	60	66.99
F	0	59.99

## HOMEWORK/MISSING/LATE WORK

Homework can be assigned by the teacher if the teacher sees fit and it is conjunction with the lesson being taught. The teacher will set the timeline for homework to be handed in. If a student is absent from school, the student will be allowed a reasonable amount of time to complete/turn in missing or late work. If a student is absent from school, they will have the opportunity to make up any work missed during the time of their absence.

## PARTICIPATION

It is the right of the classroom teacher to include class participation as part of the grading scale in her/his classroom. This component is tied to class attendance and may or may not be able to be made up, depending on the circumstance of the absence (excused/unexcused). Terms of made up work must be worked out with the teacher.



## ELIGIBILITY CHECK AND ACADEMIC WARNING PROCEDURES & PRACTICES

### ACADEMIC WARNING AND ELIGIBILITY CHECK PROCEDURES

We conduct informal eligibility checks, at roughly two-week intervals, for students in grades 6 - 12. We do this in order to:

- 1) Keep students and parents informed about academic progress.
- 2) Monitor eligibility for athletics and other extracurricular activities.

Parents are notified in writing if students' grades at eligibility check time place them on either the warning list (between 2.00 and 2.15 and/or one "F"), or the ineligible list (less than 2.00 or more than one "F").

We hope that regular access to information on student academic progress will encourage students to keep their grades up and will assist parents. Although parents are notified in writing only if students' grades result in placement on the warning or ineligible lists, those parents who would like to monitor the progress of their students on a regular basis are encouraged to call the teachers and/or Principal for periodic reports.

### ACADEMIC WARNING AND ELIGIBILITY CHECK PROCEDURES

1. Eligibility Checks are made twice each month or at roughly ten school-day in 2 week intervals. These intervals may vary depending on school breaks and holidays. It is possible that there could be three eligibility checks in one month if the calendar permits. Likewise, some eligibility check intervals may be a day or two shorter or longer due to short holidays such as Veterans' Day or Presidents' Day.
2. Academic status and eligibility are determined by the student's cumulative performance up to the current point in a semester at roughly two-week intervals and generally ending on a Wednesday at 3:00 PM.

### COMPUTATION OF FORMAL GRADE POINT AVERAGES (GPA'S FOR REPORT CARDS AND TRANSCRIPTS)

The evaluation of student achievement is one of the important functions of a teacher. The computation of a student's GPA as seen on report cards and transcripts is accomplished by formula as determined by the state. The accepted system for high schools is as follows:

Grade points are determined for each course by multiplying the grade by the credit earned (150 hrs. of planned instruction is equivalent to 1.0 credit, 75 hrs of instruction is equivalent to 0.50 credit) as shown below. Grades are valued as follows: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0 and F = 0.0.

If we consider some hypothetical grades and do the calculations as follows:  
First we calculate the totals:

<u>Period</u>	<u>Class</u>	<u>Grade</u>	<u>Grade Points</u>
1	English	B+	3.33
2	Math	B+	3.33
3	Science	A	4.00
4	Band	C+	2.70
5	Spanish	C	2.00
6	Physical Ed	A-	3.70
7	History	A	4.00

Then we apply the formula:

$$\text{Total Grade Points (23.06)} \div \text{Total Classes (7)} = \text{GPA (3.29)}$$

The following grades are not used in computing the grade point average; Pass/Fail Grades (P/F), Credit/No Credit Grades (C/NC), and Satisfactory/Unsatisfactory Grades (S/U).





Cumulative grade point average is calculated by totaling the grade points for each semester and dividing that by the total credits attempted at any point during one's high school career. The cumulative GPA is important in determining class rank for Valedictorian/Salutatorian selection, qualifying for some scholarships, and, perhaps, qualifying to attend the college or vocational program of one's choice.

### HONOR ROLL

Honor roll lists will be published at the end of each grading period (SEMESTER). Standards for the Honor Roll are as follows:

Superintendent's Honor Roll	3.50 - 4.00 GPA
Principal's Honor Roll	3.00 - 3.49 GPA

### HIGH SCHOOL GRADUATION REQUIREMENTS

Each student who has successfully completed an instructional program appropriate to their interests and shall be awarded a High School diploma at graduation ceremonies. The Board shall award a regular high school diploma to every student enrolled in the District who meets the requirements of graduation established by the District. Diplomas will not be awarded to those students who fail to meet state and District requirements by the end of the second semester of their senior year. Such students may not be permitted to participate in graduation ceremonies nor any of the other benefits, awards, honors, or ceremonies normally associated with graduation. **Seniors who have completed all requirements and have attended graduation will need to return the following week to receive their diplomas once all signatures on withdrawal form have been gathered.**

The Pe Ell School District Board of Directors has established the following as the minimum course requirements for graduation:

<u>COURSES</u>	<u>CREDITS</u>
English	4.0
Mathematics	3.0
*Science	3.0
Social Studies	3.0
Physical Education	1.5
Health	0.5
Occupational Education (CTE)	1.0
Visual, Fine or Performing Arts	2.0
<u>Elective Credits</u>	<u>9.5</u>
Total	28.0

\*Two years must be a lab science

\*\*\* 30 hours of volunteer service

\*\*\* Students who are on the college track for post high school education must take two (2) years of the SAME Foreign Language. This is a State requirement. Students not on a college track may also take a Foreign Language if they choose to.

Physical Education: If a student participates in three sports, one year of PE may be waived. If a student participates in six or more sports, two years of PE may be waived.

In addition, students will be required to meet the following state graduation requirements to earn a high school diploma:

- Complete state tests or approved alternatives to those tests
- Complete a High School and Beyond Plan
- Complete and pass the Senior Project

Starting with the Class of 2020, students have an expanded number of ways to show they are ready for the next step after high school. These are listed below, and more detail is provided at the OSPI website in the [Multiple Pathways to Graduation FAQ](#) in graduation alternatives.

- Statewide high school assessments (Smarter Balanced or WA-AIM)
- Dual credit courses in English language arts (ELA) and math
- High school transition courses in ELA and math
- A combination of meeting ELA and math requirements from the list above (for example, completing a transition course in math and meeting the graduation standard on the Smarter Balanced Assessment in ELA).



- Sequence of career and technical education (CTE) courses, including completing a Core Plus branded program
- Armed Services Vocational Aptitude Battery (ASVAB)
- Culminating Senior Projects
- High School and Beyond Education Plan (5<sup>th</sup> year plan)
- Pass Pacific Northwest History

### **PARTICIPATION "HEALTH AND FITNESS"**

Students are required by the State of Washington to participate in and receive credit for Physical Education. If the student does not dress appropriately for physical activity, this limits the student's ability to participate. If the student does not dress down for PE- this will be considered a non-suit and loss of credit for the day will result.

### **REPORT CARDS**

Report cards will be issued four (4) times during the school year (after each quarter and semester). Each grading period is approximately nine (9) weeks long. Report cards will be sent home with students after the first three grading periods. The last report card will be mailed home after school is out.

**ONLY SEMESTER GRADES ARE USED TO COMPUTE GRADE POINT AVERAGES (GPA) AND BECOME PART OF THE PERMANENT RECORDS. FIRST AND THIRD QUARTER GRADES ARE MEERLY PROGRESS REPORTS.**

### **WITHDRAWAL FROM SCHOOL**

Students who plan to withdraw from school are asked to notify the office as soon as possible. Before withdrawing from school, students will be expected to:

1. Turn in all books, equipment, etc.
2. Pay all fines and fees owed.
3. Turn in a student withdrawal form that has been signed by all teachers, the librarian, counselor and school secretary, Principal, coach, kitchen and janitorial staff.

Transcripts and student records will be mailed when the withdrawal process has been completed and the new school has requested them.

### **STUDENT RECORDS**

Schools are required by law to maintain student records that are necessary for the educational guidance and/or welfare of students, and for the orderly and efficient operation of schools:

**STUDENT DIRECTORY INFORMATION:** This is public and may be published or released without prior written consent of students, parents or legal guardians. Directory information may include a student's name, address, and telephone number; date and place of birth; photographs, videotapes, electronic media, web pages, student publications such as newspapers and annuals, and television broadcasts; participation in officially recognized activities and sports; weight and height of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by a student. Parents, legal guardians, and emancipated students may notify the Principal annually in writing if they wish that such directory information not be published or released without prior written consent.

**STUDENT CUMULATIVE FILE:** This file may contain all information about a student which is collected and maintained on a routine basis, such as identifying information (name, birth date, sex, year in school, address, telephone number, parent's name, ethnic classification, emergency information; attendance records; grades and other student progress reports; records of school accomplishments and participation in school activities; verified reports of student misconduct, including a record of disciplinary action taken; such other information as shall enable staff to counsel with students and plan appropriate activities; and current reports of psychological tests and progress reports related to a student's handicapping condition. Such records are treated in a confidential and professional manner. Student records are the property of the District but shall be available in an orderly and timely manner to students and parents.

**RIGHTS OF PARENTS/ELIGIBLE STUDENTS:** The following rights are accorded to parents/eligible students:

1. The right to inspect and review the student's education records.



2. The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights to Privacy Act (FERPA) authorizes disclosure without consent.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.
- 5.

### **RELEASE OF STUDENT RECORDS**

**RELEASE OF RECORDS TO OTHER SCHOOLS:** Student records (academic, immunization, special needs, discipline, tests, attendance, etc.) shall be forwarded to other state-approved school agencies upon request. Certain records such as the final transcript may, however, be withheld pending payment of fines or fees. At the time of transfer of records, the parent or adult student may receive a copy of the records at his/her expense if requested and shall have the opportunity to challenge the contents of the records. It should be noted that current state law requires schools to maintain and forward disciplinary records to state-approved school agencies within two school days of their request.

**RELEASE OF RECORDS TO OTHER PERSONS/ORGANIZATIONS:** Prospective employers or others may request student records. Such requests shall be only with the consent of the parent or adult student in the form of a signed release.

**EXEMPTIONS TO RELEASE POLICY:** Some exceptions exist to the release of student information and records policy as explained above. Student data and records may be released without written permission from the student or legal guardian as follows: 1) information needed to comply with federal and state audits of District compliance with regulations; 2) information required by other statutes to be released -- truancy or child abuse reports, etc.; 3) information needed for the purpose of developing, validating or administering predictive tests or improving instruction; 4) information required by court order or lawfully issued subpoena; and 5) information released to appropriate persons and agencies in connection with an emergency to protect the health or safety of the student or other persons.

**RELEASE OF INFORMATION TO MILITARY RECRUITERS:** Federal law requires all schools which receive federal funds to provide upon request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent. Such requests should be made in writing and kept on file in the school office.

### **SENIOR PROJECTS**

#### **SENIOR PROJECT PHILOSOPHY**

The Senior Project is organized so that every student has an opportunity to achieve a sense of accomplishment while gaining self-confidence through success. The project offers an opportunity for parents, staff, and community members to be involved with school and students by serving as volunteer mentors for students, resources to student research, or evaluators of Senior Project presentations.

The Senior Project is divided into five parts: Project Proposal, Annotated Bibliography of Research, Poster Board Presentation, Slide Show Presentation, and Senior Board presentation. The Senior Project also includes 30 hours of community service and volunteer work. Students are allowed only 10 hours of a particular service event such as concessions, umpiring, etc. They can have more but only 10 hours will count toward their graduation requirement. Special circumstance projects must be discussed with district administration to allow for more hours prior to the event.

-See Senior Project Expectations Handout for more information, handed out by Mrs. Robinson.

-See Mrs. Schimelpfenig or Mrs. Robinson for more information.

