

STUDENT HANDBOOK 2016-2017



"Believe and Achieve!"

OUR MISSION

Weston High School is a diverse school of choice providing innovative learning opportunities that prepares students for college, career and life.

Weston High School

4407 172nd Street NE
Arlington, WA 98223
Phone: (360) 618-6340
FAX: (360) 618-6341
weston.asd.wednet.edu

Non-Discrimination Statement

Arlington Public Schools provides equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, ancestry, national origin, age, marital status, honorably discharged veteran or military status, gender, gender expression or identity, gender expression or identity, sexual orientation, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The District will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in "Title 36 of the United States Code as a patriotic society.

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

TITLE IX AND COMPLIANCE OFFICER

Mr. Mike Johnson
Executive Director, Human Resources
315 N French Ave
Arlington, WA 98223
(360) 618-6212
mike_johnson@asd.wednet.edu

COMPLIANCE OFFICER (SECTION 504/ADA)

Ms. Kathleen Ehman
Assistant Superintendent
315 N French Ave,
Arlington, WA 98223
(360) 618-6217
kehman@asd.wednet.edu

Table of Contents

<u>CONTACT INFORMATION</u>	3
<u>DIGNITY STATEMENT</u>	4
<u>GENERAL INFORMATION</u>	5
BUS PASSES.....	5
BUS TRANSPORTATION.....	5
CALENDAR.....	6
CAMPUS PASSES.....	6
CHANGE OF ADDRESS/STATUS	6
EXTRA-CURRICULAR ACTIVITIES.....	6
<u>STUDENT SERVICES</u>	7
GUIDANCE COUNSELORS & COUNSELING.....	7
<u>ACADEMICS</u>	7
GRADUATION REQUIREMENTS	8
REPORTING PERIODS.....	9
<u>PROCEDURES</u>	10
FEES AND FINES.....	10
ILLNESS AT SCHOOL.....	10
MEDICATIONS AT SCHOOL.....	10
PARKING/DRIVING ON CAMPUS	11
SCHOOL CLOSURES OR DELAYS.....	12
VIDEO CAMERAS AND DIGITAL CAMERAS (INCLUDES CAMERA PHONES AND FILM CAMERAS)	13
VISITORS/VOLUNTEERS	13
WITHDRAWAL FROM SCHOOL.....	14
<u>EMERGENCY PROCEDURES</u>	15
<u>INFORMATION FOR PARENTS/GUARDIANS</u>	15
FOOD SERVICES.....	15
CHECK/NSF COLLECTION POLICY.....	16
EMERGENCIES/EMERGENCY DRILLS	16
<u>ATTENDANCE POLICY</u>	17

EXCUSED ABSENCE.....	18
PREARRANGED ABSENCES.....	18
UNEXCUSED ABSENCES.....	20
TRUANCY.....	20
<u>BEHAVIOR/DISCIPLINE.....</u>	20
DRESS CODE.....	21
FREEDOM OF EXPRESSION.....	22
GRADUATION CEREMONIES.....	23
WESTON HIGH SCHOOL CONDUCT.....	23
LUNCHROOM PROCEDURES/EXPECTATIONS.....	23
SCHOOL PROPERTY.....	24
STUDENT PROPERTY.....	24
<u>DISCIPLINE POLICY AND PROCEDURES.....</u>	24
MEMORANDUM OF UNDERSTANDING.....	25
EXCEPTIONAL MISCONDUCT.....	25
DISCIPLINE CONSEQUENCE DEFINITIONS.....	26
APPEAL PROCESS FOR DISCIPLINARY ACTION.....	28
DISCIPLINE VIOLATIONS AND CONSEQUENCE.....	31
<u>SEARCH & SEIZURE POLICY AND PROCEDURES.....</u>	45
AUTHORITY TO CONDUCT A SEARCH.....	45
<u>APS CIVILITY POLICY.....</u>	46
<u>APS SEXUAL HARASSMENT POLICY.....</u>	47

CONTACT INFORMATION

Administration

Will Nelson, Principal
360-618-6340
wnelson@asd.wednet.edu

School Resources

Main Office	360-618-6340
Attendance Office	360-618-6345
Main Office Fax	360-618-6341
Catholic Community Services	
- Kailee Neumann, Drug & Alcohol Counselor	360-618-6334
- Brandy George, Child & Family Therapist	360-618-6340

Websites

Arlington Public Schools www.asd.wednet.edu
Weston High School weston.asd.wednet.edu

Staff Directory

Anna Arnold-Grindy	School Psychologist	Ext. 3438
Katy Brown	Counselor	Ext. 3456
Linda Elves	APEX	Ext. 3450
Chris Hauk	STEM	Ext. 3419
Steve Heywood	Science	Ext. 3442
Audrey Johnson	Art	Ext. 3418
Ted Matts	STEM/CTE	Ext. 3447
Renee McArt	English/Speech	Ext. 3425
Leah Mitzelfeldt	Math	Ext. 3426
John Pedack	English/Social Studies	Ext. 3428
Josh Perrigo	STEM	Ext. 3429
Kaylin Pounds	Family & Consumer Science	Ext. 3418
Julie Shaughnessy	Special Education	Ext. 3427
Diane Wurz	Careers	Ext. 3433

Support Staff

Gina Adams	Custodial	
Anthony Castaneda	Technology Support	Ext. 3436
Gloria Davis	District Nurse	Ext. 3438
Leigh Anne Orcutt	Secretary	Ext. 3403
Cindy Ostrom	Para educator	Ext. 3406
Marilee Quinton	Para educator	Ext. 3406
Kristen Stevens	Registrar	Ext. 3406

E-Mail Addresses

firstinitiallastname@asd.wednet.edu

Community Resources

Arlington Community Resource Center	360-386-7989
Alcohol & Drug Abuse Hotline	800-252-6465
Care Crisis Line (24 hours)	425-258-4357
Children's Protective Services	866-280-6714
Cocoon House – Nico Quijano Teen Advocate	425-422-3487 nicolas.quijano@cocoonhouse.org
Domestic Violence Hotline	800-562-6025
Family Help Line	800-932-HOPE
Safe Schools Lifeline	866-LIVE-TIP Ext. 168 or 866-548-3847 Ext. 16

DIGNITY STATEMENT

A most important policy of WHS is to provide a learning place and a workplace in which all individuals can achieve success in a climate of equity for all people. Equity must be the guiding principle in all public school matters. Because WHS seeks to celebrate diversity, the rights of all people involved must be respected and preserved. Employees, students, visitors, and agents of WHS must adhere to this policy.

