

Wind River Middle School



Stevenson-Carson Secondary Schools



Stevenson High School

2019-20 STUDENT HANDBOOK SIGNATURE FORM

Dear Parent(s)/Guardian(s) and Student:

Please take a few moments to review the contact information sheet your student has brought home from ADVO/PRIDE groups, including your emergency contacts.

Your signatures verify that you have been given a copy of the 2019-20 Student handbook and that you have had the opportunity to read and understand the contents, including **Attendance Expectations Letter and Procedures, beginning on page 25.**

Please return this form to your ADVO/PRIDE teacher by Friday, September 6th.

Thank you for your cooperation.

Student Name: _____

Student Signature: _____

ADVO/PRIDE teacher _____

Parent/Guardian Name: _____

Date: _____

Parent/Guardian Signature: _____

Preferred contact method : e-mail _____

Daytime phone call _____

Please text me @ : _____

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left BLANK.
Please sign
and return to
ADVO/PRIDE
by Friday,
September 6th.**

Student Handbook

Wind River Middle School



Stevenson-Carson Secondary Schools



Stevenson High School

2019-2020

Home of the
Royals & Bulldogs

#FutureREADY

Stevenson Secondary Schools
390 NW Gropper Road
PO Box 850
Stevenson, WA 98648
(509) 427-5631 phone / (509) 427-5639 fax

The vision of the Stevenson-Carson School District:
Students will thrive in an environment where staff, parents, and community partner to nurture a passion for lifelong learning. Through these relationships, students will grow academically and experience success in school and beyond.

This handbook is to inform and guide students, parents, and staff of the expectations and procedures necessary for safe and efficient operation of Wind River Middle and Stevenson High School. Students will be responsible for appropriate behavior at all times. Families should review the handbook and contact the administration with any questions.

Mr. Schwan's Keys to Success:

***Be Here!**

****Be On Time!!**

*****Work Hard!!!**

#FutureREADY

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#FutureREADY

The information in this handbook is true and accurate to the best of our knowledge at the time of printing (August 27, 2019). For the most up-to-date information, please see the posted handbook on our school website at

<http://www.scsd303.org/>

Administration and Office Staff

William Schwan.....	Principal	Benton Dorman.....	Special Ed Administrator
Kelli Dizmang.....	Associate Principal	Charles Strom.....	Athletic Director
Suz Clark-Bennett.....	Assessment Coordinator	Laura Damian.....	Athletic/ASB Secretary
	Associate Principal	Candy Brown	Attendance Secretary
	Coalition Coordinator	A J Smith.....	Support Para
	ELL & CTE Director		

Food Services

Chris Youngren.....	Head Cook	Kari Bleth.....	Cooks Helper
Michele Adams.....	Cooks Helper	Lila Charlton.....	Cooks Helper

Wind River Middle School

			EXT
Shawn Berry.....	Special Education.....	Room 32.....	1320
Kacie Dill.....	Mathematics.....	Room 41.....	1410
Esther Holman.....	Physical Education.....	Gym.....	1180
Lisa Kidd.....	WA History / ELA.....	Room 35.....	1350
Kenney Polson.....	Music/Band.....	Music Room.....	1190
Katie Mantel.....	Business	Annex Rm 63.....	1630
Audrey Kearns.....	Art Electives.....	Annex.....	1600
Margo Smith.....	Science/Electives.....	Room 13.....	1130
Susan Stevens.....	History/ELA.....	Room 33.....	1330

Stevenson High School

Lisa Birney.....	Special Education.....	Room 14.....	1140
Erik Anderson.....	History.....	Room 43.....	1430
Kacie Dill.....	Mathematics.....	Room 41.....	1410
Wayne Duvall.....	Mathmatics.....	Room 42.....	1420
Kevin Edwards.....	English / CWI.....	Room 30.....	1300
Todd Futter.....	Special Education.....	Room 13.....	1130
Becky Harmening.....	English.....	Room 25.....	1250
Esther Holman.....	Physical Education.....	Gym.....	1180
Bill LaCombe.....	Construction / Tech.....	CTE Building.....	1610
Kenney Polson.....	Band/Choir.....	Band Room.....	1190
Audrey Kearns.....	Art Electives	Annex.....	1600
Katherine Mantel.....	Business.....	Annex Rm 63	1630
Erin Riggins.....	Spanish.....	Room 28.....	1280
Audrey Kearns.....	Art.....	Annex Rm 60	1600
Carly Wright	Science.....	Room 11.....	1110
Sarah Teasley.....	English.....	Room 26.....	1260
Cord Tornow.....	Mathematics.....	Room 40.....	1400
Phill Wendell.....	APEX / History / English	Room 31.....	1310

Support Staff

Cheryl Adams.....	Counselor	Denise Baxter.....	Instructional Assistant
Tracy Holzhauser.....	Counselor	Melody Cole.....	Instructional Assistant
Riley Hershberger....	Intervention Specialist	Lydia Griffiths.....	Instructional Assistant
Elizabeth Luthy.....	School Psychologist	Helen Langsley.....	Instructional Assistant
Danelle Frank.....	Registrar/Counselor Asst.	Shelley Pace.....	Instructional Assistant
Julianna Cuyler.....	Speech/Language Support	Jereth Robinson.....	Instructional Assistant
Nelda Doody.....	English Language Support	Colleen Garwood....	Head Custodian
Anthony Winstead...	IT Director	Matt Nyholm.....	Assistant Custodian
		Dee Hinzman	Night Custodian

Email

Staff email protocol: lastnameinitial@scsd303.org ex. Jan Doe = doej@scsd303.org

Facebook

<https://www.facebook.com/StevensonCarsonSchools/>

Weekly Bulletin Subscription

The Weekly Bulletin is our main resource for timely, consistent communication. Important information is shared during ADVOC/PRIDE time. Please update your home email on the handbook signature sheet to receive an electronic copy on Mondays or read it on our website <http://www.scsd303.org/>.

Calendars & Schedules

Early Dismissal

On Wednesday students are dismissed at 1:10 p.m. (with the exception of August 28, 2019, as noted in the school calendar). Faculty use this time professional development and preparation for students. Students are requested to leave the building unless they are under the direct supervision of an adult.

School Closure

In the event that it is necessary to close schools (including emergency early dismissal due to weather or other circumstances), shorten bus routes or delay opening, the information will be broadcast on the following radio stations along with phone calls using School Messenger:

FM Radio		AM Radio		TV	
KXL	95.5	KGW	620	KATU	2
KUPL	98.5	KXL	750	KOIN	6
WOLF	99.5	WOLF	1080	CABLE	7
KKRZ	100.3	KEX	1190	KGW	8
KINK	101.9	KUPL	1330	KPTV	12
KKCW	103.3	KIHR	1340		

TWO HOUR LATE START SCHEDULE

WRMS		SHS	
10:20-10:53	1st Period	10:20-10:53	1st Period
10:58-11:31	2nd Period	10:58-11:31	2nd Period
11:31-12:01	WRMS Lunch	11:36-12:09	3rd Period
12:06-12:39	3rd Period	12:09-12:39	SHS Lunch
12:43-1:16	4th Period	12:43-1:16	4th Period
1:21-1:54	5th Period	1:21-1:54	5th Period
1:59-2:32	6th Period	1:59-2:32	6th Period

DAILY SCHEDULE				
WRMS			SHS	
1	8:20 - 9:11		1	8:20 - 9:11
2	9:15 - 10:06		2	9:15 - 10:06
3	10:10 - 11:01		3	10:10 - 11:01
LUNCH	11:01 - 11:31		4	11:05 - 11:56
4	11:35 - 12:26		LUNCH	11:56 - 12:26
5	12:30 - 1:21		5	12:30 - 1:21
6	1:25 - 2:16		6	1:25 - 2:16
PRIDE	2:20 - 3:10		7	2:20 - 3:10