#### **Important Notices-**

- *The Annotated Bibliography of Research must be completed and graded before a Senior will be allowed to present at the Senior Board presentation.*
- *A Senior must attain an 18 point average or 72% on the Senior Board presentation in order to pass the presentation.*
- *A Senior will not receive a diploma until all required components of the Senior Project are completed and graded.*



### **RUNNING START SENIORS**

- **Do not have to complete the senior paper at Pe Ell, ENG 102 takes place of this.**
- Seniors are responsible for meeting the Culminating Project/Senior Project requirements along with any other graduation requirements. Failure to do so may result in being unable to participate in the graduation ceremony and may result in not receiving a high school diploma. **It is the responsibility of the student to arrange regular meetings with teachers at Pe Ell to discuss the status of their Culminating Project/Senior Projects, timelines, etc.**

### **GRADUATION**

In order to graduate from Pe Ell High School, students must complete the following items:

- Pass all class requirements at Pe Ell
- Determine a pathway for graduation
- Take the SBAC and WCAS assessment tests
- Complete and pass the Senior Project
- Complete and pass the Senior Binder and High School and Beyond Plan
- Complete the 30-hour community service requirement: Students are allowed only 10 hours of a particular service event such as concessions, umpiring, etc. They can have more but only 10 hours will count. Special circumstance projects must be discussed with district administration for approval for more hours prior to the event.
- Pay all fines and fees, if applicable

### **VALEDICTORIAN/SALUTATORIAN**

The Valedictorian/Salutatorian will be selected after seven (7) completed semesters and after 1<sup>st</sup> semester of the current graduation year. The criteria for selection will be the student with the highest cumulative grade point average (GPA) at the end of the 1<sup>st</sup> semester of the current graduation year will be named the Valedictorian and the student with the second highest cumulative grade point average (GPA) will be named the Salutatorian. If there are two students with the same GPA, then both students will be considered for that position. Students are expected to maintain their GPA's during the 2<sup>nd</sup> semester of school.

### **RETENTION/PROMOTION**

**MIDDLE SCHOOL:** Students in grades 6, 7 & 8 are evaluated each year for retention or promotion based upon a variety of factors: maturity, physical development, school achievement, school adjustment, citizenship, etc. On occasion it is necessary for the school to recommend the retention of an individual in accordance with Pe Ell School District Policies No. 2421 & 2421P?. In the event that retention is to be considered, the parent will be notified of the possibility of retention prior to the end of the third quarter. A final recommendation for retention must be made at least two (2) weeks before the end of the school year.

**HIGH SCHOOL:** Students in grades 9 - 12 are evaluated for promotion based upon their progress toward graduation (see Graduation Requirements). If insufficient progress is being made toward graduation, the Principal may retain a student at his/her current grade level until such time as required classes and/or credits are made up through approved summer school, correspondence courses, etc. Those students who have been retained forfeit those privileges granted to their peers who have been promoted.

### **RULES FOR PE ELL HIGH SCHOOL DANCES**

1. All dances must be approved by the ASB and the Principal. The sponsoring organization is responsible to present an Activity Form to the Principal who will forward the form to the ASB for its approval.
2. All dance dates must be approved and on the calendar two weeks before the dance.
3. There must be at least four adult chaperones-- at least two staff members and two parents. At least one of the chaperones ~~must be male~~ and one female. The staff chaperones must be arranged at least two weeks prior to all major dances and one must be a certified member of the faculty.
4. Students at the dance are expected to dress, dance and behave in a socially approved way.
5. Any student who leaves the dance without permission or who leaves the immediate area in which the dance is being held will not be allowed to re-enter and must leave the school grounds immediately. Violators will be denied the privilege of attending dances in the future.
6. Doors will be closed one hour after the end of the game, (if the dance is after a game) or one hour after the starting time of



the dance.

7. Dances must end by 11:30 (major dances at 12:00).
8. A Pe Ell High School student may invite one guest. The guest is subject to all rules and regulations required of PHS students. Guests must be registered in advance, and placed on the guest list. This is accomplished by completing a Dance Guest Form in the office. Guests must be enrolled in another High School, or a High School graduate up to age 20. Guests who are high school graduates are only allowed to attend formal dances. (Prom and Homecoming)
- 9. 3 days notice is required for any guest to attend any dance. (The day before will not be granted)**
10. If a guest is asked to leave the dance for any reason, the student who invited him/her must leave too. In this case, the PHS student will lose the privilege of inviting guests to subsequent school dances. The guest asked to leave will be denied further dance privileges at PHS.
11. No Middle School students may attend High School dances.
12. No outside food or drink will be allowed in the dance.

### **RULES FOR MIDDLE SCHOOL DANCES**

1. All dances must be approved by the class advisor and Principal. The sponsoring class is responsible to present a dance contract form to the advisor who will approve the completed form. The advisor will then present the form to the principal for his approval.
2. All dances must be approved and on the calendar two weeks in advance of the dance.
3. There must be at least four adult chaperones. Two must be school employees -- of these two, one must be male and one must be a faculty member. The school-employee chaperones must be arranged at least two weeks prior to the date of the dance.
4. Students attending the dance are expected to dress, dance and behave in a socially accepted manner.
5. No student may leave the dance after entering unless accompanied by a parent or guardian. Violators will be denied the privilege of attending dances in the future and may be subject to school discipline.
6. Dances will last no longer than three hours, beginning no earlier than 6 pm and ending no later than 10 p. m.
7. A Pe Ell Middle School student may invite one guest. Guests must be registered in advance on the guest list for the dance. Guests must also follow all of the same rules including #5 above. Guests should be of Middle School age and not in High School.
8. There will be no "open" invitations to other schools unless pre-approved by the Principal.
9. If a student is asked to leave the dance his/her parent will be contacted before the student is sent home. If a guest is asked to leave the dance for any reason, the student who invited the guest will also be asked to leave. In this case the PMS student will lose the privilege of inviting guests to subsequent school dances; the guest will also be denied further privileges at PMS.
10. Music will be played by an approved HS student or an adult. A music list should be approved by the class advisor prior to the dance; only the music from this list may be played.
11. No High School students may attend Middle School dances unless they are designated music players.
12. No open containers of pop may be brought into the dance.

### **HALLWAYS/GYM LOBBY**

#### **RULES/PROCEDURES:**

1. Hallways are open during all school hours.
2. Food and Drinks are not allowed in the hallways at any time. (You will be asked to throw away your drink!)

### **STAFF AREAS**

#### **RULES/PROCEDURES:**

1. Students are only allowed in staff work areas under the following conditions:
  - a. the student has permission
  - b. the student is supervised
  - c. it is within the educational program
2. Students are not allowed to loiter/"hang-out" in staff work areas.  
Examples-Front/Behind office counter, Nurses Office, Library Office, Kitchen, Teacher Lounge, Unsupervised classroom or workshop, or the Bus Garage.



3. These rules are established to keep the entire learning environment safe, secure, and academically focused

### **LUNCH RULES & PROCEDURES**

**(Closed vs. Open Campus)**

**PE ELL MIDDLE SCHOOL:** The Middle School is operated as a “Closed Campus.” This means students are to eat the hot lunch provided or a lunch brought to school in the cafeteria. Students are not permitted to leave school property during the day. These students are to be in an area of supervision such as cafeteria, recess or another area that has been granted permission by a recess supervisor.

Middle School students are allowed to have electronic devices during lunch and recess. Students will use these devices at their own risk. The school recommends that students keep these devices at home or locked in their locker during the school day. Middle School students are not allowed to be in the high school hallway or give money to high school students to get food for them from the store or restaurant.

**PE ELL HIGH SCHOOL:** Students in grades 9-12 will have the privilege of leaving campus if they have parent or guardian permission, by foot not by car, during lunch hour depending on their academic standing. Parental permission is granted to leave campus at lunch is on the emergency form and must be on file in the office in order for high school students to leave campus during lunch. Permission to leave campus during lunch can be revoked by parents/guardians or school administration at any time.

School grounds are defined as all of the building property and HS/back parking lot property.

### **STUDENT DRIVING POLICY**

Since the School District provides bus transportation for all students, driving an automobile or other motor vehicle to school must be regarded as a privilege subject to the following conditions:

1. All student cars will be parked within the designated parking places.
2. Drivers and occupants will vacate their cars immediately after arriving at school.
3. Students driving vehicles to school may not enter or drive the vehicle again until dismissal time (3:30 PM) unless given permission by the Principal.
4. Reckless driving on or near school property will result in a loss of driving privileges.
5. Students must list insurance when registering their vehicle with the School District.

### **STUDENT VEHICLE USE:**

- **Students must not return to the vehicle after the start of school without permission.**
- **Students are not to enter a vehicle during lunch break.**
- **Students are not to enter a vehicle operated by a non-student during school hours.**

### **VISITORS**

Students are not encouraged to bring guests to school during school hours. Exceptions may be made to bring a guest of the same approximate age and grade as the host student, but permission must be arranged with the Principal at least one day in advance of the arrival of the guest. Any guest who causes a disturbance will be required to leave campus immediately.

As a matter of building security and safety, all individuals, including parents and/or guardians, who visit the school premises are required to check in at the office prior to visiting classrooms or their students. Before leaving the school grounds, the visitor must check out with office staff and return their visitor's identification badge.

### **DRESS CODE**

Students are expected to dress comfortably in a manner that is **not educationally disruptive**, or have inappropriate messages or suggest or portrays illegal acts Preserving a beneficial learning environment and assuring the safety and wellbeing of all students are primary concerns of the Pe Ell School District. **Student dress will be regulated when**, in the judgment of the school staff, there is a reasonable expectation that:

1. The student's dress or appearance shall present a health or safety hazard.
2. A material and substantial disruption of the educational process will result from the student's dress or appearance.



3. For safety, footwear designed for public use must be worn at all times.

The following list provides examples of what is **unacceptable**:

1. Any clothing, symbol, or text that advertises violence, hatred, racial slurs, religious slurs, prejudice, drug, alcohol, and inappropriate/vulgar language, sexual innuendos or design or has a gang related display.
2. Bike pants, spandex, skin-tight clothing, or unitard knit tights (unless covered by a skirt or shorts). Spandex are allowed during school sponsored athletic events as part of the uniform.
3. **Short length garments (shorts and skirts) of any kind that expose more than one-half of the thighs (above extended fingertips) may not be worn as an outer garment.**
4. Muscle shirts may be worn as long as there are no midriffs shown. Muscle shirts that are cut around the sleeve are not to be cut more than 5 inches below the armpit.
5. Bare midriff, shirts with spaghetti straps or **immodest plunging neck lines** are unacceptable.
6. Clothing must not have holes that would attract attention and cause a distraction.
7. Pajama slippers, flip flops, or beach sandals and unusual high heels are strongly discouraged for safety reasons.
8. All students are to practice proper personal hygiene. (Body/Perfume odor can adversely affect others around you)



Pe Ell School District .301

## MINIMUM COVERAGE DRESS CODE

In order to facilitate learning for all students, the district requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to change their clothing, cover up, or go home, if necessary.

The clothed portions of this figure represent both the front and back areas of the body which must be covered in all positions (sitting, standing, bending, reaching) while attending school.



**Upper TORSO:**  
Clothing must cover stomach, back, shoulders, chest and undergarments.

**Lower TORSO:**  
Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be covered.

**FEET:**  
Footwear must be worn at all times and be appropriate to the activity.

**Additional Guidelines**

Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures, writing or innuendo is prohibited.

Any clothing worn in a manner identified as **gang-related** is prohibited.

Jewelry that can pose **safety hazards** is prohibited.

**Exceptions** to dress code standards may be made for PE or school activities.

### HEADGEAR GUIDELINES

Pe Ell School promotes standards of common sense for wearing headwear, specifically the appearance of the headwear being worn. Students are expected to wear headgear in a fashion that shows respect is not offensive, is conducive to a positive learning environment, is not disruptive or distracting to the educational process, and meets health and safety standards.