Confirmed violations of discrimination and/or harassment by any employee, student, visitor, or agent of WHS will lead to corrective action, which may lead to suspension and/or dismissal. **Discrimination and harassment of any form will not be tolerated.** Prejudice, bigotry, racism, and sexism and any other bias of ignorance have no value or place in the mission of WHS. The fostering and development of values, which promote open-mindedness, awareness, sensitivity, and respect for differences, will be encouraged and supported.

GENERAL INFORMATION

BUS PASSES

A parent/guardian must call or provide a signed, written note for bus passes.

BUS TRANSPORTATION

For your safety we have established the following rules for riding the school bus. You are expected to follow these rules at all times. You are reminded that riding the school bus is a privilege; any infraction of the rules may result in discontinuation of riding privileges.

1. Follow all directions of the driver willingly the first time they are given.
2. Show respect for the driver and for the other students on the bus.
3. Eating and drinking on the bus are not permitted. Place all litter in a trash can.
4. Harassment, teasing, shouting, pushing or fighting is not acceptable and will not be allowed at any time.
5. Remain seated, keeping all parts of your body inside the bus. Seating assignments will be at the discretion of the driver and/or school administrator.
6. When entering or exiting the bus, students must be in view of the driver at all times. Always cross in front of the bus. Exit only at assigned stop.

If you are going to ride another bus or get off at a different stop, you must have a signed bus pass from the school attendance office. Bus passes will not be given over the phone.

7. Pets, harmful objects, such as skateboards, and vandalism are not acceptable and will not be allowed.
8. The school bus stop is considered an extension of school property and thus, all school rules will be enforced.

CALENDAR

APS has a web-based calendaring program for school district events and activities. *The online calendar can be found on the district website at www.asd.wednet.edu "Calendar" link.* The web-based calendar will allow you to go to one place for current information about all school activities. Featured calendars have been created to provide easy access to school events and popular groups of activities. You may also use the "My DynaCal" feature to create a customized calendar to include only those events that are of interest to you.

CAMPUS PASSES

Students must have a hall pass to be anywhere outside of class.

Staff members are expected to send any student back to class who does not have a hall pass.

CHANGE OF ADDRESS/STATUS

Please notify the Registrar promptly of any address or phone number changes. This is critically important should we need to contact parents in the event of an emergency. Whenever possible, we would like to have e-mail addresses of parents.

EXTRA-CURRICULAR ACTIVITIES

Students at WHS may participate in their home school's athletics and activities. Please contact your residential school for information regarding athletics or activities. Fees for transportation, Codes of Conduct, schedules and requirements will apply.

STUDENT SERVICES

GUIDANCE COUNSELOR & COUNSELING

Our counselor works with the student to plan courses and schedules and gives academic, vocational and career guidance. She works with students, parents, teachers, and referral agencies to help students solve problems. The counselor serves as an advocate for the student in relationships with the school, peers, parents, and outside agencies. The counselor is available for personal and family consultation and appropriate referrals can often be made to other community services and agencies. A counselor will not break a confidence unless it involves danger to the student or to others.

ACADEMICS

GRADUATION REQUIREMENTS

For students graduating in 2016, 2017, and 2018:

A total of 22.5 credits are required for graduation from WHS. One credit equals 2 semesters or one full year of coursework. One semester equals .5 credits. Subject area requirements include the following:

English	4 credits
Fitness & Wellness	2 credits
Mathematics	3 credits
Career & Technical Education	1 credits
Social Studies	3 credits
Fine Arts	1 credit
Science	2 credits
Electives	6.5 credits
TOTAL:	22.5 credits

For students graduating in 2019:

A total of 24 credits are required for graduation from WHS. One credit equals 2 semesters or one full year of coursework. One semester equals .5 credits. Subject area requirements include the following:

English	4 credits
Fitness & Wellness	2 credits
Mathematics	3 credits
Career & Technical Education	1 credits
Social Studies	3 credits
Fine Arts	2 credit *
Science	3 credits
World Language	2 credits**
Electives	4 credits
	24 credits

* 1 credit may be a Personalized Pathway Requirement.

**Both credits may be a Personalized Pathway Requirement.

Personal Pathway Requirements are related courses that lead to a specific post high school career or educational outcome chose by the student based on the student's interests and High School and Beyond Plan, that may include Career and Technical Education, and are intended to provide focus for the student's learning.

Note: Admission to four-year universities/colleges in the state of Washington requires a minimum of two (2) credits of the same foreign language. Depending upon the rigor of the math credits earned, a senior year math-based course might also be required. ***Students are strongly encouraged to review college admission requirements as they can differ from WHS graduation requirements.***

Additional requirements for high school graduation include the Senior Presentation for the classes through 2015, State Assessment requirements and a High School and Beyond Plan. **Cross reference: APS Policy/Procedure #2410/2410P.**

Associated Student Body - The ASB is a democratic organization of students enrolled at AHS. The duties of this organization shall be to organize and coordinate activities of clubs and classes, to promote curricular and extra-curricular activities, provide effective student representation, and to regulate student funds. The management of the ASB is vested in the elected officers and the representative Student Council. The executive officers are the president, vice-president, secretary, treasurer.

ASB Identification Card – All students will be issued an identification card. Students are encouraged to convert this card to an ASB card by paying the \$5.00 ASB fee. Most student activities such as athletics, band, choir, dances, assemblies, etc. are financed by student funds. The greatest single source of revenue comes from the student ASB card (which is used to fund various ASB activities that all students can participate in). ASB Activity stickers may be purchased at any time. The ASB card must be presented to admit a student free to all home athletic contests and allow discounted admission to away games. **ID/ASB cards are required for admittance to all school dances.** ASB cards are also required of all participants in athletics or any club that receives funds from ASB in which to operate. **Students must be able to show their identification at any time when asked.**

REPORTING PERIODS

There are eight grade-reporting periods each year (Credit Achievement Plan or CAP Sessions). In all classes in which letter grades are used, a grade is assigned at the end of each CAP.

PROCEDURES

FEES AND FINES

Students must have all fines paid in full, in order to receive official copies of transcripts, or diploma. Students are encouraged to make arrangements for paying any and all fines.

ILLNESS AT SCHOOL

If you become ill at school **you must get permission from the teacher to report to the office.** The school health care provider will determine whether you should be sent home, return to class, or be permitted to rest in the health room. If this procedure is not followed and you have not properly checked out, you will be considered truant for all classes missed.

MEDICATIONS AT SCHOOL

In accordance with APS Policy/Procedure #3416 and the requirements of RCW 28A.210.260, designated school personnel will administer only prescribed oral medication to students if the following procedures have been completed. No over-the-counter medication will be given, except in special circumstances, **and will require both parent and Health Care Provider's authorization to administer to student.** Student's are not permitted to have any medication on their person. The medication procedure is to ensure that students receive only medication at the direction of the student's health care provider and with the knowledge and authorization of the parent/legal guardians. We encourage your cooperation in this process to protect the health and welfare of students.