EARLY RELEASE SCHEDULE				
WRMS			SHS	
1	8:20 - 8:46		1	8:20 - 8:46
2	8:50 - 9:16		2	8:50 - 9:16
3	9:20 - 9:46		3	9:20 - 9:46
4	9:50 - 10:16		4	9:50 - 10:16
5	10:20 - 10:46		5	10:20 - 10:46
LUNCH	10:46 - 11:16		6	10:50 - 11:16
6	11:20 - 11:46		LUNCH	11:16 - 11:46
PRIDE	11:50 - 1:10		7	11:50 - 12:16
			ADVO	12:20 - 1:10

ASSEMBLY SCHEDULE				
WRMS			SHS	
1	8:20 - 9:06		1	8:20 - 9:06
2	9:10 - 9:56		2	9:10 - 9:56
3	10:00 - 10:46		3	10:00 - 10:46
4	10:50 - 11:36		4	10:50 - 11:36
LUNCH	11:36 - 12:06		5	11:40 - 12:26
5	12:10 - 12:56		LUNCH	12:26 - 12:56
6	1:00 - 1:46		6	1:00 - 1:46
PRIDE	1:50 - 3:10		7	1:50 - 2:46
			ASSEMBLY	2:50 - 3:10

Stevenson-Carson School District 2019-2020 Calendar
Board Proposal 10/25/18

AUGUST/SEPTEMBER

M	T	W	T	F
26	27	28*	29	30
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

- 28-Aug *School Starts
- 5 2-Sep Labor Day
- 4 1-Nov End of 1st Quarter (47)
- 4 Nov 4-8 Parent Teacher Conferences
- 5 11-Nov Veterans' Day – No school
- 27-29 - Nov Thanksgiving Break
- 18 23 Dec - 3 Jan Winter Break
- 20-Jan Martin Luther King Jr. Day
- 24-Jan End of 1st Semester (45)
- 5 3-Hour Early Release
- 4 14-Feb Snow make up day (if needed)
- 5 17-Feb Presidents' Day
- 5 13-Mar Snow make up day (if needed)
- 2 2-Apr End of 3rd Quarter (44)
- 21 3-Apr Snow make up day (if needed)
- April 13-17 Parent Teacher Conferences
- 6-10 - April Spring Break
- 2 22-May Snow make up day (if needed)
- 0 25-May Memorial Day
- 5 6-Jun High School Graduation
- 5 11-Jun *School Ends–3 hour early release (47)

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

The Stevenson-Carson School District does not discriminate in any program or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated groups. Karen Douglass is our Compliance Officer and can be reached at 509-427-5674 or douglassk@scsd303.org

Academics

ADVO/PRIDE

The WRMS PRIDE period is the opportunity to develop significant relationships with staff members daily. SHS ADVO will meet on Wednesdays:

1. Personal support for each individual student.
2. Support for academic success of each student.
3. Literacy and Social-Emotional learning time.
4. Student voice/government/school culture.
5. Community involvement and service.

Grades

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

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

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

Grades for all graded courses taken shall be included in the calculation of grade point averages. Grade point averages shall be calculated to two decimal places and reported for each semester and for the cumulative credits earned for all courses attempted in high school (Board Policy 2420). Credits and grades previously earned by transfer students shall be matched to the high school grades and graduation requirements as fairly as possible. The Administration will make the decision when a question arises regarding credit.

Report Cards

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

For high school students report cards, which reflect cumulative grading, are distributed twice each year, after the conclusion of a semester. Progress reports are also distributed twice each year, at the approximate mid-point in the semester. Stevenson High School uses the semester grading system. Each semester students can earn .5 credits per class and .25 credit for ADVO.

At the beginning of each class (semester or year) each teacher shall distribute their grading policy/syllabus. The policy shall include use of participating in grades, the impact of tardies/ absences, participation, and behaviors have on grades.

SCSD Graduation Requirements

	SHS Diploma 2018 - 2019	SHS Diploma 2020+	SCSD Diploma
English	4 credits	4 credits	3 credits
WA State History	Middle School	Middle School	Middle School
World History	1 credit	1 credit	
US History	1 credit	1 credit	1 credit
Current World Issues/Civics	1 credit	1 credit	1 credit
Math	3* credits	3* credits	3 credits
Science	2** credits	3** credits	2 credits
PE/Health	2 credits	2 credits	2 credits
Occupational	2 credits	2 credits	1 credit
Fine Arts	1 credit	2 credits ****	1 credit
Foreign Language	***	2 credits	
Advocacy	2 credits	2 credits	
Electives	6 credits	Remaining credits	Remaining credits
Credits to Total	24 credits	28 credits	24 credits

Honor Roll

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

APEX & Credit Recovery

Students will be able to access an APEX course meeting the following criteria:

1. Unsuccessful completion of a required course (credit recovery)
2. Registering for a course not offered or within the current schedule
3. Administrator/Counselor approval

***Summer school operates on a half-day schedule during June-July.*

Dual Credit Classes

Students may enroll in dual credit course offerings at the cost of \$53 / class. Those students who qualify for free and reduced lunch have scholarship opportunities. Course offerings are determined by student enrollment and provided by Columbia Gorge Community College.

Teacher Appointments

Teachers are pleased to meet with students and families. Please contact the teacher directly to schedule an appointment.

Assessment

Washington students are assessed by the state to measure their progress, and for accountability under federal governmental requirements. Smarter Balanced Assessments (SBA) will be administered in the spring for English Language Arts and math, for students in grades 3-8 and 10. The Washington Comprehensive Assessment of Science (WCAS) is administered in the spring for students in grades 5, 8, and 11. All state assessments and their alternatives evaluate students on the state learning standards. In grade 10, students are required to pass the SBA assessment, a state approved alternative, or special education version to meet graduation requirements. *For more information please contact our counseling department.*

Skyward

Skyward is our online student grading management system including: attendance, grades, assignments; also, fee and lunch service payment options. Families should check their student's progress on a regular basis. Teachers will update grades in a timely manner on Skyward. To obtain a log-in and password please call the office.

Student Records

The Family Rights and Privacy Act states that parents/guardians have the "right to inspect and review education records of their children." If you wish to see your child's records, please see an administrator.

Student Activities & Athletics

ASB Executive & Class Officers

Executive Officers

President	Pennie Schupbach
Vice President	Hayleigh Nicklaus
Secretary	Kali Kaprow
Activities	Jazmine Morat
Assistant Activities	Jasmine Waymire
ASB Senior Treasurer	Sidney Lueders
ASB Junior Treasurer	Alisyn Backlund
Student School Board	Jessica Zeigenfuss

Senior Class

President	Julia Blakely
Vice President	Brinley Price
Secretary	Ashley Brannan

Junior Class

President	Cassie Macnab
Vice President	Jade Waymire
Secretary	Jackson Krog

Sophomore Class

President	Hunter Reichel
Vice President	Ellie Lanz
Secretary	Isabella Spencer

Freshman Class

President	Chayton Cameron
Vice President	Victoria Neilsen
Secretary	Breckin Andreson

WRMS ASB Officers

President	Lilyn Sondergaard
Vice-President	Abrielle Owens
Secretary	Destiny Lish
Treasurer	Cameron Kester

Assemblies

Attendance at assembly programs is mandatory and part of the regular school day. Assemblies will be scheduled throughout the year at the end of the school day. Students who choose not to attend will be considered truant and unexcused for that period. Students should show respect and behave in a manner that is appropriate for the purpose of the assembly (i.e. Pep Assembly, Veteran’s Day Recognition, Homecoming, etc.)