Appropriate headgear will be acceptable in the following ways:

- All baseball caps must be worn straight forward or straight backwards.
- Headwear must be worn in a fashion that does not cover any part of the face.
- Teachers may request to have hats and/or hoodies taken off in the classroom.
- Hats must be taken off during the morning flag salute.
- If the headwear being worn causes a distraction, the student will get the item from the office; have a discussion regarding the disruption with the principal. A second time will be grounds for headwear privileges being revoked.
- Failure to comply with these guidelines will result in headwear privilege being revoked.
- **Please Note: The administration is the final judge on what is or is not appropriate.**





## VIOLATIONS

- **DRESS:** A student whose clothing violates the dress code shall be assigned to In-School Suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Repeated dress code offenses may result in more serious disciplinary action.
- **HYGIENE:** If a student's personal hygiene practices disrupt the educational process or pose a health or safety threat, or in the judgment of the Principal, counselor or school nurse offends the senses of students and/or staff, the student may be sent home until the situation is remedied. Continued and serious deficiencies in dress and personal hygiene may, at the discretion of the Principal, counselor or school nurse be reported to Child Protective Services as a form of neglect.

## LOCKERS

Each student will be issued a locker at the beginning of the school year, and each student will be held accountable for both the contents and appearance of the hall locker to which he/she is assigned. If, for some reason, your locker does not function properly, please inform the office so that maintenance staff can repair it.

In order to discourage theft, students are cautioned not to bring large amounts of money, expensive jewelry, electronics or other especially valuable items to school. Students are responsible for securing such items, and the District is not liable in case of loss or theft. Lockers should be kept locked at all times. Students should not tell their combinations to each other or they cannot expect their property to be safe.

Student lockers remain the property of the School District, and school officials retain the authority to inspect student lockers in the absence of students when:

1. It occurs as part of a general inspection of all student lockers for the purpose of recovering school property such as library books.
2. They have reasonable cause to believe that items may be concealed in one or more lockers that violate school rules or the law.
3. They have reasonable cause to believe that conditions or circumstances exist which threaten the health or safety of those in the school.

Students taking Physical Education or participating in interscholastic athletics will also be issued a locker. Locks for MS and PE lockers are the responsibility of the student.

- Students are encouraged to purchase their own locks for 6-12 PE.
- Drug Sniffing Dogs do visit the school.
- Students are not allowed to share lockers.

## EATING, DRINKING, SUNFLOWER SEEDS & GUM

Students may only consume food, (including candy) and beverages outdoors, or in the cafeteria, except for special occasions, such as parties, etc. In order to keep our facilities looking nice, GUM CHEWING and EATING SUNFLOWER SEEDS are NOT PERMITTED at school. Students are expected to place all trash in the appropriate garbage or recycling receptacles. Please take pride in the appearance of our school.

1. **No Food or Drink is allowed in the Hallways before school or during Lunch. (Except between 2<sup>nd</sup> and 3<sup>rd</sup> periods during the provided snack time)**
2. **No Food or Drink is allowed in the classroom.**
3. **Only clear (see through) water bottles are allowed in the school building.**

## TELEPHONE USE

The telephones throughout the school are to be used for school business only. Students will be allowed to use school phones for emergencies only. Personal calls (including return calls) must be made after school, during lunch or between class periods -- never during class except in emergencies.

## PRAYER

The First Amendment forbids religious activity that is sponsored by the government but protects religious activity that is initiated



by private individuals such as students. Therefore, students may read their Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, the lunch hour, or non-instructional time to the same extent that they may engage in nonreligious activities.

### CELL PHONES (School Board Policy adopted in 2022-23)

While at school, learning is every student's responsibility. When the bell rings for a particular class to start, we want you to be focused on the learning objectives and not your cell phone or other electronic devices. Prior to entering any classroom, we want you to turn off and put cell phones and other electronic devices away.

When is it appropriate to use your cell phone? You may use your electronics before and after school, in between classes, during lunch break. When using your cell phone at school, you need to be responsible and avoid inappropriate use. Keep cell phone use to a minimum and for business that concerns **only you**. Here are some guidelines for cellular phone/ electronic devices.

- Each class will have a designated pocket chart for cell phones and electronic devices to be put into at the beginning of class unless the teacher clearly specifies authorization. Students may also leave phones in their backpacks and lockers.
- Calls, texts, pictures, videos, or social networking will NOT be allowed during class time. ANY electronic device used during class time without authorization will be confiscated. Assemblies are considered class time. Students who are scheduled for class are not excused from this policy unless authorized by a teacher.
- Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.
- Electronic devices may not be used to transmit threatening or harassing messages. Devices with camera and video functions are restricted from use in all restrooms of the school, as well as all of the locker rooms.
- Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.
- If a device needs to be removed from a student, school personnel will take reasonable caution to ensure its security but will not be held responsible for loss or damage.

The below corrective actions are meant for students that have mistreated the appropriate use of cell phones.

Students who are not able to follow the cell phone policy and disrupt the educational environment with their device may be faced with disciplinary action. If an adult asks a student for a cell phone or electronic device, the student should comply without argument and give the device to that person. You will get it back. For students who create repeated disruptions with their technology, your administrator reserves the right to follow progressive discipline procedures noted below in the corrective actions.

Corrective actions below are:

- **1<sup>st</sup> offense:** device removed from student, warning given, given back at end of the period
- **2<sup>nd</sup> offense:** device removed from student who can pick it up at the end of the day in office, referral written
- **3<sup>rd</sup> offense:** device removed from student, parent can pick it up at the end of the day in office, referral written
- **4<sup>th</sup> offense:** the issue becomes insubordination, device removed from student, who receives a 1-day in-school suspension, device returned at the end of the suspension in the office
- **5<sup>th</sup> offense:** Loss of phone privileges at school

**PARENTS: please note that contacting your child through the office for emergencies is an appropriate way of contacting them during class time (360-291-3244; ext. 2010).**

### TECHNOLOGY ACCEPTABLE USE POLICY—MIDDLE SCHOOL & HIGH SCHOOL LEVEL (School Board Policy adopted in 2022-23)

The use of technology is an important part of education in the 21st century. This policy was developed to guide the use of technology by students. Students must agree to the following stipulations in order to be allowed to use technology at school (the acknowledgement of this policy in the student handbook will serve as agreement).



1. Students shall use the Internet and all forms of school technology responsibly. School technology includes, but is not limited to, computers, tablets, printers, copiers, cameras, and interactive web resources that serve educational purposes. This agreement extends to use of technology that students may be able to use off site.
2. Students shall understand that they may use a personal device on the school network, that they may be required to provide information about their device to the technology department to ensure that it can operate safely without disrupting others, that all school policies apply to them whether they are using their own device or school technologies, and that this privilege may be limited or revoked.
3. Students shall understand that their participation in school interactive web resources--using a personal device or not--must represent what is expected from a student in the Pe Ell Public Schools. Therefore, anything that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, social networking sites, messaging/chat sites, or other digital communication tools. This includes, but is not limited to disrespectful, profane, racist, sexist or other discriminatory remarks. Additionally, students shall promptly inform a teacher or administrator if any messages received or material reviewed is inappropriate.
4. Students shall understand that the district's Bullying Prevention and Intervention Plan applies to online behaviors and they shall comply with all provisions of that policy.
5. Students shall understand that school provided access to the Internet has to be filtered. If they need access to a blocked site, they shall work with their teachers to explore options available. Students shall not attempt to bypass any blocked sites or circumvent the filter in any manner.
6. Students shall not impersonate nor attempt to impersonate another nor use or attempt to use somebody else's accounts on any device. Students shall not delete or tamper with anyone else's files, folders, or work. Students shall not let another student use their accounts on any device.
7. Students shall understand that files, services, and devices provided by and/or managed by the school are not private. There is no expectation of privacy when students use the school district's network, devices, and services and anything they do can be viewed by administration at any time.
8. Students and their families shall understand that they will be liable for full repair and replacement costs for damage to school property, whether intentional or through negligence, including electronic devices.
9. Students shall understand that attempts to override, disable, alter, or circumvent security restrictions, management systems, or device firmware will be considered intentional damage.

Students shall understand that should they be found in violation of this policy, the consequences could include, but are not limited to; restricting access to the device, disabling device features or applications, the revocation of all network access, suspension or exclusion from school, or legal action by the authorities. Students or parents should contact the district or school administration if they have any questions about this agreement or its implementation.

### **ASSOCIATED STUDENT BODY**

Pe Ell student activities are governed by the Pe Ell High School Constitution, as well as District policy and state law. All students are encouraged to participate in extracurricular activities; however, students are expected to maintain a 2.00 GPA in order to be eligible to participate (see Scholastic Requirements). In order to participate in sports, Cheerleading, Student Government, Knowledge Bowl, Skills USA, FBLA, Pep Band, or other extracurricular activities, a student must be a member in good standing of the Pe Ell Associated Student Body and possess a valid and current ASB card.

Pe Ell competes in the Pacific 2B League and Columbia Valley 1B Leagues. Leagues consist of the following teams: 2B: Ocosta, Ilwaco, Raymond/South Bend, North Beach, Forks and Chief Leschi. The 1B League consists of Washington Deaf School, Columbia Adventist Academy, Firm Foundations, Three Rivers Christian, Naselle, Mossyrock and Willapa Valley. Sports offered include: Football, Cheerleading, Volleyball, Basketball, Wrestling, Track and Field, Baseball, and Fastpitch. Students who participate in High School sports or cheerleading may earn 0.33 credits for each season completed up to a maximum of 2.00 credit during their High School career.

Pe Ell also offers opportunities in the following activities: Band, FBLA, ASB & Class Offices, Skills USA, Knowledge Bowl, Cheerleading, Robotics, and Annual. Students who participate in High School Knowledge Bowl may earn 0.33 credit for each year completed up to a maximum of 1.00 credit during their High School career. During each Knowledge Bowl season for which credit is to be granted, the student must log 60 or more hours in practice and/or competition to earn 0.33 credit.



## NON-DISCRIMINATION

Pe Ell School provides equal educational opportunity and treatment for all students in all aspects of the academic and activity programs without regard to race, creed, color, national origin, sex, marital status, previous arrest or incarceration, or non-program related physical, sensory, or mental handicaps.

## FAN BEHAVIOR AT ATHLETIC EVENTS

Let's keep sanity in sports, a well-played contest will be enjoyed by all only if each of us assumes our own responsibilities. You as a spectator are expected to:

1. Let the players play
2. Let the coach's coach
3. Let the officials officiate
4. **LET THE FANS BE POSITIVE**
5. **Students' 6th grade and below are not allowed to be at athletic events without a parent.**

## ATHLETICS

### Athletics and Extracurricular Code

2021-2022

#### **Pe Ell Middle/High School Student Extra-Curricular Policy**

**PHILOSOPHY:** Participation in extra-curricular activities at Pe Ell Middle/High School is voluntary and therefore should be considered a privilege. A high priority is placed in extra-curricular programs on building positive character traits such as discipline, loyalty, sacrifice, teamwork, and respect for authority, self-reliance and sportsmanship. In order to reach those high standards, compliance with an established set of guidelines and policies is expected. Students who participate in extracurricular activities at Pe Ell should understand their obligation to maintain high standards in academics, ethics, and citizenship, and should understand that a strong commitment in these areas will reflect positively on the students themselves as well as on their school, community, family and team or organization.

**DEFINITION:** "Extra-curricular activities" applies to all athletic teams, and all clubs, organizations and activities which occur at Pe Ell under the guidance of a coach or advisor and which are not a part of the regular curriculum of the school.

**EXPECTATIONS:** Students are expected to avoid situations where they might expect activity, which is in violation of the extra-curricular code. They are further expected to demonstrate the highest standards of fair play and respect for others in all competitions, and are expected to demonstrate exemplary conduct on and off campus, to adhere to school and community laws, and to show respect for individuals and property.

Every student who participates in extracurricular activities at Pe Ell Middle/High School and his/her parent or guardian must read the extra-curricular Code of Conduct and sign the participation form before the commencement of that activity. This will ensure clear communication regarding policies and procedures.