- School staff cannot administer any type of medication, including over-the-counter medications such as Tylenol or Ibuprofen, based on a phone call from a parent/guardian.
- Please contact the school health care provider if you have any questions.

PARKING/DRIVING ON CAMPUS

Parking a student vehicle and operating a motor vehicle on the WHS campus is a privilege. WHS does not assume liability for any property damage to any private vehicle parked on its property. As such, WHS students are encouraged to use district-provided transportation. APS Policy/Procedure #3243.

Those students driving vehicles to WHS will be required to adhere to the following:

1. To park on campus, students must present proof of insurance and a valid driver's license and have their parking pass visible by either hanging it from their rear view mirror or on the dash board at all times while on school property. Purchase of an ASB sticker will include the first parking pass for students. Replacement passes will cost \$5.00 each.

2. ***The parking lot is closed to all students during classes to protect student vehicles from possible theft or vandalism.***

3. Parking in handicap spaces, fire lanes, on sidewalks, or on grass areas, etc. will be in violation of parking regulations.
4. Student drivers must operate their vehicles in a safe manner, follow all rules of the road and abide by all posted speed limit and warning signs.
5. Students are responsible for the cleanliness of the area in the immediate vicinity of their vehicle. Litter must be kept in vehicle or placed in a garbage can.
6. In terms of student conduct rules, "possession" of alcoholic beverages, tobacco, drugs or drug paraphernalia, firearms, or a dangerous weapon shall extend to a student's vehicle.
7. Student's vehicles are subject to searches. **See WHS Search and Seizure Policy and Procedures for further details.**
8. Parents will be contacted for all driving safety concerns.
9. There is no parking in the Stillaguamish Athletic Club Parking Lot. Students driving to school must park on campus.

10. Students may not drive themselves between WHS and AHS, Sno Isle or any other location, including field trips, during school hours.
11. Students who do not have their parking pass visible (hanging on rear view mirror or on the dash board) while on school property could receive the following discipline. The first offense the student could receive a written warning, second offense the student could be charged a \$5.00 fine, third offense the student could be charged a \$10.00 fine and fourth offense the student may have their parking privileges revoked. Fines will be added to the student's fine list

Not adhering to these rules may result in student losing the privilege to drive to school or further consequences. Students in the district always have the option of taking the school bus.

SCHOOL CLOSURES OR DELAYS

In the event of emergency situations such as severe winter road conditions or school closures or delays in opening, an announcement will be made over local radio, television stations or online at Flash Alert Newswire. **Please do not call the school for closure information as this decision is made before staff is available to answer phones.**

SCHOOL PROPERTY

Students who damage school property at school or while under school jurisdiction may be disciplined up to and including suspension. The student, parent/guardian shall be liable for damages. The police may also be contacted. All students are expected to respect and care for all property of the school including building facilities, desks, whiteboards, books, lavatories, etc. Any student or students losing or found damaging or defacing school property will be required to pay for the damage or loss. Willful destruction or defacement of school district property at any time is good cause for discipline up to and including expulsion. Cost of damages will be added to the student's fine list and student grades and transcripts will be withheld until all costs from damages have been paid.

STUDENT PROPERTY

Students are discouraged from bringing items of value to school. APS assumes no responsibility for loss to student's personal property. See WHS Search and Seizure Policy and Procedures for further details.

- Any item(s) that create a disruption to the educational process may be confiscated.
- Cell phones are not to be out/seen/heard during class time.

SURVEILLANCE EQUIPMENT

Weston High School utilizes surveillance equipment at all times to maintain the safety of our staff and students within the building and the parking lot.

VIDEO CAMERAS AND DIGITAL CAMERAS (INCLUDES CAMERA PHONES AND FILM CAMERAS)

Students must remember to respect the privacy of all students when using these devices in public places. Therefore, students are not permitted to bring video cameras or digital/film cameras to school without prior approval from a teacher or administrator for use in the completion of a class assignment or project. The use of video cameras, digital cameras, cell phone camera or film cameras on campus should be related to a specific assignment or project from the student's class. Student's cameras and tapes are subject to confiscation and viewing if the administration suspects the camera is being used for activities inconsistent with district or school policies including the disruption of the educational environment. Inappropriate use includes the violation of privacy rights that may occur by videotaping or photographing students or adults without prior permission.

VISITORS/VOLUNTEERS

Visitors are not allowed in schools within APS unless for official business. Volunteerism at WHS is welcomed and encouraged and student/visitor/volunteer safety is of paramount concern.

- All visitors and volunteers must sign-in and sign-out at the Main Administrative Office upon their arrival and departure. Visitors and volunteers will receive and must conspicuously wear a visitor's badge at all times while in the building or on campus. This includes parents/guardians who may be visiting their student during lunch.
- Unfamiliar persons and/or persons not wearing a visitor's badge will be directed to the Main Office. Visitors and volunteers may also be asked for identification.
- Out of respect to the learning environment, visits to observe a classroom and/or visits by parents/guardians wishing see their student in a classroom during the school day must be arranged through the Principal's Office.
- Volunteers must submit to a background check conducted through the Washington State Patrol system. The "Washington State Patrol Request for Criminal History Information" forms are available in the Main Office and on the APS website. The form is to be submitted 2 weeks prior to volunteering at the school or chaperoning a field trip, dance or activity. The form must be renewed every two years. Approval of all volunteers and chaperones is subject to the approval and discretion of the Principal or designee.
- SCHOOL AGE VISITORS and RECENT GRADUATES are not allowed in the building or on campus at any time during the school day.

Cross Reference: APS Policy/Procedure #4129, #4200 and #5630.

WITHDRAWAL FROM SCHOOL

A student withdrawing from WHS must have a parent make contact with the Registrar, in person or by phone.

- The withdrawal form requires withdraw grades and fine information from all of his/her teachers on the last day he/she will be attending classes (not required for withdrawal during the summer).

- The completed form must be turned into the Main Office to obtain the necessary paperwork to enroll in a new school.
- The student must turn in all books and supplies issued by the school and satisfy all pending fines at the Main Office in order for official transcripts to be released.
- Official school documents will be sent to a new school when a request from that school is received.

EMERGENCY PROCEDURES

STUDENTS: WHAT TO DO IF...