Clubs & Activities

Associated Student Body (Student Government)	The ASB Counsel consists of the ASB executive officers, class officers, ADVO and club representatives. All students enrolled at SHS/WRMS are members of the ASB. The council will meet and handle matters pertinent to school activities and fund raising. Copies of the ASB Constitution are available upon request. The student government officers and class officers are elected in the spring prior to the current school year.
Cheerleading	The cheerleaders are responsible for promoting school spirit and positive sportsmanship. This is done through organized cheering at assemblies and athletic events.
Knowledge Bowl	If you like “Jeopardy” or Trivial Pursuit, Knowledge Bowl may be for you. Teams compete against other schools in academic competitions. (State championships: 2006, 2008, 2013, & 2014)
National Honor Society	The Columbia River Gorge Chapter of the National Honor Society of Stevenson High School is a duly chartered and affiliated chapter of this prestigious organization. Student membership is extended to students who meet the required GPA and standards in the four areas of evaluation: scholarship, leadership, service, and character.
Pep Band	The Pep Band is a student run organization with teacher supervision. The members elect the Pep Band director in the spring prior to the current school year. The Pep Band plays for home sporting events, as well as any playoff games at the end of the season. Middle school students may also be able to participate with invitation from the Director.
Ruff Cutts	Students learn important skills while they help to improve our district and community through construction projects.
Stand Up 4 Teens	SU4T is a club that provides healthy options for youth through enrichment activities, options, and alternatives to drug and alcohol misuse and other destructive behaviors.
Yearbook	The yearbook staff produces the <i>The Legend</i> , the Stevenson High School yearbook. Staff members on this publication will get experience in design, writing, photography, marketing, sales, prioritizing tasks, and problem solving.
Encore Players	Theater production club and spring production.
Youth & Government	Youth and Government presents students with the opportunity to learn how our state government works. Throughout the year, students learn how to write and debate bills. In the spring, students participate in a “Washington State Youth Legislature” at the state capital building in Olympia.

Coaches & Advisors

ASB Council	Lisa Birney
Cheerleading	Tonia Waymire
DECA	Katie Mantel
Pep Band	Kenney Polson
Knowledge Bowl	Phill Wendell
NHS	Erin Riggins
Yearbook	Becky Harmening
Ruff Cutts	Bill LaCombe
Encore Players	Suz Clark-Bennett
Youth & Government	

Fall Athletics

Football	David Waymire
Girls Soccer	Bill LaCombe
Volleyball	Carly Wright
Cheerleading	Tonia Waymire
Cross Country	Esther Holman & Jeff Griffiths

Winter Athletics

Boys Basketball	Robert Waymire
Girls Basketball	Bob McCrum
Wrestling	Arnold Bell
Cheerleading	Tonia Waymire

Spring Athletics

Baseball	TBA
Softball	TBA
Boys Soccer	Josiah Obias
Girls Tennis	Les Hastings
Track	Bob McCrum

ASB Card

All students participating in school-sponsored activities must be holders of an ASB card. An ASB Card is a one-time per year purchase and the cost for an ASB card is non-refundable. The Associated Student Body provides financial support in each building for expenses incurred by the athletic program as well as other extra-curricular activities. Revenues from ASB cards remain in the student ASB fund account.

Athletic Code

Note: The Athletic Code will be updated annually and approved by the SCSD school board. All students are upheld to ASB/WIAA standards.

I. General Regulations

- A. WIAA rules must be followed in all cases of scholastic and athletic eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility to know, to inform team members and parents, and to enforce school and WIAA regulations in these matters.
- B. No athlete may quit one sport and turn out for another after the season has begun without the mutual consent of both coaches.
- C. Athletes must travel to and from contests away from Stevenson-Carson in transportation provided by the school. The only exceptions are:
 1. Injury to a participant which would require alternate transportation.
 2. Prior arrangement between the participant's parent/guardian and the coach for the student to ride with that parent/guardian and/or under conditions outlined in form 2151F. In cases where athletes are transported to contests, the coach must notify administration in advance.

- D. Completion of the sports season is required in order for the student to be eligible for letter or other team or individual awards. Exception: Injury which limits participation. No awards shall be given to any student suspended for the remainder of the season for Athletic Code violation.
- E. All fines must be taken care of before participation in a sport is allowed. If the school has provided financial assistance with athletic fee or the purchase of shoes, the recipient will be expected to work to pay off the fee. All equipment from a previous sport must be returned before a student shall be eligible to participate in the next sport season.
- F. **Students are to maintain a passing grade in all subjects.** Bi-Weekly (Weekly for WRMS) grade checks (1st and 3rd Monday of the month) will be made on all interscholastic participants. Failing grades will result in one week's probationary status. Upon the second week of failing grades the student will be suspended from the team until the next grade check/passing grades.
- G. WIAA Rule for failing two classes at the end of the Semester:
High School: Suspension for the first five weeks of the succeeding semester.
Middle School: Suspension continues for the first three weeks of next quarter.
- H. Acceptable school conduct and attitude will be maintained. The school administration shall determine if conduct and attitude is unacceptable.

II. School Attendance Requirements

- A. A student must be in each of his/her classes in their entirety for the day in order to participate in an event that day. This includes PRIDE/ADVO, and any activity/assembly scheduled for that day. An exception would be made if the student had an approved medical appointment or emergency.
- B. When athletes have returned with the team after midnight, the athlete is expected to be present at school by 2nd period.
- C. Injured students must obtain medical clearance from one of the following medical professionals: medical doctor, doctor of osteopathy, advanced registered nurse practitioner, physician's assistant or naturopathic physician to be able to participate.
- D. Non-valid absences during the season will result in discussion with head coach and:
First offense: no participation in practice that day.
Second offense: no participation in practice that day and one event.
Third offense: no participation in practice that day, and the next two events.
Fourth offense: Suspension for the remainder of the season.
- E. Unexcused absence from scheduled practice will result in disciplinary action by the coach which may include a suspension from events. Pre-arranged absences may be accepted at the discretion of the head coach.

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

- A. Any infraction of law or conduct by a student athlete that is determined by school authorities to be detrimental to the athletic program, school, or school district both on campus and off will be subject to consequences at the time of infraction. (This also includes fighting, harassment/intimidation/bullying, substance use, theft, or malicious destruction of equipment or property.)
First offense: The individual will be suspended for five school days. Re-entry decisions will be made. When applicable, restitution will be made.
Second offense: Removal from the team for the remainder of the season or four weeks which may extend into the next season of participation.
- B. A display of unsportsmanlike conduct toward an opponent, official, spectator or use of profanity during a practice or event will result in counseling by the head coach and possible suspension.
- C. WIAA EJECTION POLICY – A player, coach, or bench personnel of the team who is ejected from an event due to fighting, violent conduct, or abusive, vulgar or profane language, shall be prohibited from participating in the next two scheduled events. There is no appeal for the first offense. A second offense, in a season, will result in the suspension for the remainder of the season and may only be appealed to the WIAA Executive Director.
- D. **Use of Tobacco and Vaping by Athletic Program Participants**
First offense: Suspension from participating in any events for a period of four weeks. Any time not completed during the current season/activity shall be completed during the *next* season/activity. Should the athlete participate in a tobacco cessation class, the suspension may be reduced to not less than two weeks with completion of an online 3rd Millennium class at the expense of the athlete.
Second offense: Suspension from all events for the remainder of the season or for a period of not less than eight weeks, whichever is longer. Any time not completed during the current season/activity shall be completed prior to participation in the next interscholastic activity.
- E. **Use or Possession of Alcohol, Non-prescribed Prescription Drugs, Illegal Chemical Substances (Including Steroids or Opiates) are Prohibited!**

First offense: Suspension from all contests for the remainder of the season or for a period of not less than eight weeks, whichever is longer. Any time not completed during the current season/activity shall be completed during the next season/activity that the student participates in. The student must complete a school approved drug/alcohol awareness program prior to participation in the next interscholastic activity. Which includes 3rd Millennium coursework and counseling with the SHS Student Assistance Professional on campus. The suspension may be reduced to five weeks if there is successful completion of the above programs.