**SCHOOL ATTENDANCE:** A student participant must be in school by the end of 1<sup>st</sup> period on the day of a practice/game/activity in order to participate in that practice/game/activity on that day. Students must also be in attendance by the end of 1<sup>st</sup> period on Thursday to participate in a game/activity on Friday or Saturday. Students must also be in attendance the day following a game activity unless they have a prearranged excused absence or an absence excused for illness or injury. Students who are absent for doctor appointments **MUST BRING** a note from the doctor stating they were at an appointment and are the only excused absence allowed for participation. Students on school-sponsored activities must inform the Athletic Director and coach prior to attending these activities and be present on that day for the activity. Attendance issues which violate the rules set forth in the Pe Ell School District may have an effect on a student-athlete's athletic participation and/or membership on a team. Any appeal will be made through the Athletic Director.



**PRACTICE ATTENDANCE:** Student/athletes who miss practice and are considered unexcused, which means the coach/Athletic Director has not been informed as to the absence will be subject to team discipline and possible reduction of playing time and will be at the coaches' discretion.

**SOCIAL MEDIA:** All members of athletic programs in the Pe Ell School have a responsibility to use social media in a positive, appropriate manner. Items including comments, photos, images and videos that are derogatory, demeaning, taunting or unsportsmanlike toward an opponent/team/school/community/teammate/team and/or coaching staff are considered detrimental to the purpose of the athletic programs of the Pe Ell School. Individuals making such improper use of social media **will be subject to appropriate team and/or school discipline.** Comments, videos, images and photos on social media can be used as evidence of athletic code violations and lead to athletic disciplinary consequences.

**HAZING:** Any humiliating or dangerous activity expected of a student to belong to a group regardless of their willingness to participate will be considered an act of hazing and will not be tolerated in the athletic programs of the Pe Ell School. Violators will be subject to the consequences found under the Harassment, Intimidation and Bullying (HIB) and Harassment rules of the Pe Ell School and may also be subject to further athletic disciplinary consequences following a review by the school's administration.

### **Parent Communication Process**

Parents or guardians having a concern with an extra-curricular activity that their student(s) participate in are expected to follow these steps:

1. Communicate concerns with the coach/advisor
2. If a resolution is not found during the communication with the coach, express concern(s) to the school Athletic Director.
3. The school Athletic Director will then arrange and facilitate a meeting between the student-athlete, the parent or guardian, and the coach to resolve concern(s).
4. If a resolution is not found, the parent, coach and Athletic Director will meet with the Principal to resolve the concern(s).
5. If no resolution is found, the next step is a meeting with the Athletic Director, parents, coach and Superintendent.
6. If no resolution is found, the next step is a meeting with the Athletic Director, parents, coach, and School Board.
7. Items that the Athletic Director/Principal/Superintendent/School Board will **NOT** discuss:
  - a) Playing time
  - b) Player positions
  - c) Team Operations

### **Pe Ell Middle/High School Extra-Curricular Code of Conduct**

As a participant in the Pe Ell Middle/High School's extracurricular programs and activities, I understand that the following rules apply from the first day of fall practice until the last day of the spring tournament.

- No smoking or possession of tobacco or vaping products
- No smoking or possession of E-cigarettes or any device that resembles electronic cigarettes
- No chewing of tobacco
- No use or possession of intoxicating beverages. Receipt of a "Minor in Possession/DUI/DWI" citation from a law enforcement agency will automatically constitute a violation of the extra-curricular code.
- No use, possession or sale of illegal drugs
- No use, possession or sale of marijuana or be in possession of any marijuana paraphernalia.
- No excessive use of profane or vulgar language
- Commit no unlawful acts
- Not to be present at any function or in any circumstance where alcohol is being consumed by minors or illegal drugs are involved **unless you are with your parent(s).** *If you find yourself in a compromising situation, you must make every attempt to leave immediately.*
- Abide by all regulations as prescribed by the Pe Ell Board of Director and Pe Ell High school rules of student conduct, and understand that any act of serious student misconduct as outlined in the Pe Ell Student Handbook will also be considered a violation of the PHS Extracurricular code of conduct.

**Any violation to the above rules will suspend the student/athlete from further participation.** The student/athlete must then go to the committee to be reinstated into Pe Ell Athletics.



### **Category I: Smoking, chewing tobacco, profane or vulgar language, committing unlawful acts**

**In all cases involving the use of tobacco/vaping products**, the student shall be required to enroll and attend until completion of an adolescent tobacco education program before being reinstated to be able to participate **in Pe Ell Athletics**.

A student who has been suspended from all extra-curricular involvement due to tobacco infractions, may apply for reinstatement of eligibility after completing an approved tobacco treatment program and providing evidence of following recommendations from that program. This application must be submitted to the committee.

### **Category II: Use or possession of alcohol:**

**In all cases involving the use of alcohol**, the student shall be required to submit to a drug/alcohol evaluation (at the expense of the athlete) by an accredited community agency licensed by the state. The student must abide by the recommendation of that agency, and must be enrolled and attend until completion of an adolescent drug and alcohol education program to be able to participate in Pe Ell Athletics.

A student who has been suspended from all extra-curricular involvement due to alcohol infractions, may apply for reinstatement of eligibility after completing an approved drug/alcohol treatment program and providing evidence of following recommendations from that program. This application must be submitted to the committee.

The committee has the right to question any possible infraction(s).

### **Category III: Possession, use or sale of controlled substances or illegal use of prescription drugs or use, possession, or sale of marijuana or be in possession of any marijuana paraphernalia.**

Any student violating any of the Category III infractions will be dealt with according to WIAA handbook (18.24.0 USE OF ILLEGAL SUBSTANCES) = 1<sup>st</sup> offense - rest of season, 2<sup>nd</sup> offense – one year, 3<sup>rd</sup> offense - permanently banned from all interscholastic activities.

Any participant who violates any of these rules will be placed at the proper step of the progressive discipline system. Offenses accumulate from one academic year to the next and one category to the next. This is a three strike policy.

### **Consequences for violations:**

**First Offense (During Middle/High School Career):** The student will be immediately suspended from all activities. After the Appeals Process, the suspension **will continue for fourteen (14) calendar days to include a minimum of 20% of the games or contests**. Should the period of suspension be less than fourteen days, the student will forfeit participation in **20% of games or contests** in a subsequent sport or activity. The student may, at the discretion of the coach, be allowed to participate in practices but cannot take part in games or events during the time of the suspension.

**Second Offense (During Middle/High School Career):** The student will be dismissed from the team/group for the remainder of that season. Should the period of suspension be less than twenty-one (21) days, the student will forfeit participation in one-third of the games or events in a subsequent sport or activity.

**Third Offense (During Middle/High School Career):** The student will be suspended from participating in all extracurricular activity programs within the Pe Ell School District for the remainder of his/her middle/high school career.

### **Hearing Process:**

A student dismissed from a team/group for a violation of rules may petition the high school principal to arrange a hearing **within three (3) school days**. The hearing is to be held within three school days of the petition. The hearing committee will consist of the athletic director, the principal, a teacher selected by the principal, and a coach. An alternate will be picked to take the place of anyone who would have a conflict of interest. **While the hearing process is being completed, the student athlete will remain suspended pending the committee decision unless the discipline is postponed by the Superintendent or School Board.**



**Related Information:**

**Travel:** Transportation to and from activities or games will be provided by Pe Ell School District:

1. All participants must travel to and from activities or games in the transportation provided by the school district. Students may be allowed to travel home after a contest with a parent or guardian only and must meet with the coach after the contest prior to departure
2. An exception to this regulation may only be granted if the request is made at least 24 hours prior to the activity or event in the form of personal contact to the Athletic Director by the student's parent or legal guardian.
3. When attending away activities, the activity squad members will remain with the team group and under the direct supervision of the coach or advisor.
4. In a situation where the student/athlete misses the bus, the student/athlete cannot drive or ride with another student(s) parent to the game. In the case where a student has a confirmed medical appointment and the parent is attending the contest, the student may ride with the parent and **MUST** provide a note from the doctor to the coach upon arrival. The coach will determine each situation on an individual basis.

**Scholastic Requirements:** To remain eligible to participate in interscholastic athletics and school activities, a student must maintain a C (2.0) grade average with no more than one F, or have special permission from the board. Grades for students will be checked at two-week intervals through the school year.

1. Any student with a G.P.A. of less than 2.15 or an F shall receive a written warning. The student, his or her parents, the coach or advisor, and the athletic director will be notified by the office of the warning in writing.
2. Any student found to be ineligible (G.P.A. less than 2.0 or more than one F) will be suspended from participation in all athletic contests or other extracurricular activities for a two-week period. The student, his or her parents, the coach or advisor, and the athletic director will be notified by the office of the suspension in writing. The student may practice with his/her team or squad during the suspended time, however he/she may not attend activities as a member of the team (or manager, stat keeper, video camera operator, etc.) or be conveyed to or from the activity via any district provided transportation.
3. **A student that appears on the ineligible for two (2) consecutive grade checks will automatically lose his/her privilege of participation for that season.**
4. Fall Sport athletes will use a final eligibility check from the previous spring to determine eligibility.

**Approval for participation:** Every student who participates in interscholastic athletics (including cheerleading) must have each of the following completed documents signed and on file through the office. Team managers are not required to have a current physical but are required to have all other documents on file and an ASB card.

**Before 1<sup>st</sup> practice:**

1. Proof of Current Physical- **Physical exams are good for 13 months from the date of the exam.**
2. Pe Ell Permission to Drive Form (if applicable)
3. Completed Emergency Student Information Form
4. Athletics and Extra-Curricular Policy and Code of Conduct (one per year)
5. Safety and Warning Agreement for that specific sport
6. Concussion Information Sheet (one per year)
7. Sudden Cardiac Arrest Sheet (one per year)

The following items are to be paid **before 1<sup>st</sup> game or event; this includes extracurricular club activities:**

1. Purchased an ASB card
2. Any fines or financial obligations.

**Equipment:** Students are fully responsible for all equipment checked out for the sport or activity in which they are engaged. Equipment is to be kept clean and in good condition, and it is the student's responsibility to turn in the equipment promptly at the end of the sports season (**one week after the last game**). A fee equal to the cost of the uniform will be charged for 1) equipment



not returned by the return date set by the coach/advisor; 2) equipment not returned in a clean condition. Students, who fail to turn in equipment, will not be allowed to participate in any upcoming sport or activity until they have done so.

## STUDENT DISCIPLINE

### SCHOOL REFERRALS

**Participation in extracurricular activities is a privilege and students are students before athletes, continuous school referrals will affect student participation in athletics. Continuous referrals resulting in detention, which will affect practice time, loss of playing time or removal from the team. The Athletic Director/Dean of Students/Principal may also remove the student from participation in a contest due to continuous referrals.**

If a student is placed in either, ISS, In School Suspension, or OSS, Out of School Suspension, the student will comply with the following guidelines:

### ISS (In School Suspension):

- Students will not be allowed to participate in an event on that particular day.
- The student may practice once the ISS time has been served for that day.
- Students in ISS may not leave ISS to travel with the team or be released to attend activities for that day.

### OSS: (Out of School Suspension)

- Students will not be allowed to participate in an event during the duration of the suspension.
- The student may NOT practice during the suspension and any team discipline given after the suspension is lifted is at the coach's discretion.
- Students having OSS may NOT travel with the team or be released to attend activities for the duration of the suspension.

## PE ELL MIDDLE SCHOOL ATHLETIC GUIDELINES

### Mission Statement

It is the primary purpose of all Pe Ell Middle School athletic programs to provide an introduction to skills, and the opportunity to participate both in practice and in game settings for the student/athlete at the middle school level. The majority of the season consists of practice dates as opposed to game dates. With a typical season lasting 10 weeks, with as few as 6 and as many as 10 total contests. Every athlete who turns out for these programs will be provided with the opportunity to play in scheduled contests. However, there is no guarantee that this will be equal playing time, and playing time will be left to the particular coaching staff's discretion.