...the alarm goes off during passing periods
Evacuate the building and report to previous teacher

...the alarm goes off during lunch
Evacuate the building and report to your Panther Period Teacher

...the alarm goes off before school
Evacuate the building and report to your 1st Period Teacher

...the alarm goes off after school
Evacuate the building and report to your 7th Period Teacher

INFORMATION FOR PARENTS/GUARDIANS

FOOD SERVICES

WHS Students can order breakfast and lunches daily from our food services worker.

- Applications for the National School Lunch Program/School Breakfast Program are available from the Registrar. Upon completion and return of the application, proof of eligibility may be requested and the information you provide may be verified at any time. You may be asked to send additional information to prove your child is eligible to receive free and reduced-price meals. If you do not agree with the decision on your child’s application or the process used to prove income eligibility, you may talk with a hearing official. You have the right to a fair hearing, which may be arranged by calling the school/school district.
- Breakfast and Lunch prices are as follows:

<u>Breakfast</u>	<u>Lunch</u>
\$1.75/Student	\$3.25/Student
\$1.90/Adult	\$4.25/Adult
\$0.50/Milk	\$0.50/Milk
\$0.00/Reduced	\$0.40/Reduced

CHECK/NSF COLLECTION POLICY

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address and telephone number. When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fee by means of electronic re-presentment. In addition, providing a non-sufficient funds check will result in you being barred from writing checks to the school or district for the remainder of the school year.

EMERGENCIES/EMERGENCY DRILLS

It is necessary for all students to be knowledgeable about emergency procedures. Classroom teachers will explain procedures for practice drills. Parents are advised that:

1. If there is an earthquake while students are on their way to school, they should "duck and cover" away from power lines, buildings, and trees. Once the earthquake has stopped, they should proceed to school. If the quake occurs on their way home, after protecting themselves until the quake stops, they should proceed to their home.
2. A parent is advised not to remove a student from the school grounds unless they have first checked with school officials. If a parent were to remove a student without checking out, others could be needlessly hurt while searching for a missing student.
3. **They should avoid calling the school.** The phones, if they are functioning, may be needed by school staff. Parents of injured students will be notified first. All schools will have trained staff to help injured students until other medical assistance arrives. Staff members should attempt to account for all students and staff before re-entry, the Principal must feel absolutely certain, on the basis of thorough inspection of both structures and utility conduits, that the facility is safe; but no students or staff will be dismissed until procedures have been approved by the Superintendent's office if district-wide communications are in operation. **Cross reference: APS Policy/Procedure #3432/3432P.**

ATTENDANCE POLICY

Washington State legal code establishes responsibility for attendance at school as resting primarily with students and parents, and further states that students shall have regular and punctual attendance. The successful completion of classes depends on a student's punctuality and regularity of attendance. While a small number of absences might, on the average, do little harm, there is a point where attendance directly

affects learning and thereby affects the grade a student receives. Good attendance is essential in the workplace and it is one of the first items checked by prospective employers. A pattern of absenteeism is cause for disciplinary action and/or suspension (WAC 180.40). Due Process procedures will be followed whenever it is determined a student will be suspended for attendance reasons. Twenty (20) consecutive days of absences will result in a student being dropped from school (WAC 392.121.108).

EXCUSED ABSENCE

A parent/guardian may excuse a student for the following valid reasons (Board Policy #3122)

REASON	EXPLANATION	CODE
Illness	Illness	IL
Medical Appointment	Medical appointment (including but not limited to medical, counseling, dental or optometry)	MA
Family Emergency	Family emergency, including but not limited to a death or illness in the family.	FE
Court	Court, judicial proceeding or serving on a jury.	CT
Religious	Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction.	R
Prearranged Absence	Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.	PA

PRE-ARRANGED ABSENCE (EXCUSED)

A parent/guardian may request a pre-arranged absence for their student for a reason that does not meet one of the valid reasons listed above. The parent/guardian and principal (or designee) may mutually agree

upon the student's absence, as excused, if the pre-arranged absence will not have a serious adverse effect on the students' educational progress. Parents/Guardians should make a request at least one (1) day in advance for each day of absence. i.e.: Five (5) days in advance for an absence that will cause a student to miss five (5) days of school. (See attendance office for form)

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

The school district may excuse a student's absence for the following reasons (Board Policy #3122)

REASON	EXPLANATION	CODE
Suspension	Absence resulting from a disciplinary/corrective action.	S
Expulsion	Absence resulting from a disciplinary /corrective action.	EX
In-School Suspension	Absence resulting from a disciplinary /corrective action.	IS
School Activity	Participation in a district or school approved activity or instructional program.	SA
School Related	Post-secondary visitations, technical school or apprenticeship program visitation, scholarship interview.	SR
Office	Absence resulting from student being in the office.	OF
Homeless	Absence directly related to student's homeless status	H

UNEXCUSED ABSENCE

A parent/guardian may keep a student home for other reasons not listed above, but the absence will be marked unexcused because the absence does not match one of the valid excuses listed in Board Policy #3122. A student whose absence is not excused will experience natural consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent. Teachers are not required to give make-up work for an unexcused absence.

TRUANCY

Failure to attend class without parent/guardian or school authority knowledge is truancy. This type of absence will result in school discipline and may result in juvenile court proceedings. RCW 28A.225.010

BEHAVIOR/DISCIPLINE

DRESS CODE

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the staff at WHS and the APS Board of Directors. Students' choices should be made in consultation with their parents. Student dress shall be regulated when, in the judgment of school staff or administrators there is a reasonable expectation that:

1. A health or safety hazard shall be presented by the students dress or appearance,
2. Damage to school property shall result from the student's dress, or
3. A material and substantial disruption of the educational process will result from the students dress or appearance.

For the purpose of this policy, a material and substantial disruption of

the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of obscene, sexual, drug or alcohol-related messages, gang related apparel, or apparel that does not fit appropriately.

Students and Staff are required to wear clothing that is appropriate for a school environment. Some clothing is considered inappropriate, and the school reserves the right to request a change of apparel.

In accordance with APS Policy #3224, the following restrictions on clothing shall be enforced. Restrictions on clothing include (but are not limited to):

1. Tank tops or dresses must be of a modest cut and not revealing.
2. Shorts and skirts must be no shorter than mid-thigh length.
3. Halter-tops and backless, strapless tops may not be worn.
4. Shirts must be long enough to reach the top of the belt line or waist.
5. Shoes must be worn at all times.
6. Gang related clothing is prohibited.
7. Pants must be worn at the waist
8. Undergarments must not be visible.
9. Items promoting drugs, alcohol, promiscuous behavior, or general disrespect deemed offensive to any group or individuals are not allowed.
10. Adornments may not present danger to self or others.
11. Make-up may not conceal identity or threaten or intimidate others.
12. Items that represent disrespect or that can be considered offensive to any student, staff or community member, such as swastikas and confederate flags.