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

Third Offense: Permanently prohibited from participation in interscholastic activities.

IV. Attendance at an event where alcohol or illegal chemical substances are being illegally consumed/used: Athletes who attend a gathering where drugs or alcohol are being used illegally must, immediately upon becoming aware of the presence and/or use of such substances, make appropriate and exhaustive attempts to leave. Failure to leave will prompt an investigation by school officials and be subject to disciplinary action consistent with paragraphs A-C in Section III.

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

VI. Social Media

Individual athletes are responsible for personal social networking activities will not have an adverse effect on the school, teams, and athletes; we require that student athletes are respectful – responsible – and safe: do not discredit, disparage or defame our school, other schools, the team, officials, coaches or players. Failure to comply with this policy may lead to appropriate disciplinary action, which may include suspension from participation.

VII. Eligibility

Any athlete that is suspended from a sport at their previous school may not participate in the same sports season at SCSD.

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

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

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

Class Attendance

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

Dances

1. All school rules and regulations apply at all school related activities.
2. Appropriate dress is expected by all those attending.
⇒ Guests for SHS Homecoming & Prom must be 20 years old or less and pre-approved by administration. No guests are allowed at Wind River Middle School dances.
3. Outside beverages and re-entry are NOT allowed at all school dances.

Fundraisers

Please write checks to the school- WRMS or SHS and present payments in the office.

All fund-raiser requests must be submitted on the completed form, with signatures, and obtain both ASB and administration approval **one month prior** to any fundraising. This includes collecting money for charity and taking in money where no profit is expected; such as-- purchasing class t-shirts at cost. No personal student sales are permitted on campus.

Stevenson High School Songs

SHS Fighting Bulldog Alma Mater

Far above Columbia's waters,
With its waves of blue.
Stands our noble alma mater,
Glorious to view.
Far above the busy humming,
Of the bustling town.
Reared against the arc of heaven,
Look she proudly down.
Raise the chorus,
Speed it onward.
Sing her praises everyone.
Hail to thee our Alma Mater.
Hail to Stevenson!

Fighting Bulldog Fight Song

Cheer those Bulldogs,
Watch 'em fight.
Boost those Bulldogs,
They're all right.
We'll stand by the
Maroon and the white.
FIGHT-FIGHT-FIGHT
Bulldogs of Stevenson.
Cheer that Bulldog Varsity.
Steer that team to victory.
Fight you Stevenson Bulldogs,
To gain another victory.
FIGHT! FIGHT!

Attendance

In the event your student is absent, please contact Candy Brown, the Attendance Secretary at 509-427-5631 or email at brownc@scsd303.org. Please make sure you sign and return the Student Handbook coversheet acknowledging you have received this information.

SCHOOL POLICIES AND STATE LAWS

State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend school. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

Families will be notified of their student's absences by the School Messenger System.

If your student has **two unexcused** absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The school shall notify the parent in writing no later than the student's fifth unexcused absence in a month. After seven unexcused absences in a month or ten in a year, a truancy petition and affidavit will be filed with the juvenile court and Community Truancy Board alleging a violation of RCW 28A.225.020 (School board policy 3122P). Following the fifteenth absence from school (whether excused or unexcused) in a school year, the student will be placed on Restricted Absence Status. The student will only be excused for illness, medical or dental appointments that cannot be scheduled out of the school day, and for family emergencies. (Board Policy 3122)

Absence Reporting Procedure

It is the family's responsibility to report their student's absences. Only parents/guardians can excuse a student's absence by calling 509-427-5631 leaving a message before/after hours, or sending an email to brownc@scsd303.org, on the first day of the student's absence. Our skyward system uses a relay dialer system to alert families of any unexcused absences from school. Families must notify the school to within three school days via phone or written note from a parent/guardian (Board Policy 3122). **Any absence not cleared within 72 hours will be treated as unexcused.**

In the event of illness or family emergency, families may request assignments or missing work. Makeup work is only allowed for *excused* absences.

Excused Absences Valid excused absences allowed by the state:

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

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

Unexcused Absences include, but are not limited to:

Anything that is not directly related to the day to day operations of the school. Students who do not follow pre-arranged absence procedures may be recorded as "*unexcused*" in their attendance record.

Pre-Arranged Absences

The school does not encourage parents to take children out of school during the school year. We, however, understand of some personal situations which may arise. Students must submit the completed PRE-ARRANGED ABSENCE form to the office/administration 24 hours prior to the planned absence.

Tardies

Tardy is not being in the assigned classroom when the tardy bell has stopped ringing. Teachers are required to keep accurate attendance records. Students arriving late to class must present an office tardy slip or valid note from a staff member. Any student more than 10 minutes late to any class will be marked as an unexcused absence for that class period. Unexcused tardies may include the following: returning to a locker to get supplies, books, or assignments; oversleeping; locker not opening; not hearing the bell etc.

Off Campus & Lunch Privileges

Parents must notify the office prior to any student leaving campus.

- Students are required to physically check out with office staff *before* leaving.
- Students will **NOT** transport other students in their vehicles.
- Only juniors and seniors are eligible for off campus lunch with siblings
FAILURE TO COMPLY MAY RESULT IN LOSS OF OFF CAMPUS PRIVILEGES.

Student Behavior

Positive Behavior Philosophy

*We are kind and considerate people who show our PRIDE by being safe, responsible, & respectful. We are responsible for our education and our part in the educational environment. We define Respectful, Responsible, and Safe in this way: **Respectful:** worth & importance of self, others, and environment. **Responsible:** prepared, dependable, & accountable for your actions ~ready to learn. **Safe:** appropriate action to be free from physical/emotional harm for yourself and others.*

BE RESPECTFUL

- Compassion
- Calm voice
- School appropriate language
- Considerate of other's property

BE RESPONSIBLE

- Clean up areas & recycle
- Use time efficiently
- Follow directions

BE SAFE

- Always walk
- Practice nonviolence
- Keep body, belongings and objects to self
- Report unidentified visitors
- Keep the air free from aerosols and fragrances

Positive Behavior Expectations

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

Definitions:

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

- a) Staff attempts other forms of discipline within the classroom to support the student in meeting behavioral expectations; and
- b) the student remains under the supervision of the staff during such brief duration;
- c) if student is to be excluded from the classroom, parental contact is attempted by the teacher/staff;
- d) behavioral interventions must be attempted before an exclusion can occur;

- e) In the event of a suspension, administration will contact parent/family.

Disruption of the Educational Process - the interruption of classwork, the ceation of disorder, or the incasion of the rights of a student or group of students.

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

Reverse suspension –parents will shadow their student for an appropriate length of time

In-School suspension student is excluded from their regular educational setting but remains in current school placement for up to ten consecutive school days, subject to the requirements WAC 392-400-430 and WAC 392-400-475.

Short-term suspension – student is excluded from the student’s regular educational setting but remains in the student’s current school placement for up to ten consecutive school days, subject to the requirements WAC 392-400-430 and WAC 392-400-475.

Long-term suspension –student is excluded from the student’s regular educational setting but remains in the student’s current school placement for more than ten consecutive school days, subject to the requirements WAC 392-400-430 and WAC 392-400-475.