The Pe Ell Middle School is composed of 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students and under normal circumstances these guidelines would only apply to the students in the 7<sup>th</sup> and the 8<sup>th</sup> grade. However, in a situation where the total enrollment of the 7<sup>th</sup> and 8<sup>th</sup> grade is below sixty (60), the following W.I.A.A. guideline (18.16.0) will be used to determine 6<sup>th</sup> grade eligibility.

“If the total enrollment of the seventh and eighth grade in a middle school is not over sixty (60) when the enrollment count is taken to determine the high school classifications, the sixth grade students of the school may be permitted to participate on all seventh and eighth grade teams, except tackle football, for the next two years.”

After eligibility has been determined, then prior to the 1<sup>st</sup> practice of the particular season, the Athletic Director will meet with the coaches and the potential athletes to get a head count of those student/athletes who are planning to participate. If, from this head count it is determined that there will not be enough 7<sup>th</sup> and 8<sup>th</sup> grade student/athletes to field two teams, then the Athletic Director will make the recommendation to the Superintendent that the sport be opened up to all 6<sup>th</sup> grade student/athletes who are interested in participating. With the idea that the addition of the 6<sup>th</sup> grade students will allow the Pe Ell Middle School to field two teams. In which case, if there are not enough 8<sup>th</sup> grade participants then the first team will be an 8/7 mix and the second team will be a 7/6 mix. If there are enough 8<sup>th</sup> grade participants for one team, then the second team will be a 7/6 mix, and the 8<sup>th</sup> grade will form their own team. Again this applies to all team sports, except football, as outlined in the W.I.A.A. regulations.





It is the intent of the middle school athletic programs to prepare the student/athlete for high school athletics, and this preparation comes mainly through practice and a limited number of contests. These programs are designed to be the building blocks of the high school programs, and should closely mirror their high school counterparts.

### **Bullying, Cyber-Bullying, Discrimination, Harassment/Sexual Harassment**

What can I do if I'm concerned about discrimination or harassment?

**Talk to a Coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

**Civil Rights Compliance Officer**  
**Gender-Inclusive Schools Coord.**  
 Kyle MacDonald  
 PO Box 368  
 Pe Ell, WA 98572  
[kmacdonald@peell.k12.wa.us](mailto:kmacdonald@peell.k12.wa.us)  
 360-291-3244 ext. 1080

**Title IX Officer**  
 Stasha Magruder  
 PO Box 368  
 Pe Ell, WA 98572  
[smagruder@peell.k12.wa.us](mailto:smagruder@peell.k12.wa.us)  
 360-291-3244 ext. 1020

**504 Coordinator**  
 Keith Shepherd  
 PO Box 368  
 Pe Ell, WA 98572  
[kshepherd@peell.k12.wa.us](mailto:kshepherd@peell.k12.wa.us)  
 360-291-3244 ext. 1040

**It is the student and parent's responsibility to report bullying, cyber-bullying, harassment/sexual harassment and/or discrimination to school staff and administration at Pe Ell Schools. Unreported incidents cannot be handled. If the student is unable to receive resolution or interventions at the school site through the school's teachers, counselors, and administrators then District administration is able to provide assistance. Also, at any time, a formal complaint can be filed and the student and parent can file a police report**

#### **How can I make a report or complaint about HIB?**

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (<https://www.peell.k12.wa.us/schoolpublications>) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Kyle MacDonald, 360-291-3244 ext. 2080) that supports prevention and response to HIB.

#### **What happens after I make a report about HIB?**

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

#### **What is the investigation process?**

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated



- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

### **What are the next steps if I disagree with the outcome?**

#### **For the student designated as the “targeted student” in a complaint:**

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

#### **For the student designated as the “aggressor” in a complaint:**

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the **HIB complaint process, including important timelines, please see the district’s <https://www.peell.k12.wa.us/schoolpublications> or the district’s HIB Policy 3207 and Procedure 3207P.**

### **1. Bullying**

Bullying is the intentional attempts by one or more individuals to inflict physical hurt and/or psychological distress on one or more victims. There must be a real or perceived imbalance of physical or psychological power, with the bully actually being stronger or perceived to be stronger than the victim. The bullying may be direct, with face -to- face physical or verbal confrontations, or indirect, with less visible actions such as spreading rumors or social exclusion. Although a single attack on a victim if severe enough can be accurately described as bullying, the term more often refers to a series of negative actions that occur frequently over time.

The four standards of harassment, intimidation and bullying are any intentional electronic, written, verbal, or physical act of a student that:

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

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

### **2. Cyber-Bullying**

Cyber-bullying is bullying and harassment behavior using electronic media such as e-mail, instant messaging, social networking sites (such as Facebook, YouTube, Instagram or Snapchat), chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone.

### **3. Discrimination**

Discrimination is defined as a failure to treat all persons equally where no reasonable distinction can be found between those favored and those not favored. It is the unfair treatment or denial of normal privileges to persons because of their actual or perceived race, personal characteristics or likeness, weight, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, physical or mental disability and/or religious preference.

#### **Our School Stands Against Discrimination**

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

#### **What is discriminatory harassment?**

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe,



pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's **Nondiscrimination Policy 3210 and Procedure 3210P**, visit <https://www.peell.k12.wa.us/schoolpublications>

#### 4. Harassment

Harassment is unwanted conduct which has the purpose or effect of violating another person's dignity or creating an intimidating, hostile or humiliating environment towards another. Behavior is often repeated and involves verbal, non-verbal or physical actions which ridicule, degrade, or otherwise compromise another person. It can be due of real or perceived personal characteristics and likeness, perceived race, color, national origin, age, weight, sex (including non-conformity to gender stereotypes), sexual orientation, physical or mental disability, and/or religious preference)

Nothing contained herein shall be construed or interpreted to prohibit or in any way to discourage the genuine discussion of issues or use of materials for academic, educational, or instructional purposes.

Prohibited harassment exists when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive school environment;
- Has the purpose or effect of substantially or unreasonably interfering with a student's educational development or performance; or
- Otherwise adversely affects a student's educational opportunities.

Examples of general harassment include but are not limited to behaviors that ridicule, degrade, or harass a person because of his/her actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability, and/or religious preference such as the following examples

- Unwelcome comments; ethnic, racial, religious or anti-gay slurs and jokes; profanity and threats;
- Cartoons, graffiti, posters, visuals, electronic media, etc., with offensive connotations, though nothing in this procedure shall be interpreted to prohibit use of such materials for genuine academic, educational, or instructional purposes;
- Sabotage, criticism, unreasonable monitoring of a student's work, etc.; and/or
- Hitting or any form of physical violence; intentionally blocking the path of; body, hand or facial gestures or contact

#### 5. What is sexual harassment?

**Sexual harassment** is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, nonverbal or physical conduct of a sexual or gender-directed nature when:

- Submission is made either explicitly or implicitly a term or condition of a student's educational progress;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that student's education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an education or of creating an intimidating, hostile or offensive educational environment.

An "intimidating, hostile or offensive educational environment" means an environment in which:

- Any unwelcome behavior with sexual connotations makes a student feel uncomfortable, humiliated, or embarrassed; or
- Any aggressive, harassing behavior in the educational setting directed toward an individual based on his/her sex and interferes with his/her ability to perform in an educational environment.



The following are some examples of sexual harassment or intimidation:

- Sexual advances that are unwanted (this may include situations which began as reciprocal, but later ceased to be reciprocal)
- Sexual gestures, verbal abuse, sexually-oriented jokes, innuendos, or obscenities
- Displaying of sexually suggestive objects, pictures, cartoons, or posters
- Sexually suggestive letters, notes, threats, or invitations
- Benefits effected in exchange for sexual favors
- Physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching; and hazing, or daring to engage in unsafe practices, particularly directed toward students in nontraditional settings.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's **Sexual Harassment Policy #3205 and Procedure #3205P**, visit <https://www.peell.k12.wa.us/schoolpublications>

## 6. Retaliation

Forms of prohibited retaliation include but are not limited to adverse educational or employment actions, threats, bribes, unfair treatment or grades, continued harassment, ridicule, pranks, taunting, bullying, malicious spreading of rumors, dissemination of false information, and organized ostracism regarding the student's actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability and/or religious preference.

## 7. Process for Resolving Complaints Based on Bullying, Cyber-Bullying, Discrimination, Harassment and Retaliation

Because parents, educators and members of the public share the goal of making school experiences rewarding for students, it is in the best interest of all parties to resolve school-related concerns as quickly and effectively as possible. The best solutions are those that involve input from those closest to the concern, typically, the parent and/or guardian, teacher and administrator.

At any time, a student may choose to initiate the following grievance procedure along with having the legal right to file a grievance with the Office of Civil Rights or a court of competent jurisdiction at any time. The student will be informed of the options and timelines available to him/her in this grievance procedure. All students are permitted and encouraged to have a parent, counselor, or advisor present with them for moral support during any level of the grievance procedure and investigation. At no time shall a student's reluctance to initiate the grievance procedure be used to delay or excuse the District's responsibility to investigate in a prompt and equitable manner allegations of harassment and to report allegations which are violent or criminal in nature to law enforcement officers.

### Level I:

Level I consists of informal discussion between the person having a concern and personnel at the school or location of the concern. Individuals with concerns should bring them to the attention of the employee and principal as quickly as possible. Timelines for resolution can be mutually established at that time. It is not necessary to complete the District's gold HIB form, if the individuals involved are attempting to resolve, or have resolved, a concern at this level. A brief summary and outcome of the meeting/resolution process will be sent to the complainant by the Principal within five (5) calendar days of the meeting to resolve. The Level I informal resolution process is not a prerequisite to filing a Level II complaint. At the request of the complainant or the administrator, District administrative support is available to help mediate Level I issues. The District has inherent discretion to conduct a formal investigation of any allegation of harassment even if the student desires an informal resolution under Level I.

### Level II:

At Level II, the District's Harassment, Intimidation, and Bullying form must be completed and filed with the Principals' office. Complainants not satisfied with the Level I resolution may file a formal Level II complaint with the Principal's Office (10) calendar days of the level I meeting. If a Level I meeting has not been held, complainants must file a formal HIB reporting form with the Principal's office (10) calendar days of the alleged discrimination, harassment or retaliation.

Within (5) calendar days of the original Level II filing, a meeting with the complainant and the appropriate administrative staff will be held. The purpose of the meeting will be to gather information about the complaint, clarify the complainant's desired



outcome, and identify how the complaint will be resolved. Within five (5) calendar days of the meeting, the appropriate staff person will send a report regarding the outcome of the meeting to the complainant, the Office of the Superintendent, and any relevant staff persons. If the report determines the complaint will be resolved without investigation, the written report will identify why the complaint is not being investigated and, if necessary, designate the staff persons responsible for any additional District actions. Complaints that can be resolved without investigation include those that do not raise an issue under the policy, are untimely, are being mediated with District administrative support, or have been resolved at the meeting with the complainant.

If an investigation of the complaint is necessary, the appropriate trained staff person will initiate an impartial investigation consistent with due process standards. The complainant has a right to: 1) Provide a list of the names of witnesses who have information about the case, 2) Provide any evidence they believe supports their complaint, and 3) Have the opportunity to be interviewed and present his/her issues of complaint.

Within (10) calendar days of the filing of the written report recommending an investigation, the investigation shall be completed. If good cause exists, the District may extend the time of the investigation with notice to the complainant. Within fifteen (15) calendar days following the completion of the investigation the appropriate staff person will provide a written response, based on the investigation findings, to the complainant, the Office of the Superintendent, and other appropriate District staff.

The staff person's report will identify the complaint allegations, the witnesses and evidence considered, the findings, and the staff person's conclusions. If the investigation finds that the complainant's allegation(s) was substantiated by the evidence, the report will also include a specific plan to provide remediation for the victim and for District action to address the situation that gave rise to the complaint and prevent future recurrence, as appropriate. The report will also include a notice of the complainant's right to appeal.