When a student is informed of inappropriate dress, the student will be asked to change or will be sent home to change. Consequences and disciplinary action shall be dependent on the severity of the incident and

consist of: Parent Contact, Detention, Short-Term to Long-Term Suspension.

FREEDOM OF EXPRESSION

The free expression of student opinions is an important part of education in a democratic society. Students' verbal and written expression of their own private opinion on school premises is encouraged so long as it does not substantially disrupt the educational environment. Such speech activity by students is solely their own expression of views and the District does not intend to promote, endorse, or sponsor any expressive activity that may occur. However, distribution of written material, oral expression, or any other expressive activity (including the wearing of symbols, clothing, hairstyle, or other personal effects) may be restricted where a substantial disruption of the educational process is likely to result, or does result from such activity. Substantial disruption includes:

- Inability to conduct classes or school activities, or inability to move student to/from class or other activities.
- Breakdown of student order, including riots or destruction of property.
- Widespread shouting or boisterous conduct.
- Substantial student participation in a school boycott, sit-in, stand-in, walkout, or similar activities.
- Physical violence, fighting, or harassment of any kind among students.
- Intimidation, harassment, or other verbal conduct that is considered uncivil in nature (including swearing, disrespectful insulting speech to students, teachers, or administrators) creating a hostile environment.
- Defamation or untrue statements.
- Statements that attack ethnic, religious, gender or racial groups, or that tend to provoke a physical response, including gang symbols or apparel, displaying hate symbols or insignias and logos perceived to be hate symbols, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise

disruptive response.

- Speech likely to result in disobedience of school rules or health and safety standards (such as apparel advertising alcohol, drugs, tobacco, etc.).

Official student publications, such as a newspaper or yearbook, and student expression that occurs under circumstances where it is sponsored or endorsed by the school (such as speech at student assemblies), are not private speech of students. Rather, they are public communicative activities of the school district, which the District retains control over to the extent permitted by the First Amendment and WAC 180.42.215. Such speech shall be subject to regulation not only under the standards set forth in the paragraph above, but also for any other legitimate educational reasons as determined by the District. Students who violate the standards of verbal and written expression shall be subject to corrective action or punishment, up to and including suspension or expulsion.

GRADUATION CEREMONIES

Out of respect to the families of all our graduates, noisemakers of any kind are not allowed at graduation ceremonies.

WESTON HIGH SCHOOL CONDUCT

1. No running or horseplay on campus.
2. Respect the rights of teachers and students in classes.
3. Pick up all trash in your area before you leave your area.
4. Use appropriate language.

LUNCHROOM PROCEDURES/EXPECTATIONS

Students are expected to use appropriate manners and language during lunch and will pick-up and dispose of all litter when finished eating. All food and beverages are to be consumed at the tables on the linoleum.

No eating or drinking on the carpeted areas of the commons. For the safety of all, students will not throw any objects or food or sit on the tables.

SCHOOL PROPERTY

All students are expected to respect and care for all property of the school including building facilities, desks, whiteboards, books, lavatories, etc. Any student or students losing or found damaging or defacing school property will be required to pay for the damage or loss.

Willful destruction or defacement of school district property at any time is cause for discipline up to and including expulsion. Cost of damages will be added to the student's fine list and student grades and transcripts will be withheld until all costs from damages have been paid.

STUDENT PROPERTY

Students are discouraged from bringing items of value to school. APS assumes no responsibility for loss to students' personal property. **See WHS Search and Seizure Policy and Procedures for further details.**

- Any item(s) that create a disruption to the educational process may be confiscated.
- Cell phones are not to be out/seen/heard during class time without permission from the teacher.

DISCIPLINE POLICY AND PROCEDURES

Administration, staff, and parents believe that all students have the right to an educational environment conducive to learning and safe from physical and psychological abuse. No student will be allowed to disrupt this process and/or interfere with the rights of others. We expect most students will exhibit responsible behavior. There may be a few students who will make poor choices and conduct themselves in an inappropriate manner. The discipline policy at WHS is designed to hold students

accountable for their actions, promote more responsible behavior through logical consequences, and ensure both due process and progressive discipline. The steps are progressive and will be followed as outlined unless the degree of infraction merits a harsher consequence than outlined or unless extenuating and/or exceptional circumstances exist justifying a lesser consequence. Students who involve themselves in criminal acts on school property and within a two block radius of the school, off school property at school-supervised events, or off school property and which acts have a detrimental effect upon the maintenance and operation of the school are subject to disciplinary action by the school and prosecution under the law. Law enforcement referral and/or action will occur as appropriate.

MEMORANDUM OF UNDERSTANDING

A memorandum of understanding exists between the Arlington School District and the Arlington Police Department. The following incidents may be reported to the police: **fighting, arson, assault, bomb threats, burglary, dangerous weapons violations, disturbances, explosives, extortion, harassment, blackmail, coercion, forgery, tampering with fire apparatus or alarms, theft, destruction of property, robbery, sale, use or possession of tobacco, alcohol, drugs, or drug paraphernalia, and/or criminal trespass.** This list is not limited in scope.

EXCEPTIONAL MISCONDUCT

Exceptional Misconduct means misconduct, other than absenteeism, which a school district has judged to be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the schools as to warrant an immediate resort to short-term or long-term suspension. This has been determined by District policy #3241 and 3241P and the District's Ad Hoc Citizens' Committee pursuant to WAC 180-40-245(2) and 265(2).

DISCIPLINE CONSEQUENCE DEFINITIONS

1. Warning

Meeting with an administrator or designee (documented).

2. Detention

Additional time assigned at school, during lunch or after regular school hours, under supervision. Students who have detention time to serve are responsible for arranging their own transportation. The detention will be served on the day or days assigned by the principal or their designee. After school detentions will be served from 2:30 p.m. to 3:30 p.m. Failure to serve an assigned detention will result in further disciplinary action. If a student is assigned detention and fails to complete the assigned days, the detention time will first be doubled. If the student does not complete the detention the second time, it may result in short-term suspension.

3. Out-of-School Short-Term Suspension (1-10 days)

Disciplinary action whereby a student is separated from school attendance for a period of up to ten (10) days and that does not constitute an expulsion. The student is not to participate in any school activity or function during the time of this suspension. It is the responsibility of the student to obtain assignments from their teachers no later than the day they return to school.

4. **Out-of-School Long-Term Suspension (more than 10 days)**

The removal of a student from one or more classes for a period of 11-90 days. Missed schoolwork may NOT be made up for credit.