Behavioral Interventions or Action Available to Staff After a Violation Occurs

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

Teachers & Staff will

- Attempt behavioral interventions prior to exclusion
- Contact family regarding the exclusion within 24 hours
- Include typical parental contact in class syllabus
- Document incidents of exclusion prior to interventions
- Notify administration in the event of an exclusion

Compliance with all student conduct guidelines is mandatory. Progressive discipline is followed in instances in which the student is non-responsive to teachers’ corrective and disciplinary actions. This begins with classroom based redirection and possible corrective action. Continued issues can result in removal from the classroom short or long-term. Suspension, other than that allowed by teachers as referenced in RCW 28A.600.020, or in-school supervision must be assigned by a school administrator. In all cases of suspension, the assigning school employee will notify parents within 24 hours. Authorities may be notified at any stage and when required by law.

Disciplinary action may include the following and can be assigned by any staff member with the exception of suspension or expulsion, which must be assigned by an administrator. As a general rule, no student shall be

suspended short or long term unless other forms of corrective action reasonably calculated to modify individual conduct previously imposed upon the student as a consequence of misconduct of the same nature. However, a student may be suspended for exceptional misconduct, other than absenteeism, when such misconduct is of frequent occurrence, is serious in nature and/or is disruptive to the operation of the school.

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

Violation Categories

Abusive/ Inappropriate Language	This includes written, graphical or saying anything profane or abusive which ridicules, hurts, offends, or humiliates another. The statements or depictions may be racial, sexual, ethnic or religious in nature. This also includes making indecent gestures and swearing, which convey an offensive, obscene, or sexually suggestive message.
Arson	Fire setting, attempt to set a fire and/or fire damaging of school property or another's property on school grounds is prohibited. This may include the use of lighters/matches. (Cumulative 7-12)
Assault/Causing Physical Injury	Assault is defined as physical contact, which involves hitting or striking another person. Students indirectly involved such as cheering, provoking or encouraging others may also be disciplined. (Cumulative 7-12)
Bomb Threat	Involvement in any confirmed threat to detonate or place an explosive device on school grounds or at a school-sponsored event is prohibited. This also includes falsely reporting the presence of a bomb or explosive device. (Cumulative 7-12)
Cell Phones/Music Devices	Students are allowed to use their devices during non-instructional time. Emergency contact should always go through office personnel in order to protect the individual student and staff. If a student is causing a disruption the staff member shall ask for the device. It will be placed in the school safe until the end of the day. Second offense only a parent or guardian may collect the device from the office. Further consequences may be enforced if this becomes a chronic issue. The school is not responsible for devices that are lost, stolen, or damaged.
Copying/Cheating/Plagiarism	Any student who participates in copying, allowing others to copy or labeling someone else's work as their own will be considered to be cheating in order to gain personal credit. The first offense will be no credit for the item in question and possible In School Suspension (ISS) for cheating on an assessment or plagiarism. A second offense may result in no credit for the class.
Disruptive Devices	Items that disrupt the educational are not permitted at school. Items worn inside the ear not be used (<u>or worn</u>) during class at any time, except as part of an I.E.P. or 504 Plan for instructional purposes only. All disruptive devices, upon failure of the student to comply with staff request, will be seized and appropriate disciplinary action will be taken. Parents/guardians will be required to pick up confiscated items. This includes items deemed unsafe, unhealthy, or a disruption to the educational well-being of our students.
Disrupting the Educational Process	Instances of "open" defiance (oral or obvious physical refusal to comply) or "willful" disobedience (repeated refusals to comply) will not be tolerated. Behaving in a manner which disrupts or interferes with the educational climate or process, or prevents, or attempts to prevent, school personnel from engaging in their professional responsibilities may result in disciplinary action. (RCW 28A.635.020)
Drug/Alcohol	The use of and/or the unlawful possession of dangerous drugs, including alcohol, is strictly prohibited. 1. A dangerous drug is defined as any drug obtained with or without a

prescription that has been used in a manner dangerous to the health of the user and/or other people. This includes, but is not limited to; marijuana, codeine, cocaine, Adderall, heroin, stimulants, depressants, hallucinogens and over-the-counter drugs.

2. Use and possession: Students who use, possess, or are under the influence of alcohol, narcotics, or other dangerous drugs on or near District property during school hours or at any school-sponsored activity are subject to immediate suspension and/or recommendation for expulsion. The student is also subject to additional educational programs and obligations established by the District, including contacting law enforcement. The same sanctions will apply to counterfeit, “look-alike” or over-the counter drugs.

Students involved in the dealing, delivery, sale, purchase, and consumption of alcohol and illegal drugs may be recommended for expulsion. Students who possess or distribute drug related paraphernalia to other students or persons on or near school district property are subject to expulsion and law enforcement action. First Offense: Law enforcement contact; (45) day long-term suspension which may be reduced to a (5) day short-term suspension when student/parents agree to the following:

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

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

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

Energy Drinks

Due to adverse health effects, consumption of energy drinks is discouraged on campus. WRMS does not allow the possession or consumption of energy drinks at school.

Extortion

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

1. On or adjacent to school grounds at any time.
2. Off the school grounds at a school activity, function, or event.
3. Off the school grounds when the prohibited behavior is a consequence of, or directly related to, causes or events that occurred or originated on school grounds. (Cumulative 7-12)

Failure to Appear for Detention

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

False Fire/ Emergency Alarm

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

Fighting/Fighting Words

Fighting is defined as physical contact between two or more individuals, which involves hitting or striking another person. Students directly involved, regardless of whether they started or ended the fight will be disciplined. Students indirectly involved such as cheering, provoking or encouraging others to fight may also be disciplined. Behaviors such as pushing or posturing, shoving or presence will be considered “pre-fighting” and disciplined accordingly. Play fighting is not allowed. (Cumulative 7-12)

Forgery

Making, imitating, altering or signing any school documents with intent to defraud may result in detention, in-school suspension or Saturday School. (Cumulative 7-

12)

Gang Activity	Wind River Middle & Stevenson High School has a zero tolerance policy toward gang activity or association. Groups of students that initiate, advocate, or promote activities that threaten the safety or wellbeing of persons or property on school grounds, or disrupt the school environment are prohibited. Any conduct that is menacing, threatening or intimidating as a “gang” is also not acceptable. Such groups are referred to as “gangs.” (RCW 28A.600.455)
Gambling/Games	The playing of games or cards, which result in a loss of property to a participant and/or for monetary gain, is prohibited. All such items will be confiscated and returned to the parent/guardian at the principal’s discretion.
Hall Passes	Each classroom teacher has one wooden hall pass. Only one student is allowed out of the classroom at a time with permission from the teacher. Every student should be in class the first ten and the last ten minutes of class and not in the hallway. Any student in any area of the school building or property without permission who is determined to have engaged in wrongful activity may be considered trespassing and subject to law enforcement, as well as school discipline. (RCW 28A.635.020 & 28A.635.030)
Harassment/ Intimidation/ Bullying	Harassment, intimidation or bullying is intentional, unwanted behavior of a nonverbal, verbal, written, graphic, sexual or physical nature that is directed at an individual or group on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability or other distinguishing characteristics. Depending on the severity of the act, consequences may include, but are not limited to: Suspension, HIB education class, law enforcement contact or expulsion. (Cumulative 7-12)
Insubordination	Insubordination, is defined as failure to comply with a direct and reasonable request or instruction given by a staff. Students will be referred immediately to an administrator and in severe cases, law enforcement will be called. Not limited to, in-school suspension, or out-of-school suspension. In severe cases, a student may be removed by law enforcement (RCW 28A.600.040 and Board policy 3240)
Misuse of Technology	Using technology and the internet is a privilege. The Internet is available for educational purposes only. Each student must have an Individual User Access Release form signed and on file before using school technology. Students are only allowed to use and access their own account. Misuse of school technology such as chat rooms, email, social media, accessing inappropriate sites, etc., will result in disciplinary action. Such actions may include, but are not limited to: removal of internet access for a length of time as determined by administration, discipline according to discipline policy, and parental notification. Egregious or multiple offenses may result in loss of technology and Internet use for the year.
Perfumes/ Colognes/ Sprays	Due to possible health risks to students and staff, aerosol or spray-on personal care products of any kind may not be used at school. This includes, but is not limited to, spray perfumes, spray colognes, body spray, hair spray, etc. If a student uses a spray at school it will be confiscated. Repeated offenses may result in disciplinary action.
Sexual Harassment	This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees, and others involved in school district activities. Sexual harassment may include, but is not limited to: <ol style="list-style-type: none">1. Demands for sexual favors in exchange for preferential treatment or something of value;2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;4. Making unwelcome, offensive, or inappropriate sexually suggestive remarks, comments, gestures, or jokes; or remarks of a sexual nature about a person’s appearance, gender, or conduct;5. Using derogatory sexual terms for a person;