#### **Level II: Due Process Hearing Procedures for Disability Discrimination Complaints In Accordance with Section 504 of the Rehabilitation Act of 1973, as Amended by ADA.**

If a parent wishes to file a grievance regarding the identification, evaluation, or placement of a student under Section 504, the parent has the right to an impartial due process hearing with representation by counsel and right of appeal. The grievance needs to be in writing. Based on Discrimination, Harassment and Retaliation. The Principal's office will forward the complaint to the appropriate administrative staff person. An impartial hearing officer will be appointed and the grievant notified of the hearing.

The hearing officer will conduct the hearing and issue the decision. The hearing procedures include:

- Right of each party to representation and assistance;
- Right of each party to present witnesses and evidence;
- Right of the parent to decide if the hearing is to be open to the public; and
- Tape recording of the hearing or transcripts thereof will be made available.

The parties involved, along with the hearing officer, will establish the time and place for the hearing.

The grievance decision will be made by the hearing officer in writing and include what corrective action, if any, must be taken. The resolution of the grievance will take place no more than forty-five (45) calendar days after the receipt of the grievance unless both parties agree in writing to an extension of this time frame.

#### **Appeal of Level II Decisions:**

If the complainant is not satisfied with the Level II disposition, within seven (7) calendar days of receipt of the written resolution of Level II, he/she may appeal in writing to the Pe Ell School District Superintendent. Within ten (10) calendar days, the Superintendent will review the facts of the case as previously presented, determine whether additional information is needed and make a final written decision. A copy of the Superintendent's final decision will be sent to the complainant and other appropriate District staff.

#### **8. Confidentiality**

A report of discrimination, harassment, or sexual harassment and the investigation are to be kept in strictest confidence, where practical, for the protection of all parties involved. The District's obligation to investigate and take corrective action may supersede an individual's right of privacy.



Pending the completion of the investigation, the Superintendent or a designee may take any action necessary to protect the alleged victim, consistent with the requirements of applicable regulations and statutes.

### 9. Sanctions

If an investigation determines that a District student, staff member, or administrator engaged in harassment, sexual harassment or retaliation, the Superintendent may take any necessary and appropriate action that is consistent with the requirements of applicable regulations or statutes. All parties involved in the investigation shall be notified of the decision of the Superintendent.

A substantiated charge against a student shall subject that student to disciplinary action consistent with the District's student discipline policy and procedures. Successive violations by a perpetrator shall lead to progressively more severe discipline. If there is a recommendation for expulsion of a student, the final disposition of the case may be by action of the Pe Ell School Board. The due process rights of all individuals will be protected.

### 10. Remediation

Victims and witnesses of discrimination, harassment, sexual harassment, and retaliation will be provided support services to help deal with the effects of discrimination or harassment through the Title 9 officer. Available remedial measures may include increased adult supervision of activities in which incidents have occurred, regular observations of the victim's and perpetrator's classes and activities, regular school counselor contact with the victim, exclusion of the perpetrator from participating in extracurricular activities, increased parental involvement, and monitoring by school authorities of the victim's security. Such remedial measures shall not include changing the victim's class or extracurricular activities, as a means for protection unless specifically requested in writing by the victim.

### 11. Notification

Notice of this policy and grievance procedures shall be posted in prominent locations with the building, including information on how to receive copies. Notices shall also be included in student handbooks given annually to families. Notices will be updated annually with the names, locations and numbers of contact persons throughout the District.

### **PROCEDURAL DUE PROCESS RIGHTS OF DISABLED STUDENTS**

This policy does not affect the other procedural due process rights of disabled students and parents in regard to identification, evaluation or placement of disabled students under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disability Education Act. For more information on those rights, please see the District's policies and procedures related to disabled students.

\*Mrs. Magruder is the Title IX officer for the Pe Ell School District.

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

### **What should my school do about discriminatory and sexual harassment?**

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

### **What happens after I file a discrimination complaint?**

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30



calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to Kyle MacDonald, [kmacdonald@peell.k12.wa.us](mailto:kmacdonald@peell.k12.wa.us), 360-291-3244 ext. 2080 and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

#### **Office of Superintendent of Public Instruction (OSPI)**

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](http://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](http://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

#### **Washington State Governor's Office of the Education Ombuds (OEO)**

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

#### **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.



- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

### **Our School is Gender-Inclusive**

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's **Gender-Inclusive Schools Policy 3211 and Procedure 3211P**, visit

<https://www.peell.k12.wa.us/schoolpublications>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Kyle MacDonald, [kmacdonald@peell.k12.wa.us](mailto:kmacdonald@peell.k12.wa.us), 360-291-3244 ext. 2080

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 26.

## **PROGRESSIVE DISCIPLINE**

### **DISCIPLINE**

To promote appropriate behavior and positive interactions with others, PHS students are expected to focus on their academic success, get involved in some sort of activity (clubs, athletics, music, mentoring, tutoring), and be respectful to others. Students, parents, and school personnel are jointly responsible for expecting and demonstrating behavior that ensures a safe, orderly and healthy environment for all persons at all times. Students may not behave in a manner that is disruptive to the educational process or that is unsafe for other students, staff, and/or self.

The PHS/MS discipline policy is progressive in nature and attempts to, not only apply consequences, but resolve the issues that lead up to a disciplinary infraction. The PHS/MS staff is dedicated to helping students learn from the choices they make, be accountable and take responsibility for their actions. Every discipline case is judged on the individual facts of the situation found through an intensive investigation.

The goal of the progressive discipline approach is to encourage students to:

- Correct inappropriate or unacceptable behavior
- Develop a better understanding of the problem and the need for behavior change
- Accept responsibility for their action
- Provide an opportunity to demonstrate improvement and personal growth

There are two types of discipline offenses: major and minor. Major types include behaviors that are unlawful, seriously disrupt the educational process, and/or pose an immediate threat to the health, safety and teaching/learning for students, self and/or staff.

Minor types of behaviors are those that are not respectful, responsible and/or safe and can impede teaching for staff and learning for students. The goal of the progressive discipline approach is to encourage students to:

- Correct inappropriate or unacceptable behavior
- Develop a better understanding of the problem and the need for behavior change
- Accept responsibility for their action
- Provide an opportunity to demonstrate improvement and personal growth





Major types of behavior are, but not limited to:

1. Arson
2. Assault/Threat of Assault
3. Bomb Threat
4. Damage, Destruction of Property
5. False Accusations
6. False Alarm
7. Fighting
8. Harassment, Intimidation, Bullying (HIB)
9. Continued Inappropriate Language/Verbal Abuse
10. Lewd Behavior/Sexual Misconduct
11. Possession, Use, Sale or Delivery of Drugs, Drug Paraphernalia, Alcoholic Beverages
12. Possession or Use of Explosives
13. Weapons
14. Continuous disruptive behavior

The severity of the consequences will depend on the individual's prior record and the situation that took place. Consequences for Major behaviors can include, but not limited to: lunch detention, after school detention, ISS, short-term suspension, long-term suspension, expulsion.

Minor types of behavior include, but not limited to:

1. Disrespect
2. Defiance
3. Leaving Class w/o permission
4. Harmful Behavior
5. Off Task
6. Profanity
7. Disruptive Conduct
8. Failure to Cooperate
9. Refusal of Directions

The severity of the consequences will depend on the individual's prior record and the situation that took place. Some consequences of Minor behaviors are, but not limited to: Warning, Intervention, lunch detention, after school detention, short/long-term suspension.

### Definitions of Consequences

- **DETENTION**  
Time served by a student before or after school or at lunch time.
- **IN SCHOOL SUSPENSION (ISS)**  
A short-term suspension during which the student will come to school each day but be confined to a designated space rather than moving through his/her normal class schedule. In-School Suspension is designed to keep students in a formal learning environment when they have been suspended for disciplinary reasons. It is a rigid program with strict supervision in a room where students spend the entire day. Rules include no communication with other students, no sleeping, no eating (except during the scheduled lunch), no gum chewing, etc. Students must keep busy working on assignments related to their suspension and regular classroom work. They are expected to be cooperative and respectful at all times. Any violations could result in further disciplinary action including suspension. Students may not avoid assigned in-school suspension by choosing to take At-Home Suspension. Failure to show up for in-school suspension without valid medical reason will be deemed a truancy. This may lead to involvement with the juvenile court system for failing to attend school as outlined in the truancy laws.
- **OUT OF SCHOOL SUSPENSION (OSS)**  
This is a more serious disciplinary action. If a student is placed in Out of School Suspension, the student is NOT allowed to attend school for the designated amount of time according to the disciplinary actions taken. During OSS, students are



1. **Not allowed to attend school**
  2. **Not allowed to be at a school function on school grounds**
  3. **Not allowed to attend/participate in any athletic practice or contest**
  4. **Must meet with the Principal prior to being allowed back at school.**
- **EXPULSION**

**The most serious of all disciplinary actions against a student.** Expulsion means "a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time" (WAC 180-40-205). Expelled students are also precluded from participation in any school activities and are denied access to school property during the period of their expulsion. **Students who continue to come to the school could be subject to a no trespass order via law enforcement.**

### **GENERAL SCHOOL RULES AND EXPECTATIONS**

Students are responsible for their own action and are held accountable for all rules and regulations within the Student Handbook. Students not adhering to the rules and regulations will be subject to progressive discipline. All rules apply to all students:

- On or near school grounds during and immediately before and after school
- On or near school grounds at any other time when the school is being used by a school group
- Off school grounds at a school function, activity or event

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

We believe that for every right there is a responsibility. This responsibility includes the freedom to exercise individual rights in a manner that is not offensive to the recipient. We trust that students will respectfully accept and adhere to the following:

#### **STUDENT RIGHTS:**

- Students have the right to a safe environment free from intimidation, sexual harassment, and assault.
- Students have the right to a productive learning environment.
- Students have the right to clean and safe classrooms, hallways, and lunchrooms.
- Students have the right to safe passage to and from school and while on campus.
- Students have the right to expect staff to help solve their problems.
- Students have the right to engage in the grievance process.
- Students have the right to remain anonymous when reporting a violation of school rules.
- Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.
- Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.
- Students have the right to exercise freedom of expression as part of the instructional process.

However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with rights of others.

#### **STUDENT RESPONSIBILITIES:**

- Students are responsible for their own behavior.
- Students are responsible for respecting the property of other people and school property.
- Students are responsible for attending school and all classes daily and on time.
- Students are expected to exhibit conduct which is courteous, cooperative, and responsible, and which displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.
- Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).
- Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.
- Students are expected to make a determined effort to learn.
- Students are expected to follow the instructions of teachers and other school staff.
- Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.



## STUDENT CODE OF CONDUCT

As with any system, our school runs more effectively when the educational process is protected by a clearly understood Code of Conduct. The rules are not intended to inhibit student enterprise, but rather to protect each student's right to a superior educational experience. For students who seriously desire an education, clearly defined limits of acceptable conduct provide more freedom to achieve than restriction of behavior. Therefore, our discipline code provides consequences for misbehavior:

**DETENTION:** Teachers and administrators may require students to serve detention before school or after school. Students and parents must be given 24 hours' notice if the detention is to be served after school in order to arrange special transportation, but that condition may be waived by the parents. To assure parent notification, a detention form must be signed and presented to the detention room supervisor on the day the detention is to be served. Conflict with jobs or other activities will not excuse students from serving detention unless the teacher or administrator agrees. Detention time can be served between the hours of 7:30 a.m. to 8:00 a.m. and 3:30 p.m. to 4:30 p.m. It will be the student's responsibility to bring materials to the detention room no later than 7:30 a.m. and 3:30 p.m. Each student is to have sufficient materials and books to study for the assigned time, and is to cooperate with the detention room supervisor. **Students will be required to study and/or do custodial work during detention time.** Failure to serve detention time as assigned will result in additional disciplinary action.

**SUSPENSION:** Suspension means "a denial of attendance at any single subject or class, or at any full schedule of subjects or classes for a stated period of time" (WAC 180-40-205). Suspended students are also precluded from participation in school activities and are denied access to school property during the period of their suspension.

- Short Term Suspension -- A suspension of ten (10) school days or less.
- Long Term Suspension -- A suspension of longer than ten (10) consecutive school days.

**APPEALS:** If the parent(s) or guardian of the student disagrees with the ISS, Short/Long term Suspension, or Expulsion issued, the following steps must be followed per Board Policy 3241.

"Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such a conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved. The parent and students after exhausting this remedy, shall have the right, upon 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 and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the disciplinary appeal council during 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 and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The discipline action shall continue notwithstanding implementation of the grievance procedures unless the principal, superintendent or board elects to postpone such action."

## TYPES OF STUDENT MISCONDUCT

Clearly, no list of rules can either foresee or anticipate every possible infraction; however, the following regulations are presented as a guide for student conduct and are as complete as they can be within reasonable space limitations. In general, behavior that is unacceptable in polite, law-abiding society is unacceptable at Pe Ell School also. Obviously, good taste and common sense remain the best guides for conduct here and elsewhere.

The following acts of misconduct are judged as a breach of student conduct at Pe Ell High School. Penalties for any of these acts are discipline, suspension, or expulsion as defined by District policy and state law and depending on the severity of the offense. In addition, engaging in these acts may involve notification of civil authorities.

**CLASSROOM MISCONDUCT:** Teachers have the right, and indeed are legally responsible, to maintain "good order and establish discipline" in their classrooms. Students are required to follow established guidelines and obey teacher instructions. (See RCW 28A.14.120, RCW 28A.58.101 and WAC 180-44-020).

**FINES/OBLIGATIONS:** Any student who has acquired a fine or obligation (which can include detention time) is responsible for satisfying that obligation by the end of the quarter. Students who have not satisfied all of their fines/obligations will, in compliance with RCW 28A.87.120, have any requests for records, transcripts, and report cards held.



**BUS BEHAVIOR:** Students are expected to conduct themselves appropriately while a passenger on a school bus. Rules are posted and/or explained on each bus. Violation of the rules may render pupils immediately liable for temporary or permanent debarment from riding. Fighting, endangerment of other students, or smoking, chewing tobacco, lighting matches or lighters or using any type of flame or spark device will result in an automatic one-week suspension. For all other rule violations, the following procedures will be followed:

- 1st Violation: Telephone call to parent or guardian from the bus driver.
- 2nd Violation: Warning slip and telephone call to parent or guardian from the bus driver.
- 3rd Violation: Automatic suspension of riding privileges until parent, Principal and driver conference.

**COMPLIANCE WITH DIRECTIONS:** Students will comply with all reasonable directions and requests of all School District personnel during any period of time when they are under the proper authority of school personnel. Refusal to comply with directions shall constitute cause for discipline, suspension, or possible expulsion.

**REFUSAL TO IDENTIFY ONESELF TO SCHOOL PERSONNEL:** Any teacher, administrator, or other School District personnel has the legal right to request that persons on school grounds or at school-related activities identify themselves. No student shall fail to provide his/her name and other pertinent information to any school personnel. Refusal to identify one's self will lead to disciplinary action.

**TOBACCO/VAPING PRODUCTS:** Possession and/or use of tobacco/vaping products (or tobacco look-a-likes) by students is not permitted on school property or at any school function either on or off campus.

Violations

1<sup>st</sup> violation = One day of In-School Suspension

2<sup>nd</sup> violation = Two days of In-School Suspension

3<sup>rd</sup> violation = Three days of In-School Suspension

4<sup>th</sup> violation = Five days Out of School Suspension

Further violations can result in long-term suspension

In addition to school discipline, students will be required to meet with the True North Student Assistance Professional located in the Pe Ell School. The S.A.P. will provide supports to the students/family by connecting them with education, resources, and referrals based upon the determined individual's needs.

**ASSAULT/FIGHTING/PHYSICAL INJURY:** Intentionally causing or attempting to cause physical injury or behaving in such a way as could cause physical injury to any person. Fighting will not be tolerated on school grounds or at any school function off school grounds. Fighting by students is subject to school suspension; In School or Out of School, parent contact, and possible legal action and medical costs. Harassment, intimidation, threatening, etc., will result in similar disciplinary action

**BEHAVIORS THAT MIGHT BE HARMFUL:** Safety is a major concern in any place where large numbers of people gather. At Pe Ell School, dangerous activities include but are not limited to: throwing objects which could injure others, running in the halls, and any horseplay such as tripping or pushing which could cause injury.

**FAILURE TO TURN IN A REFERRAL:** Any student who fails to bring a referral that has been asked for a parent signature must bring it to the office and/or the detention room promptly will receive double the penalty that the original referral merited.

**FAILURE TO SERVE DETENTION:** Any student who fails to serve assigned detention will be subject to the consequence specified for "Willful Defiance." Students must complete the detention by the date assigned. Those who fail to comply with this requirement will be assigned 1 day of ISS.

**PROFANITY/VULGARITY:** The use of profane, obscene or vulgar language or gestures at school or during school-sponsored events is prohibited. In addition, the possession of profane, indecent or obscene language, literature, writing, pictures, posters, etc., is prohibited. Such use of profanity or vulgarity may result in disciplinary action.

**DRESS, PERSONAL HYGIENE, AND APPEARANCE:** Dress, personal hygiene and appearance of students is primarily the responsibility of parents. Dress and appearance should be clean and neat and not cause disruption of the educational process or



present health and safety problems (see Dress, Grooming and Personal Hygiene). Vulgar or obscene images or slogans on items of dress are inappropriate in a school setting and may result in consequences as defined in other sections of the discipline code (see Profanity/Vulgarity). Inappropriately dressed students will be sent home until the matter is corrected.

**DANGEROUS WEAPONS OR OBJECTS:** No pupil shall possess, handle, transmit, or conceal on school property or at a school activity, function or event any potentially dangerous weapons or objects such as knives, hunting equipment, weapons, chains, explosive devices, etc. Any such objects will be confiscated and turned over to the county sheriff. The student will then be subject to school discipline and possible criminal prosecution.

**EXPLOSIVE DEVICES/FIREWORKS:** Any student possessing and/or using any explosive device or fireworks will be subject to school discipline ranging from detention to suspension or expulsion for repeated offenses.

**PROPERTY DAMAGE/VANDALISM/MALICIOUS MISCHIEF:** Destruction, damage or theft of school property or the property of others, defacing or writing on school or private property under school jurisdiction is prohibited. Students who destroy, injure or damage school property will be required to pay for losses or damages. Grades, diplomas and transcripts may be withheld until damage charges have been paid by the student or the student's parent or guardian. Furthermore, the student may be liable to suspension or other disciplinary action and/or referral to local law enforcement agencies (See RCW 28A.87.120).

**INTIMIDATION/HARASSMENT/THREATS:** Students and staff members will not be subject to verbal or physical intimidation or harassment. Threats of physical harm or property damage will prompt serious disciplinary action such as suspension or expulsion and possible legal action.

**LASER POINTERS:** LASER pointers are banned from school buses, school grounds and all school activities. In most instances violation of this ban will result in confiscation of the device and possibly detention or suspension. In some cases -- if the device is used on a school bus or used to intimidate or harass others by mimicking a LASER sight on a firearm, for example -- a student may be suspended or expelled and the matter may be reported to law enforcement agencies. The option to file charges would apply to both students and non-students.

**DEHUMANIZING BEHAVIORS:** Dehumanizing behavior may be defined as use of words, gestures, or actions intended to insult, humiliate, belittle or embarrass. This would include hazing, profanity, racial or ethnic slurs, and other similar behaviors.

**INITIATION:** Initiations, hazing, or any sort of harassment toward Freshmen or others is not allowed and is a violation of school rules. Initiations often have a way of getting out of hand and causing problems no one anticipated. Violators will be subject to school discipline and possible action by civil authorities.

**INSUBORDINATION/DISRESPECT/INTIMIDATION OF STAFF:** Disrespectful language, signs or acts, intimidation or threatening of school personnel will not be tolerated, and discipline will vary according to the offense. Such discipline may range from an apology to suspension, expulsion, and possibly criminal prosecution.

**INTERRUPTION OF SCHOOL/FALSE ALARM:** No student may interrupt the normal operation of school by false alarm, threat or major disturbances. Pulling fire alarms and/or discharging fire extinguishers for non-emergency reasons is subject to immediate suspension and notification of civil authorities for further action. Such acts not only disrupt the educational process, but also are against state law and potentially create dangerous conditions.

**CHEATING:** Any student who shall knowingly submit any work of others fraudulently represented as his/her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others, the use or preparation of written, pictorial, or other materials not authorized by the instructor during any test or assignment, the use of testing materials obtained previous to the test date, etc. Any student caught cheating or improperly assisting another student is subject to disciplinary action both within the classroom (failing grade on test or assignment or failure of class) and the school as a whole (detention, suspension, expulsion).

**FORGED/ALTERED NOTES/ETC:** Any student writing and/or attempting to pass a forged or falsified note or document will earn disciplinary action along with any penalty for truancy, etc.



**PUBLIC DISPLAY OF AFFECTION:** Public displays of excessive affection beyond the holding of hands is inappropriate in the school setting on school grounds or at any school function, is embarrassing to some who are exposed to it, and creates an image of Pe Ell School which is not positive. Examples of inappropriate displays of affection are kissing and hugging, being together in a reclining position, sitting on laps, etc. Offenses in this category will be dealt with according to our discipline policy and may result in detention & parent contact, or suspension.

**WATER TOYS:** "Toys" such as water balloons and squirt guns on school grounds or at school sponsored events are not permitted. Any student possessing and/or using any water device in the building or on the campus will be subject to detention or suspension as specified in our discipline code.

**SNOWBALLS:** Snowballing is permitted on the baseball field only. This privilege may be revoked by the Principal if such activity becomes hazardous.

**SKATING:** Skating, skate boarding and riding of scooters are not permitted on school property during the school day or at school events.

**THEFT:** Stealing (or assisting in stealing) private property, School District property, or information (this would include but not be limited to tests, quizzes, school keys, grade books, computer disks, etc.). This behavior and can result in suspension, expulsion and referral to a law enforcement agency.

**DISOBEDIENCE:** Failing to comply with policies or rules, or with the directions of teachers or other authorized school personnel during school or at any school associated activity can result in detention, suspension or expulsion.

**ALCOHOL/DRUGS:** No pupil shall possess, use, sell, conceal or be under the influence of alcohol or illegal drugs at any time or during a school activity, function or event either on or off school property. Any student believed to be intoxicated at school or at a school activity may be offered a Breathalyzer or similar test. Such a student who refuses to take the test will be deemed to be intoxicated and will result in suspension or expulsion as necessary. Possessing, using, selling or transmitting narcotics/drugs (including alcohol, or possession of narcotic/drug paraphernalia). First violation consequence is subject to a minimum 5-day In-School Suspension and probable police referral. Trafficking in illegal narcotics/drugs could result in long-term suspension or expulsion as well as police referral. This section also applies to drug, narcotic, and alcohol "look-a-likes".

**CRIMINAL ACTS:** the following activities are among those defined as criminal under the laws of the State of Washington. In addition to having legal consequences under the criminal code, these acts can result in suspension or expulsion:

- Arson -- The intentional setting of a fire.
- Assault—The physical abuse of a staff member or student.
- Extortion, Blackmail, Coercion -- Obtaining money or property by violence or threats, or by forcing someone to do something against his/her will by force or threats.
- Trespass -- being in an unauthorized place or refusing to leave when ordered to do so. Students on suspension or expulsion are excluded from school property and from all school functions.
- Willfully Disobeying School Administrative Personnel or Refusing to Leave Public Property -- RCW 28A.635.020. This is a gross misdemeanor.
- Abusing or Insulting Teachers -- Any person who shall insult a teacher anywhere on the school premises while such teacher is carrying out his or her official duties, shall be guilty of a misdemeanor (RCW 28A.635.010)
- Unlawful Interference with School Authorities -- Interfering with school personnel in the performance of their duties (RCW 28A.635.090) is a gross misdemeanor.
- Intimidating any Administrator, Teacher, Classified Employee, or Student by Threat of Force or Violence -- It is unlawful for any person, alone or in concert with others, to intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge of conduct of his or her duties or studies (RCW 28A.635.100) is a gross misdemeanor.
- Possession of Dangerous Weapons -- It is illegal to possess firearms or other dangerous weapons on school grounds or at school activities. By law, possession of dangerous weapons will lead to suspension or expulsion and must be reported to law enforcement authorities for appropriate action.
- Bomb Threats -- It is unlawful for any person to threaten to bomb or otherwise injure any public or private school



building; or to communicate or repeat any information concerning such a threatened bombing or injury, knowing such information to be false and with intent to alarm the person or persons to whom the information is communicated (RCW 9.61.160). It shall not be a defense to any prosecution under the law that the threatened bombing or injury was a hoax (RCW 9.61.170). Threats to bomb or injure property are a felony (RCW 9.61.180).

**REPEATED VIOLATIONS OF SCHOOL POLICY:** A student who repeatedly fails to comply with the rules or directions of teachers and administrators is subject to suspension or expulsion from a single subject or class, or any full schedule of classes.

**EXPELLED/SUSPENDED STUDENTS TO REMAIN AWAY FROM CAMPUS:** Any student who has been expelled/suspended from school as a result of discipline of any type is not permitted to return to the school campus at any time during the period of the disciplinary action unless he/she has specific permission from the Principal. Violators will be subject to possibly more severe disciplinary action as well as trespass charges being filed.

### **SPECIAL EDUCATION DISCIPLINE PROCESS**

Concurrently with the imposition of a corrective action or punishment for a special education student, the School Principal and special education staff who have knowledge of the student's handicapped condition will determine if there is a causal relationship between the handicapped condition and the misconduct giving rise to the corrective action or punishment. When a relationship is found to exist, special education programming procedures shall be employed.

### **WEAPONS IN SCHOOL**

It is illegal for any student to possess a weapon on campus. Regardless of whether the weapon is in a locked vehicle, and or if the owner possesses the proper permits.

Any violation of this provision by an elementary or secondary school student **shall** result in mandatory one-calendar-year expulsion from the state's public schools if a firearm is involved and **may** result in expulsion if a dangerous weapon is involved. Such expulsions will be carried out in accordance with all due process rights provided to the student. An appropriate school authority shall promptly notify law enforcement and the student's parent or guardian regarding an allegation or indication of such violation.

**DANGEROUS WEAPONS:** As defined in RCW 9.41.250 and RCW 9.41.280 include: "[A]ny instrument or weapon of the kind usually known as slingshot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirk, pistol, or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm" (RCW 9.41.250). "Any firearm; any device commonly known as 'nun-chu-ka sticks' consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; or any device commonly known as 'throwing stars,' which are multipoint, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas" (RCW 9.41.280)

**FIREARMS:** Handgun, rifle, or shotgun.

**OTHER FIREARMS:** Firearms other than handguns, rifles, or shotguns. The following are included within the definition: Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; (2) the frame or receiver of any weapon described above; (3) any firearm muffler or firearm silencer; (4) any destructive device, which includes:

- any explosive, incendiary, or poison gas
- bomb,
- grenade,
- rocket having a propellant charge of more than four ounces,
- missile having an explosive or incendiary charge of more than one quarter ounce, mine, or, similar device
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.



- any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

**OTHER:** Anything used as a weapon that is not classified as a handgun, rifle/shotgun, knife/dagger, or other firearm.

### **THREATS OF VIOLENCE/DIRECT THREATS TO THE SCHOOL OR STAFF OR STUDENTS**

Comments or statements made of a threatening nature at school about deadly weapons (guns, knives, explosives etc.) may be understood in a manner not intended by the person expressing them. These comments or statements may be heard directly or overheard by others. Each person may hear a different meaning from what is said ranging from one end of the scale-*taken as joking around*-to the other extreme – *taken as a serious intent to do harm*. Only the person making the statement knows for certain what is being expressed. Schools are a place where students and staff need to feel safe. To provide that type of safety, those types of comments and statements will be treated as – *a serious intent to do harm*.

School District Policy and State Law will be followed when statements that are considered threats are made. This will include notification to the students and their parents/guardians as required by law. RCW 28A.320.128

### **FIGHTING/PHYSICAL ASSAULT**

Pe Ell School District has a zero-tolerance policy for violence. Students are strongly encouraged at all times to keep their hands and feet to themselves. Any initiation of physical contact, playful or not, may be interpreted as fighting and/or assault and consequences may be applied. Any student involved in a fight can expect to be disciplined regardless of who started it. Students encouraging, enticing, and/or watching/filming during a fight can expect to be disciplined as well-

### **RELATIONS WITH LAW ENFORCEMENT AND OTHER AGENCIES**

School officials have the option -- or in some cases are required -- to inform law enforcement agencies regarding discipline problems (theft, assault, alcohol & drugs, harassment, false alarm, threats & intimidation, vandalism, dangerous weapons, etc.) and may press charges. Any action taken by legal authorities will be in addition to that taken by the school.

Juvenile authorities, police officers, sheriff's deputies, officers of the court, representatives from Children's Protective Services, etc., are encouraged to conduct interrogations of students off school premises, however, the Principal shall permit such authorities to conduct any necessary questioning at school. In cases involving alleged child abuse or a student is under age 12, the school shall require a parent waiver before such an interview can take place. The Principal or someone delegated by the Principal shall be present at the interview, unless the conditions are very unusual and a situation arises where, in the judgment of the Principal, the interview should be conducted in private. (A possible example of such a situation would be when a student states that he/she has something he/she wishes to tell the interviewer in private.)

When an officer removes a student from school, it is the responsibility of the officer and the Principal to attempt to contact the parents/guardians.

### **LOSS OF FIELD TRIPS**

Students who continue to exhibit disruptive behaviors which lead to continuous referrals, in or out of school suspension through the school year, may be omitted from class field trips. Students will also lose field trip privileges if students are on the Ineligible List at the time of the field trip. **Seniors who have not completed and passed the Senior Project and/or are failing classes at the time of the Senior trip will NOT be allowed to attend this function with the class.**

### **PUBLIC DISCLOSURE ACT**

Under Washington's Public Disclosure Act (chapter 42.17 RCW), you have the right to review public documents that are not exempt from disclosure. Generally, the District may not disclose personal information in files maintained for employees. Certain matters in an employee's personnel file, however, may be disclosed. These matters include documents containing disciplinary information about a specific instance of misconduct, including documents related to sexual misconduct or physical abuse by the employee.

### **AFFIRMATIVE ACTION STATEMENT**

Students have the right to receive a free public education and a deprivation of that right may occur only for good and sufficient cause and in accordance with due process of law. Each student served by the Pe Ell District can expect the following rights:





1. An equal educational opportunity with freedom from discrimination because of natural origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a handicapping condition.
2. Freedom of speech and press, peaceful assembly, and redress of grievances subject to reasonable limitations upon time, place, and manner of exercising such rights.
3. Freedom from unreasonable searches or seizures.
4. Freedom from unlawful interference in their pursuit of an education.
5. Attend classes.
6. Pursue their course of studies.

Pe Ell School District may not discriminate on the basis of sex, race, color, creed, religion, national origin, age, disability, marital status, sexual orientation, gender identity and expression, veteran or military status, or the use of a service animal by a person with a disability, and must provide equal access to all designated youth groups. For questions or complaints, please contact Pe Ell School District's Equity and Civil Rights Office at P. O. Box 368, Pe Ell, WA 98572 or at (360)291-3244, Compliance Officer, Kyle MacDonald, [kmacdonald@peell.k12.wa.us](mailto:kmacdonald@peell.k12.wa.us); Title IX Officer, Stasha Magruder, [smagruder@peell.k12.wa.us](mailto:smagruder@peell.k12.wa.us); and 504 Coordinator, Kyle MacDonald.

**WASHINGTON STATE SCHOOL LAW REFERENCES** Website: <http://slc.leg.wa.gov/>

Access to Student Records: RCW 42.17.255, RCW 28A.600.475, WAC 180-52-030, WAC 180-10, WAC 392-168-120

ASB Funds: RCW 28A.325

Assault: RCW 9A.36

Attendance: RCW 28A.225, RCW 28A.600

Dangerous Weapons: RCW 9.41, RCW 9.91.160, RCW 28A.635.060

Disciplining Disabled Students: WAC 392-172

Equal Education Opportunity: WAC 392-190, RCW 28A.640

Gangs and Gang Activity: RCW 28A.600.455, RCW 28A.320.140, RCW 28A.225.225(5), RCW 9A.46

Grievance Procedure: WAC 180-40-317, RCW 28A.305.160

Inciting a Riot: WAC 148-120-100 (4)

Medication and Related Services: RCW 28A.210.260, RCW 28A.210.270

Minors Living Away From Parents: RCW 13.64.020, RCW 13.64.060

Negligence: RCW 28A.400.370

Parental Rights: RCW 26.09.225

Parental Responsibility When Students Vandalize: RCW 4.24.190, RCW 28A.635.060

Religious Expression in Public Schools: WAC 180-40-215 (2), WAC 180-40-227

Removing Students from School Grounds: RCW 28A.605.010

Required Curriculum: RCW 28A.150.210

Sexual Harassment: RCW 49.60.400

Special Education: WAC 392-172, RCW 28A.155

Speech and Press: RCW 28A.600.020, WAC 180-40-215 (2)

Student Conduct: WAC 72-120-100

Student Discipline and Due Process: RCW 28A.305.160, RCW 28A.600.010,

RCW 28A.600.020, RCW 28A.600.410, RCW 28A.635, WAC 180-40-235 to 320, RCW 9A.16.030, RCW 28A.600.040, RCW 28A.400.010

Student Searches: RCW 28A.600.210, RCW 28A.600.220, RCW 28A.600.230 (3)

RCW 28A.600.240, RCW 10.79.070, RCW 10.79.071 (1)

Student Fees and Fines: RCW 28A.325.010

Teacher Exclusions of Students: RCW 28A.600.010, RCW 28A.600.020,

WAC 180-40-290

Teacher Responsibilities: WAC 180-44

Tobacco Products: WAC 72-120-100 (13)

Truancy Court (Becca Bill): 28A,225,030

Trespass vs. Access: RCW 28A.605

Weapons on Campus: RCW 9A.04.050, RCW 28A.600.010, WAC 180-40

Website for "504 Plan": <http://www.ed.gov/offices/OCR/regs/34cfr104.html>



Section 504 of the Rehabilitation Act of 1973



**PE ELL SCHOOL DISTRICT #301**  
**MIDDLE/HIGH SCHOOL**  
**HANDBOOK AGREEMENT**

I hereby acknowledge that a copy of the Pe Ell School District Student Handbook for the 2023-2024 school year is on the district website, in each classroom, and if needed, I can get a personal copy from the office.

I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. I will continue to pursue the challenge of being the best I can be.

The information in this handbook is subject to change. I understand that changes in policies may supersede, modify, or render obsolete the information summarized in this handbook. As the Pe Ell School District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I have heard the handbook assembly with important information. I understand the preceding rules and regulations of Pe Ell School District Student Handbook have been read and I will follow those rules and regulations set forth:

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**STUDENT'S PRINTED NAME**

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**STUDENT'S SIGNATURE/DATE**

**STUDENT'S GRADE** \_\_\_\_\_