5. **Emergency Expulsion**

The removal of a student for an indefinite period of time. An emergency expulsion may be necessary if a student poses danger to self or others or poses an immediate and continuing threat of substantial disruption of the educational process.

6. **Expulsion**

A denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time.

Expulsion includes denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the district.

NOTE: Parents will be notified by phone or in writing when a student is assessed a disciplinary consequence greater than a warning.

NOTE: Depending on the seriousness of the offense and number of previous violations (progressive discipline) consequences could be more severe. If police are contacted, the action taken may be beyond WHS and/or APS policy.

NOTE: The school day consists from the time you leave your house in the morning until you return home that evening. Also included are any school activities or other events where you represent the school. Some exceptions may apply and are dealt with on an individualized basis.

APPEAL PROCESS FOR DISCIPLINARY ACTION

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the Principal for the purpose of resolving the grievance. At such 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 during the next regular meeting or at a meeting held within thirty (30) days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The Board 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 disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the Principal, Superintendent or Board elects to postpone such action. **Cross Reference: APS Policy/Procedure #3241/3241P.**

1. Appeal Process 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 at its next regular meeting, or a meeting

held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The Board 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.

2. Appeal Process 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 long-term suspension or expulsion shall be in effect while the appeal is pending. The Board 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 deems reasonable. Prior to adjournment, the Board 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 within ten (10) school business days.

Any decision by the Board 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 thirty (30) days of receipt of the Board's final decision, any parent and student desiring to appeal any action upon the part of the Board 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.

3. **Re-Admission Application Process**

Any student who has been long-term suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been long-term suspended/ expelled, the student shall submit a written application to the Principal, who shall recommend admission or non-admission. If a student wishes admission to another school, he/she shall submit the written application to the Superintendent. The application shall include:

A. Reasons the student wants to return and why the request should be considered;

B. Evidence which supports the request; and

C. A supporting statement from the parent or others who may have assisted the student.

The Superintendent shall, in writing, advise the parent and student of the decision within seven (7) school days of the receipt of such application.

DISCIPLINE VIOLATIONS AND CONSEQUENCE

Discipline violations may carry over from other schools.

1. Academic Violations

Cheating by copying other people's work is not acceptable. Making copies of someone's computer disk is also considered cheating. Any attempt to deceive staff and students by cheating, changing grades in the grade book, plagiarism, etc. warrants disciplinary action. Violations in regards to state assessments and senior projects will be considered exceptional misconduct and subject to short to long-term suspension.

- The first offense will result in a detention or in school suspension for that learning activity.
- The second offense may result in further consequences up to removal from the class and/or a short term suspension.

Plagiarism, the act of borrowing another author's work with out crediting that author and thereby implying that it is one's own, is academically dishonest and a form of cheating. For consequences, see above.

2. Accomplice

A person who knowingly participates in violating a behavior expectation.

- Detention to Long-Term Suspension.

3. Accumulation of Violations

Repeated violations of different school rules. (3 violations, does not have to be the same one).

- Short-Term to Long-Term Suspension.

4. Arson/Reckless Burning

Any student who starts a fire on school premises is subject to a charge of arson. The student will be suspended or expelled. Arson is a felony and legal authorities may be notified.

- Short-Term Suspension to Expulsion.

5. Assault

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Assault or fighting will be defined as a verbal or physical altercation causing a disruption of the educational process. Initiating aggressive physical or verbal contact with another student who does not respond in defense. ***Verbal or written threats of physical injury will be treated as assault.***

- Short-Term Suspension, Long-Term Suspension, or Expulsion.

- Fighting may constitute a crime and legal authorities may be notified.

A. Fighting or Promoting a Fight

Physical altercations that involve two or more students. Students who instigate fights but are not actively involved (that is, students who carry rumors, encourage other students to fight, recording a fight on a camera or cell phone, carry information back and forth between two individuals who subsequently fight).

- Short-Term to Long-Term Suspension.

6. Civility/Profanity, Inappropriate Language and Gestures

Use of profane language/abusive language is not acceptable in the school setting and consequences will be applied appropriately. Included will be inappropriate gestures, swearing, profanity, cursing, spitting, and/or suggestive comments meant to intimidate and/or embarrass, directed toward students.

- 1st Incident: Verbal Warning, Detention, Short-Term to Long-term Suspension.
- 2nd Incident: Short-Term to Long-Term suspension

Use of profane language/abusive language towards staff members will result in a Short-Term Suspension to Long-Term Suspension.

Cross Reference: APS Civility Policy #4299.

7. Closed Campus

WHS is a closed campus. Students are to remain on campus from the time they arrive until they leave. Unauthorized areas considered off limits to students including, but not limited to, the wooded area surrounding the school and parking lot. The student

parking lot shall also be considered off limits without parent or administrative permission. Once a student arrives on campus they are to remain on campus, even before their first class, unless authorized to leave by a school administrator. Before leaving the campus, students must sign out in the attendance office with prior parent permission. If a student leaves campus without a parent/guardian, the student may not return until the following day.

- Repeated conduct will result in further disciplinary action.

8. Disruption of the Educational Process

Interruption of the lesson, or causing other students to be distracted from an assignment or class work. Dress or behavior that distracts from the school environment. Conduct as determined by school administrator which materially and substantially interferes with the educational process.

- Short-Term to Long-Term Suspension. Parent contact.

9. Drugs, Alcohol or Paraphernalia, Possession of or Use of

Students may not possess, use, or be under the influence of alcohol, controlled substances, non-prescription drugs, prescription drugs, inhalants, drug paraphernalia, look-alike drugs, and/or substances represented as drugs/alcohol. Paraphernalia may include, but is not limited to, pipes, rolling paper, clips, bongs, containers, spoons, needles and bodily fluids. Students who are in a group of students, one or more of whom is in possession of drugs, alcohol, or any other controlled substance, or one or more of whom is using or under the influence of drugs, alcohol, or any other controlled substance, are also violating the drug/alcohol policy. Range of corrective action will be based on participation in a drug/alcohol assessment program.

- The **first offense** will result in up to a 90-day long-term suspension and possible loss of credit. Up to 84 days may be held in abeyance if the student has a drug/alcohol assessment and follows through with the recommendations of the counseling intervention program. Cooperation with the assessment is mandatory. Should the student fall out of compliance with his/her assessment, the remaining suspension days will be reinstated and loss of credit will result. A re-entry conference to demonstrate completion of an assessment is required with the principal prior to returning to school. In addition, the student will be denied attendance at all extra-curricular activities which include athletic events, home or away, for 90 days, reducible to 45 days with compliance of assessment and treatment recommendations.
- The **second offense** will result in a 90-day long-term suspension from school. This will result in failure to complete course requirements and a loss of credits. A re-entry conference is required with the school principal prior to re-enrolling. In addition, the student may be denied attendance at all district activities, which include athletic activities, home or away, and placed on probation for a period of up to 90 school days.
- The **third offense** will result in expulsion from WHS.
- Any 6-12th grade student in APS who violates the drug and alcohol policy two or more times over a three year period shall be subject to long term suspension or expulsion from any APS.

10. Drugs or Alcohol, Sale of, Purchase of, Trade of, or Providing of (Including the Intent to Sell or Distribute)

Students shall not sell, purchase, trade, or transfer alcohol,

controlled substances, non-prescription drugs, prescription drugs, inhalants, drug paraphernalia, look-alike drugs, and/or substances represented as drugs/alcohol.

- Any offense will result in Long-Term suspension to expulsion. This will result in failure to complete course requirements and a loss of credits.
- The second offense will result in expulsion from Weston High School. Offenses related to the sale, purchase, trade, or distribution of drugs or alcohol will be carried over from year to year.

11. Drug Related Conversations

Students who engage in drug related conversations, whether joking or serious, will be subject to disciplinary action.

12. Electronic Devices

While on school property or while attending school-sponsored or school-related activities, students may possess and use personal telecommunication devices including, but not limited to, pagers, beepers, cellular phones, personal digital assistants and other such devices that emit audible signals, vibrate, display a message, or otherwise summon or deliver a communication to the possessor provided that such devices do not pose a threat to academic integrity, disrupt the learning environment, compromise personal safety, or violate the privacy rights of others.

Students in possession of personal telecommunications devices and other related electronic devices (e.g., iPods) shall observe the following conditions:

- Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity (e.g., cheating) or violating

confidentiality or the privacy rights of another individual. Examples include text messaging answers or questions and taking pictures of students without permission.

- Devices shall not be used for illegal purposes or activities that violate school or district rules or procedures, laws, or statutes.
- Devices may be turned on and operated before, between classes, and after the regular school day and during the student's lunch break.
- Students who violate this policy may be subject to disciplinary action, **including losing the privilege of bringing the device onto school property. In addition, an administrator or teacher may confiscate the device.**
- Students are responsible for telecommunication devices they bring to school. The District shall not be responsible for loss, theft or destruction of telecommunication devices brought onto school property.
- **Students shall comply with any additional rules developed by the school or district.**

13. Emergency Calls

Students are not to make false 911 calls.

- Short-Term Suspension. Parent and Police contact.

14. Extortion

Deliberate act of acquiring money from others by intimidation, harassment or threat; misuse of power. Students who deliberately obtain money or property by threat of violence or forcing someone to do something against their will.

- Short-Term to Long-Term Suspension. Parent and Police contact.

15. **False Alarms Pulls**

Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be signaled or transmitted or caused in any manner.

- Under the law, false alarms are misdemeanors subject to a maximum fine of \$250.
- Such action or involvement by a student will result in discipline and/or suspension from school.
- Return to school may be contingent on a satisfactory conference with the Fire Marshall.
- Bomb threats are considered felonies.

16. **Firearms**

It is a violation of Washington State Law for any student to carry on to or possess on school premises, school provided transportation, school facilities, and/or on non-school facilities being used by the school district, any firearm or dangerous weapon.

- A violation constitutes grounds for expulsion from APS and the public schools within the State of Washington for one year, in accordance with the due process provisions of Washington State law and APS policy.
- School officials shall promptly notify law enforcement and the student's parent/guardian regarding any allegations or indication of such violation (RCW 9.41.250, RCW 9.41.280).
- Dangerous weapons offenses having to do specifically with firearms shall, without exception, result in expulsion for one calendar year.

Firearms would include any air gun, including any air pistol or rifle, designed to propel a BB, pellet or other projectile by the discharge of compressed air, carbon dioxide or other gas.

17. **Forgery and Misrepresentation**

Intentional misrepresentation of another on a written document or during a phone call. Includes soliciting another to forge a signature or make a phone call.

- Detention to Short-term Suspension. Parent contact.

18. **Gang Associations/Activities**

Gang membership or affiliation implied through behavior, apparel, activities, acts, or other attributes that lead to or reasonably could lead to disrupting the educational process. Determination of related attire is at the discretion of the school administration.

Exhibiting behavior or gestures of which symbolize gang membership, or causing and/or participating in activities which intimidate, cause harassment, or affect the attendance of another student.

- Conference with students to Short-Term Suspension. Parent and Police contact.

19. **Harassment, Intimidation and Bullying**

It is the policy of APS to maintain a safe, respectful and secure learning environment for all students that is free from harassment, intimidation and bullying. Harassment, intimidation and bullying of students by other students, staff members, volunteers, parents or guardians are prohibited.

A. **Definition.** Bullying is defined as one or more individuals repeatedly inflicting physical, verbal or emotional abuse on another or others. Harassment, intimidation or bullying can take many forms, including but not limited to, slurs, rumors, name calling, jokes, innuendoes, demeaning comments, drawings, (e.g., swastikas, racial symbols and confederate flags) cartoons,

pranks, gestures, hazing, physical attacks, threats or other written, verbal and nonverbal, or physical actions.

B. **Reporting.** Any student who believes that he or she has been subjected to harassment, intimidation or bullying in the educational environment is encouraged to bring his or her complaint to the immediate attention of a staff member for assistance in resolving the matter. Staff members are expected to intervene and to report when necessary. False reports, retaliation and reprisal for harassment, intimidation, and bullying also constitute violations of this policy, and discipline will be imposed as appropriate.

C. **Corrective Actions.** Staff member and school administrators will use both informal remedies and disciplinary action up to suspension and including expulsion.

- Disciplinary actions will be appropriate to the goal of ending harassment, intimidation, and bullying and to prevent its reoccurrence. Such disciplinary action will be consistent with District policy and state and federal law.
- Constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted.

Should a complaint regarding harassment, intimidation or bullying not be resolved at the school, the complainant may contact the Superintendent or Superintendent's designee in writing with information for further review. **Cross Reference: APS Policy/Procedure #3207.**

20. **Incendiary Devices**

Possession of/or igniting explosive devices on school property. (Smoke and stink devices, fireworks, lighters, etc.)

- Short-Term Suspension to Expulsion. Confiscation. Parent contact. Possible Police contact.

21. Insubordination

Student chooses to refuse to do as instructed by the teacher or other adult. The teacher or adult has informed the student that was disobedient and has provided opportunities for obedience or change of behavior.

- Short-Term Suspension to Long-Term Suspension and Parent contact.

22. Lewd Conduct

Deliberate exposing of portions of the body generally private.