6. Standing too close, inappropriately touching, cornering or stalking a person; or
7. Displaying offensive or inappropriate sexual illustrations on school property.

Sexual harassment can occur adult to student, student to adult, student-to-student, adult-to-adult, male to female, female to male, male to male, and female to female (see sexual harassment notification form).

- Step 1: See the counselor or an administrator if you feel you are being sexually harassed or if you have an uncomfortable feeling about what someone is saying or doing to you.
- Step 2: In the event of suspected sexual harassment, an administrator will investigate.
- Step 3: The person(s) violating the harassment policy will receive disciplinary action according to established disciplinary guidelines.

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

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

Student Affection	The student body and staff strive to foster desirable standards of behavior in the halls about the school campus. Students may hold hands, give a quick hug but no sexual display of affection will be allowed during the school day.
Theft	Stealing, “borrowing” without permission and receiving stolen property is not allowed at SHS/WRMS. Keeping “found” property will also be considered theft. Police notification may occur and result in a criminal charge. (Cumulative 7-12)
Threat	To communicate directly or indirectly intent to immediately use force against any person who is present at the time; (a): To cause bodily injury in the future to the person threatened or to any other person; or (b): to cause physical damage to the property of a person other than the actor; or (c): to subject the person threatened or any other person to physical confinement or restraint and/or as defined in RCW 9A.04.110 (25) is prohibited. (Cumulative 7-12)
Trespassing	Breaking and/or entering onto any school property or into any school facility without proper authority, including periods of suspension or expulsion or refusing to leave when ordered to do so is prohibited and may result (ISS) in-school suspension, Saturday School or out-of-school suspension and law enforcement notification. (Cumulative 7-12)
Tobacco/Vaping	As directed by Washington State Law, use of tobacco products on school premises is not permitted. Adult or Student use of tobacco/vaping will not be allowed on school property. The holding of a cigarette or other tobacco products will be considered the same as using. Lighters and matches are also not permitted on campus. (RCW 28A.210.310 (2) and RCW 70.155.080) <u>First Offense:</u> In School Suspension (1) day; law enforcement may be contacted; two hour tobacco education class required. <u>Second Offense:</u> Short-term Suspension (3) days; law enforcement may be contacted; two hour tobacco education class required. <u>Third Offense:</u> Long-term Suspension; law enforcement contacted; eight-hour tobacco education class required. (Cumulative 7-12)

Interference with School Authorities	Interfering with administrators, teachers or other school staff (employees or volunteers) by lying, making false statements, force, violence, intimidation or threat during the course of performing their duties will not be tolerated. (Cumulative 7-12)
Vandalism	Any student or other persons who willfully or maliciously destroy or deface the school, school property or school grounds will be subject to fine and criminal citation for their actions. (Cumulative 7-12)

Corrective Actions

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

Detention	Teacher or administrator assigned detention when a student commits initial minor violations of school policy. Students are expected to bring study materials. Detention may occur before school, at lunch, or after school.
Community Service In School Suspension	Sessions of cleaning in and around school property for various time periods. In School Suspension is a consequence that may be received for a number of reasons. Usually this is for inappropriate to severe behavior whereby a student needs to be removed from the class or the general student body. A student may be placed in the designated room for all or a portion of the day, or multiple days, depending on the administrative decision. A student can be assigned to ISS at any time and is expected to continue working on their academic assignments while there. Special education students will also receive their support services while in ISS as not to impede academic progress. A student refusing to comply with the ISS staff member or the administrator will be subject to Out of School Suspension. Students report to ISS during the same time frame as the regular school day. Assignment is minute for minute so tardiness or absence will be made up immediately. Students will be taken to the cafeteria to pick up their lunch.
Out of School Suspension	Temporarily removes the student from the privilege of attending school. Students assigned for flagrant behaviors or repeated offenses are sent home with a parent or guardian or with parent/guardian permission.
Short Term Suspension	In the event the proposed corrective action of a student is to include the denial of the right of school attendance for any single class, for 1 to 10 school days or full schedule of classes for 1 and up to 10 consecutive school days, a conference shall first be conducted with the student as follows: A. An oral or written notice of the referral shall be provided to the student; B. An oral or written explanation of the evidence in support of the referral shall be provided to the student; C. An oral or written explanation of the suspension, which may be imposed, shall be provided to the student; D. The student shall be provided the opportunity to present his/her explanation. The parent of the student shall be notified of the reason for the suspension and the duration of the suspension orally or by U.S. mail as soon as reasonably possible. Any student subject to a short-term suspension shall be provided the opportunity, upon return, to make up assignments and tests if: such assignments or tests have a substantial effect upon the student's semester grade or grades; or <i>Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.</i>
Long Term Suspensions or Expulsions	A long-term suspension or expulsion may be imposed by the principal only after a fair hearing is made available to the affected student and parent. Written notice of the hearing shall be delivered to the parent and student by certified mail or in person. The notice shall be in the parent's primary language and shall supply (1) the

alleged misconduct and the school rules alleged to have been violated, (2) the recommended corrective action, (3) the right to a hearing, (4) the notice that if a written request for a hearing is not received by the staff member named in the notice within three (3) school business days after the notice is received, the hearing shall be waived and the recommended corrective action shall take effect, and (5) the date by which the request for a hearing must be received.

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

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

The hearing shall be conducted before a hearing officer appointed by the superintendent. Such hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The hearing officer shall state in writing the findings as to the facts, conclusions and disposition to be made. The decision shall be provided to the parent and student or counsel. Prior to imposing a long-term suspension or expulsion due to the misconduct of a disabled student, the principal shall call a meeting of selected staff to:

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

Staff involved in this meeting shall be familiar with the:

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

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

- A. Date, time, place and participants at the meeting;
- B. Information and/or data used in reaching the decision;
- C. The decision regarding the causal relationship of the disability to the misconduct, the appropriateness of the placement, and the corrective action or to be imposed;
- D. The right to a due process hearing regarding the causal relationship of the disability and the misconduct; and,
- E. The right to a due process hearing regarding the imposition of a corrective action.
- F. If no request for a hearing is received within three (3) school business days after the notice is received, the hearing shall be waived and the action shall take effect. If the proposed school action is challenged as a substantial change in placement through a request for a hearing, special education policies and procedures shall be applicable. If the disabled student is being disciplined for drug or alcohol offenses and is a current user of drugs or alcohol, the extra due process requirements involving change of placement do not apply.

Emergency Removal

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

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

The principal shall meet with the student as soon as reasonable possible following the student's removal and take or initiate appropriate corrective action. In no case shall the student's opportunity for such meeting be delayed beyond commencement of the next school day. The teacher or administrator who removed the student shall be notified of the action that has been taken or initiated.