- Short-Term Suspension to Expulsion. Parent contact. Possible Police contact.

23. Lying to Administrator, Staff or Other Adult

Intentionally falsifying information, refusing to identify oneself or deliberately withholding information.

- Short-Term Suspension.

24. Prohibited Items at School

Students at WHS shall not have in their possession any item that is deemed a safety concern to themselves or others. Such items shall include but not be limited to skateboards, laser pointers, pornography or any item that disrupts the educational process.

- Teacher referral, Detention, Short-Term Suspension to Long-Term Suspension. Parent contact.

25. Public Display of Affection (P.D.A.)

Any inappropriate display of affection is prohibited on school grounds or at school-sponsored events. Consequences will be dependent on the severity of the infraction.

- Detention to Short-Term Suspension.

26. Technology Misuse

Unauthorized access to computer files, folders, or sites is prohibited. Students who use such technology inappropriately, either by accessing unauthorized sites, or by adding and/or deleting information, are guilty of malicious mischief and may be assigned the following:

- Detention to Short-Term Suspension to dropped from class with a failing grade.

Any violation as related to the Internet will result in disciplinary action, including detention, suspension and/or the withholding of Internet access.

27. Theft

Theft may result in suspension for a period up to ninety (90) school days with possible loss of credits for a semester. The student will be required to replace or pay for the stolen item(s).

- Proper legal authorities may be contacted.
- Short-Term Suspension to Long-Term Suspension.

28. Tobacco/Smoking Regulations

APS promotes and maintains a smoke-free and tobacco-free environment; therefore, students are prohibited from using tobacco

products or having tobacco in possession at any time during the school day or at any school-sponsored activities. Before and after school, students are not to use tobacco products adjacent to the school grounds. APS Policy/Procedure #4215.

- Violations of tobacco regulations are cumulative on a one-year basis.
- Detention to Long-Term Suspension.

29. Trespass

Students are not to enter or remain on any school district campus without proper authorization. Violators may be subject to disciplinary action, suspension, and/or expulsion and arrest for criminal trespass.

Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.

30. Vandalism

Damage, destruction, or defacement of school property, (e.g., tagging, skateboards damaging brick structure). This includes school district property and personal property.

- Detention to Long-Term Suspension. Restitution. Parent and Police contact.

31. Weapons

Possession of weapons and replica of weapons, (e.g., firearms, knives, guns, throwing stars, mace, pepper spray, laser guns or any instrument capable of causing bodily harm).

- All offenses involving dangerous weapons of any type constitute grounds for “emergency expulsion” and shall result in other disciplinary actions depending on the facts of each individual case. In most situations involving dangerous weapons, there is a need to remove the student(s) from school at the time of the event on an “emergency basis”.
- Building principals have the authority to remove student(s) from school immediately to investigate offenses regarding dangerous weapons.

A dangerous weapon is defined as:

- any firearm; or
- any dangerous instrument or weapon of any kind such as, but not limited to, a sling shot, sand club, blackjack, Billy club, metal knuckles, any pocket knife, any double sided knife, any spring or mechanically loaded knife (such as a switch blade), any knife having a blade which opens by force of gravity or centrifugal thrust (such as butterfly knife), any knife with a fixed blade of any length, or any saber-sword dagger or dirk; or
- any device commonly known as “nunchaku sticks” consisting of a length of wood, metal, plastic, or similar substance attached to wire, rope or other means; or
- any device commonly known as “throwing stars” or multi-pointed objects; or
- any disabling or incapacitation items such as electronic stunning/shocking devices, or any object used in a threatening manner and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not

commonly thought of as a deadly or dangerous weapon such as a starter pistol, flare gun, cayenne pepper, mace, pepper spray, ice pick, elongated scissors, straight razor or other disabling agents; or

- any object which looks like a weapon, such as a toy or dummy gun, knife or grenade.
- Short-Term to Long-Term Suspension and/or Emergency Expulsion depending on the weapon. Confiscation, Parent and Police contact.

APS, as well as other districts, may refuse to admit students expelled under the state dangerous weapons law. We have no tolerance for students endangering or threatening others and themselves by bringing guns and other weapons to school.

SEARCH & SEIZURE POLICY AND PROCEDURES

School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. *Students are not to bring these items to school or to any school-sponsored function.*

AUTHORITY TO CONDUCT A SEARCH

The law allows school authorities to search students, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law. Periodically, school personnel may use trained dogs to search for weapons, explosive devices, or narcotics. The use of trained narcotics and weapons dogs to sniff objects is not considered a search and thus requires no level of suspicion. Dogs may sniff objects that are not affixed to individual students, such as desks,

student vehicles parked in school parking lots or articles of personal property, such as a book bag.

General Inspection

- **Personal Searches** - A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
- **Motor Vehicle Searches** - Motor vehicles that are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reason.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent/guardian and/or law officials as appropriate.

APS CIVILITY POLICY

Arlington Public Schools staff will treat parents, students, and other members of the public with respect and expect the same in return. The District encourages positive communication with the public, and discourages abusive, hostile or obscene speech, actions, e-mail or other forms of communication from the public. In order to implement Policy 4299, the following procedures are adopted:

- A. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school property will be directed to leave school or school district

property promptly by the Superintendent or designee.

- B. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
- C. When an individual is directed to leave School District property pursuant to circumstances referenced above and refuses to leave, the school administrator or designee may notify law enforcement officials. Restraining orders may be sought by the District when warranted.
- D. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of the occurrence. The employee will notify his/her supervisor of the incident.
- E. When a patron has been asked to leave school premises due to the use of abusive, hostile or obscene speech or disruptive conduct or actions, the school administrator will communicate in writing to that patron regarding Board Policy and Procedure 4299. Sample letters have been provided to school administrators for this purpose.

APS SEXUAL HARASSMENT POLICY

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 occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

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.

The District will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the District, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate School District services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

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.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The Superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff members are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate District personnel of the complaint or report for investigation and resolution. All staff members are also responsible for directing complainants to the formal complaint process.

The Superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each District building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The Superintendent shall review the use and efficacy of this policy and related procedures annually. Recommendations for changes to this policy, if applicable, shall be presented to the Board for consideration.

Cross References:

Board Policy 3210 – Non-Discrimination

Board Policy 3240 – Student Conduct

Board Policy 3241 – Child Abuse and Neglect
Board Policy 5010 – Nondiscrimination
Board Policy 5281 – Disciplinary Action and Discharge

Legal References:

RCW28A.640.020 – Regulations, Guidelines to Eliminate Discrimination
– Scope

WAC 392-190-056 – 058 – Sexual harassment