Emergency
Expulsion

You have the right to a hearing to contest an emergency expulsion. If you wish to request a hearing, following a conference with the building principal, your written request must be delivered before the expiration of the tenth (10) school business day after receipt of the discipline notice to the school district superintendent at the following address:
Karen Douglass, Superintendent, P.O. Box 850, Stevenson, Washington 98648
(509) 427-5674

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

Appeal Process

Appeal for Short
Term Suspension

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

The parent and student after exhausting this remedy shall have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon two (2) school business days' prior notice, shall have the right to present a written grievance to the Board of Directors at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

Appeal for Long
Term
Suspension or
Expulsion

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

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

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

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

Within 30 days of receipt of the board's final decision, any parent and student desiring to appeal any action upon the part of the council regarding the suspension

or expulsion may serve a notice of appeal upon the board and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the errors complained of.

Bus Safety

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

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

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

Students who receive a bus conduct referral will be addressed by the Transportation Supervisor or Principal. The first infraction may, in general, be a warning. A second infraction may result in a one (1) day suspension from riding the bus (both a.m. & p.m.). A third infraction may result in a one to five (1-5) day suspension from riding the bus. Depending on severity, the consequences may be adjusted. If you have any questions concerning these rules, please contact the district transportation supervisor at 509-427-5277.

Dress Code

Standards for personal appearance and dress are a responsibility of the individual student, parents, and the school staff. It is to be understood that the school standard for appearance will likely be different from the standard outside of school time. Among the purposes of this standard are:

1. To build and reinforce work habits. Most jobs require a standard for dress and appearance. Learning at an early age to accept that standard will make it easier to be successful with appearance later on.
2. To differentiate school time from other time. Students are enrolled in school to learn in a formal or semiformal atmosphere. School is not the dance club or the mall. School dress standards set a tone, which reinforces the learning environment.

Students should be clean and well-groomed at all times. Individual rights to style and taste will be respected. However, any type of clothing that would tend to cause distractions or be disruptive to the educational process, the school, other students and/or staff members will not be allowed. All students must wear clothing and accessories that are deemed safe and appropriate. Clothing that is appropriate when students are standing still may not provide adequate coverage when they are sitting, bending or reaching. The following guidelines on clothing are examples and do not cover all situations, however, they will be adhered to for all intents and purposes.

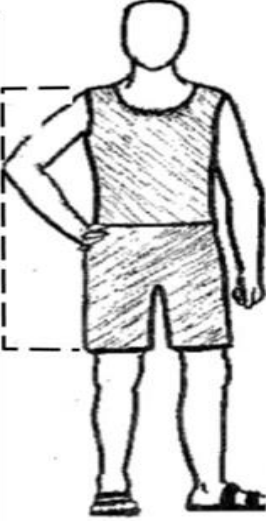
1. Shoes must be worn at all times. Appropriate footwear for PE, shop, and other situations should be adhered to.
2. Shorts and skirts must be mid-thigh.
3. Pants must be worn so that the beltline is above the hips and does not sag. Crotch seam may not be below the knees.
4. Shirts must be large enough to cover the midriff, back, and cleavage without having to pull or stretch them as you move.
5. Wearing of hats in the classroom is at the discretion of the teacher.
6. Half shirts, spaghetti straps, halter- tops, and muscle shirts are not allowed. Straps must cover undergarments.
7. Underwear of any kind may not be exposed or visible.
8. Clothing that is or makes reference to anything vulgar, obscene, offensive or libelous, derogatory toward race, creed, color, religion, national origin, gender, sexual orientation or disability is not acceptable. Clothing that depicts or promotes drugs or alcohol or the use of violence or weapons is also unacceptable at school.

A student wearing inappropriate clothing, as deemed by the administration or staff will be asked to change or cover themselves. If the student does not have anything, the office can provide a loaner. Should the student fail to change clothing, refuse to follow guidelines or be insubordinate, he/she will receive a referral and meet with the Administration.

Wind River Middle School and Stevenson High School Dress Code

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

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



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

2. Students Must Wear:

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

3. Students Cannot Wear:

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

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

Emergency Procedures

Preparedness drills will be held monthly. Earthquake, lockdown, and shelter in place drills are required once each year. Students will be informed by your teachers regarding the drill process. If there were an emergency, information will be provided by local authorities on television and radio stations. Please do not call the school as we will need to keep our phone lines as clear as possible for emergency communication. Any information about the situation will be released through the Superintendent, Mrs. Karen Douglass, in the administration building at 509-427-5674.

Depending on the nature of the crises we would not release any students until it is over. At that time we will need to sign students out only to authorized adults, unless it is at the end of the day and we have a normal dismissal. This will allow us to focus on your child's safety.

Fire Drill	In a Fire Drill all students will leave the classroom by prearranged exits. Students sitting next to the windows should close them. The first student to the class door is expected to hold the door open for the class and shut it after everyone is out. Students are expected to clear the building in a quiet, orderly manner so that further directions from the instructor may be given as needed and assemble at a predetermined location. Students are to stay with their instructors.
Lockdown	A "Lockdown" is one of many drills established in our district "Emergency Response Plan." These procedures are put in place so your children are safe in the event of an emergency. The drill is to make sure that students are secure in a classroom in the event of an emergency situation. There are a number of reasons why we might lock the building down. They range from severe weather and wild animals to a threat in the community or on campus. This procedure will make sure that students are safe and secure in the building.
Shelter-In-Place	Shelter-in-place is a precaution aimed at keeping students safe while remaining indoors. Shelter-in-place means that a small space will be closed off (such as a classroom), usually with few windows, in order to create a place of refuge. The school will be closed and anyone in the building will remain in the building until the danger has passed. In the event that chemical, biological or radiological contaminants have been released into the atmosphere, the room may be sealed at the door and air vents.

Other Things You Need to Know!

Fines

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Each student is assigned books, materials, uniforms, etc., during the school year for which he/she is responsible. A student shall replace materials or property, which are lost or damaged due to negligence. A student's grades, transcripts or diploma may be withheld until restitution is made by payment or the equivalency through voluntary work. If you notice property in need of repair please notify your teacher or the office staff.

Note: Student records shall be released to another school where the student has enrolled or intends to enroll. If a student has an outstanding fee or fine, the enrolling school shall be provided with the student's academic, special placement, immunization history and discipline records within two school days, but the official transcript shall be withheld until the fee or fine is discharged. The enrolling school district shall be notified that the transcript is being withheld due to an outstanding fee or fine.

Homelessness

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

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

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

For more information about services for homeless students, please contact the Stevenson-Carson School District's Homeless Liaison, Karen Douglass, at (509) 427-5672 or e-mail douglassk@scsd303.org

Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the board requires a student to present evidence of his/her having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles, rubella, mumps and tetanus. A student satisfies the measles requirement upon a physician's verification that the student has had measles (rubella).

Per Washington State Department of Health all 7th and 8th grade students are required to be vaccinated against Chicken Pox. By fall of 2016 this will also include all 9th-12th grade students as well.

Reminder: As of the 1996-1997 school-year, all students must have a second MMR as required by law. If a student has not received any or all of the required immunizations, he/she shall submit evidence of the initiation of an immunization schedule and be placed in a "conditional admittance" category. He/she may remain in school for one school year provided that there is documentation that the immunization schedule is being maintained. Failure to maintain the schedule or submit documentation shall be sufficient cause to exclude the student from school.

Lockers

Hall lockers will be assigned to students by office staff. They are provided by the school district for students and are subject to search for a variety of reasons, e.g. missing books, check for cleanliness, drugs, alcohol, missing property, or weapons. Each student is responsible for the contents of his/her locker. Each student at Stevenson High School is asked to treat the lockers in an appropriate manner. Students are responsible for keeping their lockers locked to prevent theft. Lockers remain the property of Wind River Middle School/Stevenson High School.

Lockers may be decorated to promote school spirit ONLY. Lockers are to be free of all other stickers, writing, and pictures. Students who violate this rule will be warned and asked to remove all material/writing, in addition to paying for damages incurred. A second violation may result in the loss of the privilege to use a locker for the remainder of the school year. Students are to use their assigned locker. All locker problems should be reported to the office immediately.

Lost & Found

Lost articles, when found should be taken to the office. Every effort will be made to return it to the rightful owner. The sole principle by which we should be guided is: *IT IS THE RIGHT THING TO DO*. If you are missing something at school, check in the lost and found bins in the cafeteria or in the office. Unclaimed items will be held until the end of the term and then donated to a service group.

Lunch

Wind River Middle & Stevenson High School has a “Modified Closed Campus” during lunch. Students are not allowed to leave school grounds (as defined by school personnel) during lunch with the exception of juniors and seniors who have earned “Off Campus Lunch Privileges”. Requirements for this privilege are listed under the “Off Campus Lunch Privileges” heading. The cost of a standard cafeteria lunch is \$2.95 per day. The student has a lunch account through the office which money is deposited into. Only account numbers are used in the cafeteria and no cash is accepted. A student may not charge to their account unless they have a positive balance. If a student leaves campus during the lunch period, appropriate disciplinary actions will be assigned (i.e. lunch detention, community service, etc.). Leaving campus during the lunch period will be considered skipping school. Students will remain in the cafeteria and lounge area while consuming food except when directly supervised by a staff member.

Each student who uses the cafeteria and student lounge is asked to clean up after his or herself during lunch and at all other times between classes. Garbage cans are provided for your convenience. Trays and eating utensils should be returned to the dishwashing area.

Medications

Prescribed or over-the-counter oral medication may be dispensed to students on a scheduled basis upon written authorization from a parent accompanied by written instructions from a licensed physician or dentist. Students may not self-medicate. Requests shall be valid for not more than the current school year. The prescribed or non-prescribed medication must be properly labeled and be contained in the original prescription bottle.

A copy of the “Medication at School” policy shall be provided to the parent upon request for administration of medication in the schools, and the parent shall agree in writing that because of the schedule and other responsibilities it is permissible for a dosage(s) to be delayed or missed. The parent refuses to accept that condition, the district shall reject the request.

Nondiscrimination

The Stevenson-Carson School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination. Karen Douglass, Superintendent, 504 Coordinator Civil Rights Coordinator, Title IX Officer

Administrative Office 350 NW Bulldog Drive, Stevenson, WA 98648 (509) 427-5674 douglassk@scsd303.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: http://www.scsd303.org/school_board/board_of_directors/board_policies

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity. Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

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

Examples of Sexual Harassment: Pressuring a person for sexual favors; Unwelcome touching of a sexual nature; writing graffiti of a sexual nature; Distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; physical violence, including rape and sexual assault.

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

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

Complaint to the School District

Step 1. Write Our Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination,

and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

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

Complaint to OSPI

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

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI: Email: Equity@k12.wa.us | Fax: 360-664-2967. Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our website, or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us. Other Discrimination Complaint Options Office for Civil Rights, U.S. Department of Education 206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | OCR Website. Washington State Human Rights Commission 1-800-233-3247 | TTY: 1-800-300-7525 | Human Rights Commission Website

Parking

Preserve the privilege of driving student cars by observing the state traffic code and displaying courtesy to pedestrians and other drivers both on and off school grounds. *All* students who drive to school *must* register their vehicles in the office and purchase a parking pass each year. It is critical that school officials are able to identify vehicles in the event of an emergency, a moving violation, a parking violation, or if lights are left on.

Students may drive automobiles to and from school. The school district does not grant permission for students to ride in another student’s automobile.

A student may use the school parking lot subject to the following conditions:

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

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

Personal Belonging

The school district is not responsible for items lost or stolen. Expensive clothing is not encouraged. Purses or other items should be kept with you at all times, or left at home. It is strongly recommended that no more than \$20 be carried to school at any time. If you must have something valuable at school, take it to the office for safekeeping until the end of the day. *We will do our best to keep it secure, but do not take responsibility if it is lost or stolen.* The primary reason for having something valuable at school is for school related activities or assignments. If an item is stolen, report it immediately to your teacher and an administrator.

Release of Directory Information

Directory information may be released publicly without consent upon the condition that the parent or adult student be notified annually of the school's intention to release such information and be provided the opportunity to indicate that such information is not to be released without prior consent. Such information shall not be released for commercial reasons. Directory information is defined as the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received and the most recent previous school attended. The actual residential addresses of participants in the state Address Confidentiality Program will not be available for release as directory information.

Release of information to the Armed Services

The names and addresses of Junior and Senior students will be released to the military thirty days from the beginning of each school year or thirty days from their date of registration. Parents requesting the removal of their student's name and address must do so within that time period by written and dated request. The letter should be sent to Stevenson High School in care of the registrar.

Search and Seizure

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student is subject to search by authorized school officials if reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct. No student shall be subject to a strip search or body cavity search by school staff. Authorized school officials shall include all administrative staff of the district and staff members appointed by administrative staff as their representative. (Board Policy 3230, RCW 28A.600.230)

At times, the school may partner with local law enforcement or private contractors to do random canine-assisted searches. The purpose of unannounced canine-assisted inspections of the school building and property, classrooms, property, vehicles, and backpacks is to reduce the presence or influx of drugs, weapons or explosives for the protection of all children. Students have a lowered expectation of privacy at school and the use of canines to sniff air around items or places is not a search. At no time will any person be subjected to inspection by the detection canine. Students who elect to park vehicles on district property waive an expectation of privacy and agree that the vehicle may be sniffed (Board Policy 3230).

Telephone

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

Visitors

Visitors and parents are welcome in the building. All visitors and parents must inform the office when they arrive so that we may issue them a visitor's pass and provide any necessary assistance. As a courtesy to staff, we ask that they provide us advance notification if they wish to visit a class session. We are a closed campus, student visitors, or friends from out of town, are not allowed to attend classes with students during school hours. Visitors with infants must remain in the office unless accompanied by a staff member or an appointed student aide.

STUDENT RIGHTS AND RESPONSIBILITIES

The Stevenson-Carson School District #303 is pleased to announce that all of its' students have an opportunity to enroll in classes, programs, and extra-curricular activities without regard to their race, color, national origin, sex or disabilities.

The District also complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or disabilities. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX RCW 28A.640 Officer and 504 ADA Coordinator.

Rights - No student shall be unlawfully denied an educational opportunity or be discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap.

All students have the constitutional right to freedom of speech and press, to peacefully assemble and to petition the government and its representatives regarding grievances, to exercise their religious beliefs and to have their school free from sectarian control or influence, all subject to reasonable limitations of time, place and manner of exercising such rights, as defined by Washington Administrative Codes (WACs).

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

Responsibilities -In school, students shall respect the rights of others so that she/he does not interfere with the education of others. Students who involve themselves in criminal acts on school property, or at school related events, or who disrupt the educational process are liable to prosecution under the law and/or disciplinary action by the school.

Students are expected to conduct themselves as responsible members of the school community. This includes obeying all laws and complying with all policies, rules and regulations of the school and school district. In addition, students are expected to safeguard the property of the school. It is also the students' responsibility to safeguard and care for their own property.

All students shall pursue the required course of studies, and shall submit to the authority of their teachers, and be subject to such disciplinary action as the local school officials shall determine. Students are to develop skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen.