

STUDENT HANDBOOK

2023-2024



Find Your True North...at Weston

OUR MISSION

*Guiding students towards their authentic self by promoting well-being and academic growth through **EMPOWERMENT, PREDICTABILITY, FLEXIBILITY, and CONNECTION.***

Weston High School

4407 172nd Street NE

Arlington, WA 98223

Phone: (360) 618-6340

FAX: (360) 618-6341

weston.asd.wednet.edu

DISCRIMINATION

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, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, 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. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with hearing, vision, or speech disabilities. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

CIVIL RIGHTS COMPLIANCE COORDINATOR AND TITLE IX OFFICER

Mr. Eric DeJong
Executive Director, Human Resources
315 N French Ave.
Arlington, WA 98223
360.618.6212
edejong@asd.wednet.edu

SECTION 504 COORDINATOR

Mr. Dave McKellar
Director of Special Education
315 N French Ave,
Arlington, WA 98223
360.618.6229
dmckellar@asd.wednet.edu

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: [POLICY 3210 & 3210P](#)

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: [POLICY 3205](#) & [3205P](#)

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 Section 504 Coordinator, Title IX Officer, or 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 or 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](#)

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CONTACT INFORMATION

Administration

Andrea Dixon-Hundredmark, Principal
360-618-6340
andrea.dixon@asd16.org

School Resources

Main Office	360-618-6340
Attendance Office	360-618-6345
Main Office Fax	360-618-6341

Websites

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

Weston Staff Directory

Katy Brown	School Counselor
Sean Ferrill	Math
Steve Heywood	Science
Kyle Brown	Open Doors/SS/Eng/Yearbook
Stephanie Jordan	Health Sciences/CTE
Jeremy Hurdus	Open Doors
Susan Black	English
Lisa Rodino	School to Work Coordinator
John Pedack	Social Studies/English
Michael Pletan	School Psychologist
Jeff Holloway	Special Education
Lisa Rodino	Careers, Work-Based Lrng

Support Staff

Gina Adams	Custodial
Joanne Sanchez	Food Service
Ian LaRue	Technology Support
Krissa Cramer	District Nurse
Bryhanna Upthegrove	Registrar
Leigh Anne Orcutt	Secretary
Tracy Van Beek	Attendance/Student Support
Marilee Quinton	Para Educator
Bryhanna Upthegrove	Health Room

E-Mail Addresses - Staff
first.last@asd16.org

E-Mail Address - Student
000000@stu.asd16.org (where "000000" is the six-digit student ID--no leading zero)

Community Resources

Arlington Community Resource Center	360-386-7989
Snohomish County Care Crisis Line (24 hours)	425-258-4357
Child Protective Services	866-280-6714
Cocoon House –Teen Advocate	425-422-3487
Domestic Violence Hotline	800-562-6025
Family Help Line	800-932-HOPE
Safe Schools Lifeline	866-LIVE-TIP Ext. 174
Washington Recovery Help Line	866-789-1511
24-Hour Help - Substance Abuse, Gambling, Mental Health	

DIGNITY STATEMENT

Weston High School is committed to providing a learning environment and a workplace in which all individuals can achieve success in a climate of equity for all people. Equity is our guiding principle in all public school matters. Weston High School celebrates diversity, and as such the rights of all people involved must be respected and preserved. Employees, students, visitors, and agents of Weston High School must adhere to this policy.

Discrimination and harassment of any form will not be tolerated. Prejudice, bigotry, racism, sexism and any other bias 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, is always encouraged and supported.

ATTENDANCE INFORMATION

Regular school attendance is a key factor in academic success. Students who miss less than 9 days of school each year stay engaged, successful, and on track to meet standards and graduation.

What does research say about school attendance?

- ***Attendance affects achievement.***

Chronically absent students statistically have lower achievement. Missing 10%, or about 18 days of the school year can drastically affect a student's academic success.

- ***Attendance is a habit.***

Kids who miss school in the early grades are more likely to be chronically absent in later years.

- ***Attendance = Graduation***

By 6th Grade absenteeism is one of the three signs that a student will drop out of high school.

- ***Attendance is a team effort!***

School staff are here to work with families when students are missing too much school.

PARENTS/GUARDIANS: WHAT WE NEED FROM YOU	OUR PROMISE TO YOU
<ul style="list-style-type: none">• Support regular school attendance by sending your child to school everyday!• Establish regular evening routines• Send your child to school unless they show signs of severe illness fever, vomit, diarrhea, severe cough, strep throat or doctor order to stay home.• Schedule appointments and vacations outside of school hours when possible. If this is not possible, complete a pre-arranged absence form with the front office.• Call the school attendance line when your child is absent.	<ul style="list-style-type: none">• Track daily attendance and notice when your child is not at school.• Communicate with you to understand why your child is absent.• Work with you to identify barriers and supports available to overcome attendance challenges.• School staff who are here to support:<ul style="list-style-type: none">• Classroom Teacher• School Counselor• Administration

Important Information Regarding State Attendance Laws

The Becca Bill (RCW 28A.225.020), requires:

- Students to attend school full time if they are between the ages of 8-17 or are 6-7 and enrolled in school full time.
- The school to provide information on attendance and have parents date and sign to acknowledge review of attendance information.
- The school to notify you when your child has an unexcused absence.
- The school to meet with families to identify barriers and develop a plan to improve attendance when a student has:
 - Three (3) unexcused absences in a month
 - Five (5) unexcused absences in a month*
 - Ten (10) unexcused absences in a school year*

** After five unexcused absences in a month, or 10 unexcused absences in an academic year, the District will enter into an agreement with the student and parents/guardians to improve the student's attendance. The District will refer the student to a Community Engagement Board, and file a petition and affidavit with the Juvenile Court alleging a violation of RCW 28A.225.010.*
APS DISTRICT ATTENDANCE POLICY

EXCUSED ABSENCE

Regular school attendance is necessary for mastery of the educational program provided to the students of the District. At times, students may be appropriately absent from class. The following are valid excuses for absences: (Board Policy #3122)

- Participation in District or school-approved activity
- Illness, Medical Appointment, Medical/Health Condition
- Family Emergency
- Court
- Religious
- Post secondary appointments
- State recognized search and rescue activities
- Absence related to the student's homeless status
- Absence related to disciplinary/corrective action
- Pre-arranged Absence (Form required- see below)

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) will mutually agree upon the student's absence, as excused, if the pre-arranged absence will not have a serious adverse effect on the student's educational progress. Parents/Guardians

should make a request at least one (1) day in advance for each day of absence using the District Pre-Arranged Absence Form.

If an absence is excused, a plan to ensure that the student does not fall behind academically will be put into place prior to the absence. 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.

Attendance Notification

Parents/Guardians must notify the school as soon as possible when their child will be absent from school via Family Access, phone, or note signed by the parent/guardian. Log in to Family Access and mark the appropriate reason for the absence or call the school attendance line:

- **Weston High School - 360-618-6340**

UNEXCUSED ABSENCE and TRUANCY

Mandatory School Attendance Law

The mandatory school attendance law (RCW.28A.225.010) requires all juveniles between 8 and 18 years old to attend school.

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria outlined in Policy 3122 (see Excused Absence above). Failure to attend class without parent/guardian or school authority knowledge is truancy. This type of absence will result in school intervention and may result in juvenile court proceedings.

Under state law (RCW.28A.225.010):

- After one unexcused absence in a month, the school is required to inform the parent in writing or by phone.
- After three unexcused absences in a month, the school is required to initiate a parent conference to improve the student's attendance. If the parent or guardian does not attend the conference, the parent/guardian will be notified of the steps the District will take to reduce the student's absences.
- After five unexcused absences in a month, or 10 unexcused absences in an academic year, the District will enter into an agreement with the student and parents/guardians to improve the student's attendance. The District will refer the student to a Community Engagement Board, and file a petition and affidavit with the Juvenile Court alleging a violation of RCW 28A.225.010.
- If the student is not in compliance with a court order resulting from a truancy petition, the school is required to file a contempt motion.

We want to work with you to ensure excellent attendance. Please work to make attendance a habit for your child and call the school office if you are having trouble getting your child to school.

Mental Health Absences

Physical health or mental health symptoms, illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in-patient or out-patient treatment for chemical dependency or mental health). The rule does not address the number of absences that can be excused, it simply adds absences due to mental health to the list of excused absences. Prior to the rule change, school districts had the statutory authority to establish policies to respond to excessive excused absences (RCW 28A.225.020(2)). Districts maintain this authority under the new rule change.

GENERAL INFORMATION

ASSOCIATED STUDENT BODY

The ASB is a democratic organization of students enrolled at WHS. The duties of this organization shall be to organize and coordinate activities of clubs and classes, to promote curricular and extracurricular 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, and 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.

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 the assigned stop.
7. 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.
8. Pets, harmful objects, such as skateboards, and vandalism are not acceptable and will not be allowed.

9. 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. 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.

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 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.**

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

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 Clubs – Student clubs provide our students an opportunity to be a part of a club, to build relationships with their peers and to be a part of an inclusive, like-minded community. Clubs are held once a week during the school day.

FEES AND FINES

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

FOOD SERVICES

Breakfast and lunches are available daily from our food services worker. For the 2023/24 school year, student meals are provided to all Weston High School students at no charge.

- 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.

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.

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 at all times by placing it on the front window while on school property. The cost of a parking pass is \$10.00. Replacement passes will cost \$10.00 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 (10 miles per hour in our parking lots) 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 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. 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 cause for discipline. Cost of damages will be added to the student's fine list and student transcripts will be withheld until all fines 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 only to be used during non-instructional time and/or with the permission of school staff.**

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 and adults. 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. 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.

- 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 to 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.

STUDENT SERVICES

GUIDANCE COUNSELOR & COUNSELING

Our counselor works with the student to plan courses and schedules and gives academic, vocational and career guidance. The counselor 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 with a base graduation year of 2019 and beyond:

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 State Assessment requirements and a High School and Beyond Plan. As students complete all of the components of our College and Career Readiness Platform, Naviance, they fulfill the requirements of the High School and Beyond Plan. **Cross reference: APS Policy/Procedure #2410/2410P.**

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.

BEHAVIOR/DISCIPLINE

STUDENT DRESS

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

- A. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives.
- B. Create a health or other hazard to the student's safety or to the safety of others.
- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.

The Principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the Principal reasonably believes that the student's dress or grooming:

- A. Creates a hazard to the student's safety or to the safety of others.
- B. Shall prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the Principal shall request the student to make appropriate corrections. If the student refuses, the Principal shall notify the parent and request that person to make the necessary correction. If both the student and parent refuse, the Principal shall take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the Principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated shall be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

When a student is informed of inappropriate dress, the student will be asked to change or will be sent home to change.

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.

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.

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.
5. Adhere to the student-generated Weston Way Behavior Expectations Matrix

DISCIPLINE POLICY AND PROCEDURES

We (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. This discipline policy is designed to promote responsible behavior through logical consequences, and ensure due process. Student discipline will be enforced in order to maintain a safe and orderly school environment that is conducive to student learning.

The methods employed in enforcing the rules of student conduct involve professional judgment. Such judgment should be:

- Consistent from day to day and student to student;
- Guided by appropriate classroom management strategies;
- Balanced against the severity of the misconduct;
- Appropriate to the student's circumstances and prior behavior;
- Fair to the student, parent/guardian, and others; and
- Effective.

Since these criteria may conflict, established procedures must be followed in correcting misbehavior. No form of discipline will be enforced in such a manner as to prevent a student from accomplishing specific academic grade, subject or graduation requirements. Appeal procedures have been established in order to provide for an opportunity for every corrective action to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff.

ALTERNATIVE FORMS OF CORRECTIVE ACTION

The Board encourages the use of alternative forms of corrective action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning. District administrators may consider alternative forms of corrective action, including programs intended to lessen the time of exclusion from class attendance, which have been approved by the Board and/or Superintendent. Except in cases involving exceptional misconduct, district administrators must impose alternative forms of corrective action for incidents of misbehavior prior to imposing a suspension or expulsion for the same type of misbehavior.

AGREEMENT

Between The City of Arlington Police Department and Arlington Public Schools

The purpose of this agreement is to develop a procedure that focuses on providing a safe and healthy environment for students and staff; to foster better relations between students and law enforcement personnel; to deter crime on or about school premises by the presence of a law enforcement officer; to enforce local, state, and federal laws; and to have law enforcement officers available for presentations to students, staff, and parents concerning law enforcement, school safety, and related law enforcement subjects.

DISCIPLINE DEFINITIONS

- **Warning**

Conference with an administrator or designee.

- **Detention**

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours for not more than sixty (60) minutes on any given day. Preceding the assignment of detention, the staff member will inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student will be afforded an opportunity to explain or justify his/her actions to the staff member. Detention will not begin until the parent/guardian has been notified (except in the case of an adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action. Students detained for corrective action will be under the direct supervision of the staff member or another member of the professional staff.

The detention will be served on the day or days assigned by the principal or designee. After school detentions will be served from 2:30 p.m. to 3:30 p.m.

- **Emergency Expulsion**

Emergency expulsion means an emergency removal from school for up to, but not exceeding, ten (10) consecutive school days from the student's current school placement by the Superintendent or designee. An emergency expulsion requires the Superintendent or designee to have good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion must end or be converted to another form of corrective action within ten (10) school days from the date of the emergency removal from school. If the district converts the emergency expulsion to another form of corrective action, it must provide notice and an explanation of due process rights to the student and parent/guardian.

- **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 corrective 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 will continue only until:

- The danger or threat ceases; OR
- The principal or designee acts to impose corrective action.

The principal or designee will meet with the student as soon as reasonably possible following the removal and take or initiate appropriate corrective action. The meeting will take place no later than the beginning of the school day following the student's emergency removal. The teacher or administrator who removed the student will be notified of the action taken or initiated.

- **Exceptional Misconduct**

Misconduct, other than absenteeism, that is of such frequent occurrence or is so serious in nature and/or is so serious in terms of disruptive effect on the operation of the school that an immediate resort to suspension is warranted.

- **Expulsion**

Expulsion means a denial of attendance for a period of time up to but no longer than one calendar year from the time the student is removed from his/her current school placement by a school district Superintendent or designee. An expulsion may not be for an indefinite period of time. An expulsion may be extended beyond one calendar year if:

- 1) the school petitions the Superintendent for an extension; and
- 2) the Superintendent authorizes the extension pursuant to the Superintendent of Public Instruction's rules adopted for this purpose (see Petition for Extension of One Year Expulsion below). An expulsion may also include a denial of admission to, or entry upon, real or 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.

- **School Business Day**

School business day means any calendar day except Saturdays, Sundays, and any federal and school holidays upon which the office of the Superintendent is open to the public for business. A school business day concludes upon the closure of the Superintendent's office for the calendar day.

- **School Day**

School day means a calendar day except school holidays on which enrolled students are engaged in educational activity which is planned, supervised and conducted by or under the supervision of certificated staff and on which day all or any portion of enrolled students participate in such educational activity.

- **Suspension**

In-School Suspension

In-School Suspension Students who are denied attendance at school are denied the opportunity to learn. The district has therefore created an in-school suspension program which temporarily removes the student from his/her regular learning environment but permits the student to maintain his/her educational progress. An in-school suspension is no different from any other suspension as defined by WAC 392-400-205, and therefore triggers the same substantive and procedural due process, including student and parent/guardian notification. Students who are assigned to in-school suspension are granted this opportunity as a privilege and are expected to comply with the expectations of staff. The Superintendent will establish guidelines for the operation of the in-school suspension program. Suggested guidelines for in-school suspension are as follows:

- A student who is afforded the opportunity to be assigned to in-school suspension will agree to the conditions specified by the school principal. Unless the student is of majority age, the principal will obtain written authorization from the parent or guardian. The student's or parents' or guardians' authorization will include the number of days the student will be assigned to in-school suspension.
- In-school suspension is designed to encourage learning. Students will be expected to work on their classroom assignments at all times.

Out-of-School Short-Term Suspension (up to 10 days)

Short-term suspension means suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days. 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.

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

Long-term suspension means a suspension that exceeds ten (10) consecutive school days. A long-term suspension cannot cause the student to lose academic grades or credit in excess of one semester or trimester during the same school year and cannot be imposed beyond the school year in which the alleged misbehavior occurs. The District will assist long-term suspended and expelled students in returning to school as soon as possible by providing comparable, equitable and appropriate services and will provide them with a reengagement plan tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion.

- **Reengagement Meeting**

A meeting held between the district and the student and parent/guardian to discuss how to return a long-term suspended or expelled student to an educational setting as soon as possible.

- **Reengagement Plan**

A written plan developed between the district and a student and his/her parent or guardian designed to aid the student in taking the necessary steps to remedy the situation that led to the student's suspension or expulsion and to return the student to the educational setting as soon as possible.

GRIEVANCE AND APPEAL PROCESS FOR STUDENT DISCIPLINE

Any parent/guardian or student who is aggrieved by the imposition of discipline will have the right to an informal conference with the Principal for the purpose of resolving the grievance. The employee whose action is being grieved will be notified of the grievance as soon as reasonably possible. At such conference the student and parent/guardian will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved. After exhausting this remedy, the parent/guardian and student will have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the Superintendent or designee. If the grievance is not resolved, the parent/guardian and student, upon two (2) school business days' prior notice, have the right to present a written or oral grievance to the Board during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The Board will 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 will continue notwithstanding implementation of the grievance procedure unless the Principal, Superintendent or Board elects to postpone such action. Alternatively, the Board may delegate its authority to hear and decide discipline and short-term suspension grievance appeals to a school district disciplinary appeal council established pursuant to WAC 392-400-310(1). Cross Reference: APS Policy/Procedure #3241/3241P.

Short-Term Suspension

Conditions and Limitations

The nature and circumstances of the student conduct violation must reasonably warrant a short-term suspension. As a general rule, no student will be suspended for a short term unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature. No student in fifth grade and above will be suspended for more than a total of fifteen (15) school days during any single semester or ten school days during any single trimester. Any student who has been short-term suspended will be provided the opportunity upon return to make up assignments and tests missed during the suspension if the assignments or tests have a substantial effect upon the student's grades or failure to

complete such assignments or tests would result in denial of credit. The principal will notify special education staff of any short-term suspensions to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that short-term suspensions may cumulatively or consecutively exceed ten school (10) days, (see Procedure 2161P, Special Education and Related Services for Eligible Students, Discipline section) the principal will notify relevant special education staff so that the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

Exceptional Misconduct

A student may be short-term suspended for exceptional misconduct, other than absenteeism, when such misconduct is of such frequent occurrence or is so serious in nature and/or is so serious in terms of disruption to the operation of the school that immediate suspension is warranted. In cases of exceptional misconduct, a short-term suspension may be imposed without first attempting alternative forms of corrective action. The Superintendent, following consultation with a representative ad hoc citizens' committee, will establish the nature and extent of the corrective actions which may be imposed as a consequence of exceptional misconduct (see Procedure 3240P). An exception may be granted by an administrator when warranted by extenuating circumstances.

Prior Notice and Conference

Prior to the short-term suspension of a student, the principal or designee will conduct a conference with the student and provide:

- An oral or written notice of the charges;
- An oral or written explanation of the evidence in support of the allegation(s); AND
- An oral or written explanation of the short-term suspension which may be imposed.

The student will be provided an opportunity to present his/her explanation of the allegation(s). If the short-term suspension is to exceed one (1) calendar day, the principal or designee will notify the student's parent/guardian of the reason for the suspension and its duration either orally or by U.S. mail as soon as reasonably possible. The notice will also address the parent/guardian's right to an informal conference pursuant to WAC 392-400-255 and the fact that the suspension may be reduced as a result of such conference.

Grievance and Appeal Process for Short-Term Suspension

Any parent/guardian or student who is aggrieved by the imposition of a short-term suspension will have the right to an informal conference with the principal or designee for the purpose of resolving the grievance. At such conference the student and parent will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved. The parent/guardian and student after exhausting this remedy will have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the Superintendent. If the grievance is not resolved, the parent/guardian and student, upon two (2) school business days' prior notice, will have the right to present a

written or oral grievance to the Board at its 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 will notify the parent/guardian and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The short-term suspension will continue notwithstanding implementation of the grievance procedure unless the Principal, Superintendent or Board elects to postpone such action.

Readmission

Any student who has been short-term suspended will be allowed to make application for readmission at any time in accordance with district policy and procedure. (See also Readmission Application Process, below.)

Long-Term Suspension

Conditions and Limitations

A student may be long-term suspended for violation of school district rules. The nature and circumstances of the violation must reasonably warrant a long-term suspension. As a general rule, no student will be long-term suspended unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature.

No student in fifth grade and above will be long-term suspended in a manner that causes the student to lose academic grades or credit for longer than one semester or trimester during the same school year. The principal will notify special education staff of any long-term suspension to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that suspensions may cumulatively or consecutively exceed ten (10) days, the principal will notify relevant special education staff so that the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

Exceptional Misconduct

A student may be long-term suspended for exceptional misconduct, other than absenteeism, when such misconduct is of such frequent occurrence or is so serious in nature and/or is so serious in terms of disruptive effect on the operation of the school that an immediate resort to a long-term suspension is warranted. In cases of exceptional misconduct, a long-term suspension may be imposed without first attempting alternative forms of corrective action. The Superintendent, following consultation with a representative ad hoc citizens' committee, will establish the nature and extent of the corrective actions which may be imposed as a consequence of exceptional misconduct (see Procedure 3240P). An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances.

Notice of Hearing

Prior to imposing a long-term suspension, the district will provide the student and/or his/her parents/guardians a written notice of opportunity for hearing. The notice will be delivered in person or by certified mail. The notice will:

- Be provided in the predominant language of the student and his or her parents/guardians, if other than English, if feasible;
- Specify the alleged misconduct and the school district rule(s) alleged to have been violated;
- Set forth the proposed long-term suspension;
- Set forth the right to a hearing for the purpose of contesting the allegation(s); AND
- Set forth the facts that:
 - a written or oral request for hearing must be received by the Superintendent's Office on or before the end of the third school business day after the notice is received; and
 - If such a request is not received within that period, the hearing will be deemed waived and the proposed long-term suspension may be imposed without further opportunity for the student and/or their parent/guardian to contest it.

As a best practice, the district should provide a schedule of school business days with the notice. The student and/or his or her parents/guardians must request a hearing within three (3) school business days after receipt of the notice of opportunity for hearing. The request may be provided in writing or orally, but must be provided to the Superintendent's Office. If a request for hearing is not received within the required period, the district may deem the right to hearing waived and the long-term suspension may be imposed.

Pre-Hearing and Hearing

If a request for hearing is received within three (3) school business days after receipt of notice, the school district will schedule a hearing to begin within three (3) school business days after the date of receiving the request. The student and parent/guardian have the right to:

- Be represented by legal counsel;
- Inspect in advance of the hearing any documentary and physical evidence that the district intends to introduce at hearing;
- Question and confront witnesses (see WAC 392-400-305 for procedure if a school district witness does not appear);
- Explain the alleged misconduct; and
- Present relevant affidavits, exhibits, and witnesses.

The district and/or its representative have the right to inspect in advance of the hearing evidence that the student and his/her parents/guardians intend to introduce at the hearing. Either a tape-recorded or verbatim record of the hearing will be made. The hearing will be conducted before a hearing officer appointed by the Superintendent. Such hearing officer will not be a witness to the alleged conduct. Ideally, the individual selected to be the hearing officer will possess both district administration experience and/or legal training and/or prior experience conducting administrative hearings. When students are charged with violating the same rule and have acted in concert and the facts are essentially the

same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:

- A single hearing will not likely result in confusion; AND
- No student will have his/her interest substantially prejudiced by a group hearing.

If the hearing officer finds that during the hearing a student's interests will be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing. The hearing officer will determine, based solely on the evidence presented at hearing, and set forth in his/her written decision:

- Findings of fact as to whether the student has been afforded appropriate procedural due process (e.g., notice, opportunity to inspect evidence prior to hearing);
- Findings of fact as to the alleged misconduct; AND
- A conclusion as to whether the nature and duration of the proposed long-term suspension is appropriate or whether a lesser form of corrective action should be imposed.

The hearing officer will issue the decision and the district will provide notice of such decision to the student's legal counsel, or, if none, to the student's and his/her parents/guardians. If the hearing officer decides that a long-term suspension is appropriate, the parent/guardian and student will have the right to appeal that decision to the School Board by filing a written or oral notice of appeal at the office of the Superintendent within three (3) school business days after the date of receipt of the decision. If a timely notice of appeal is not provided to the district, the long-term suspension may be imposed as of the calendar day following expiration of the three (3) school business day period (see Appeal Process for Long-Term Suspension or Expulsion, below.)

Readmission

Any student who has been long-term suspended will be allowed to make application for readmission at any time in accordance with district policy and procedure. (See also Readmission Application Process, below.)

Emergency Expulsion

Conditions and Limitations

A student may be immediately removed from school prior to a hearing without other forms of corrective action if the Superintendent or designee has good and sufficient reason to believe that the student poses:

- An immediate and continuing danger to other students or school staff; OR
- An immediate and continuing threat of substantial disruption of the educational process.

Such emergency expulsion must end or be converted to another form of corrective action within ten (10) school days of the date of the expulsion. If the emergency expulsion is converted to another form of corrective action, the district will provide the student and/or parents/guardians with notice and due process rights appropriate to the new corrective action.

Notice of Hearing

The district will notify the student and his/her parents/guardians of the emergency expulsion and of their opportunity for a hearing by:

- Hand-delivery of written notice within twenty-four (24) hours of expulsion (school districts must document delivery of the notice by obtaining the signature of the student's parents/guardians acknowledging receipt or the written certification of the person making the delivery); OR
- Certified letter mailed within twenty-four hours of the expulsion (reasonable attempts to contact the parents/guardians by phone or in person will also be made as soon as reasonably possible).

The district's written and oral notice of emergency expulsion and opportunity for hearing will:

- Be provided in the predominant language of the student and/or a parent/guardian, if other than English, if feasible;
- Specify the alleged reasons that the student's presence poses an immediate and continuing danger to students, school staff, or poses an immediate and continuing threat of substantial disruption of the educational process.
- Set forth the date on which the emergency expulsion began and when it will end;
- Set forth the right of the student and/or his or her parents/guardians to a hearing for purposes of contesting the allegations as soon as is reasonably possible; and
- Set forth the facts that:
 - A written or oral request for hearing must be received by the Superintendent's Office on or before the end of the third school business day after receipt of the notice of opportunity for hearing; AND
 - If the request is not received within three (3) school business days, then the right to a hearing may be deemed waived and the emergency expulsion may be continued, if deemed necessary, for up to ten (10) school days from the date of the student's emergency expulsion from school without any further opportunity for the student or his or her parent/guardian to contest it.

As a best practice, the district should provide a schedule of school business days with the notice. The student and/or his or her parents/guardians must request a hearing within three (3) school business days after receipt of the notice of opportunity for hearing. The request may be provided in writing or orally, but must be provided to the Superintendent's Office. If a request for hearing is not received within the required period, the district may deem the right to hearing waived and the emergency expulsion may be imposed for up to ten (10) school days from the date of the expulsion from school.

Pre-Hearing and Hearing

If a request for hearing is received within three (3) school business days after receipt of notice, the school district will immediately schedule and give notice of a hearing to commence as soon as reasonably possible and no later than the second (2nd) school business day after receipt of the request for hearing.

The student and his/her parents/guardians have the right to:

- Be represented by legal counsel;

- Inspect in advance of the hearing any documentary and physical evidence that the district intends to introduce at hearing;
- Question and confront witnesses (see WAC 392-400-305 for procedure if a school district witness does not appear);
- Explain the alleged misconduct;
- Present relevant affidavits, exhibits, and witnesses.

The district and/or its representative have the right to inspect in advance of the hearing evidence that the student and his/her parents/guardians intend to introduce at the hearing. The hearing will be conducted before a hearing officer appointed by the Superintendent. Such hearing officer will not be a witness to the alleged conduct. Ideally, the individual selected to be the hearing officer will possess both district administration experience and/or legal training and/or prior experience conducting quasi-judicial hearings. Either a tape-recorded or verbatim record of the hearing will be made. When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:

- A single hearing will not likely result in confusion; AND
- No student will have his/her interest substantially prejudiced by a group hearing.

If the hearing officer finds that during the hearing a student's interests will be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing. The hearing officer will determine, based solely on the evidence presented at hearing, and set forth in his/her written decision:

- Findings of fact as to whether the student has been afforded appropriate procedural due process (e.g., notice, opportunity to inspect evidence prior to hearing);
- Findings of fact as to the alleged misconduct;
- A conclusion as to whether the student's immediate and continuing danger to students and/or school staff OR immediate and continuing threat of substantial disruption of the educational process giving rise to the emergency expulsion has terminated; AND
- A conclusion as to whether the emergency expulsion shall be converted to another form of corrective action or stand as imposed.

Within one (1) school business day after the date upon which the hearing concludes, the hearing officer will issue the decision and the district will provide notice of such decision to the student and the student's parents/guardians and legal counsel, if any, by depositing a letter in certified U.S. mail. If the hearing officer concludes in his/her decision that the emergency expulsion will be converted to another form of corrective action, the district must provide notice of all due process rights to the student and parent/guardian for the appropriate corrective action. For appeals from a hearing officer decision regarding an emergency expulsion, see Appeals of long-term suspension and expulsion, below.

READMISSION 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 OFFENSES

Discipline offenses may carry over from other schools. Items numbered are considered exceptional misconduct.

1. Academic violations (cheating)

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. Plagiarism, the act of borrowing another author's work without crediting that author and thereby implying that it is one's own, is academic dishonesty and a form of cheating.

2. Accumulation of Violations

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

3. 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.

4. 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.

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

Fighting or Promoting a Fight - a physical altercation that involves 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).

5. 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 and/or staff.
6. Disruption of the Educational Process
Interruption of the lesson, or causing other students to be distracted from an assignment or class work. Inappropriate dress or behavior that distracts from the school environment. Conduct as determined by school administrator which materially and substantially interferes with the educational process.
7. 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.
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 progressive discipline.
8. 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. Range of corrective action will be based on participation in a drug/alcohol assessment program.
9. 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 cell phones, iPods (or other devices) 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 electronic devices they bring to school. The District shall not be responsible for loss, theft or destruction of electronic devices brought onto school property. Students shall comply with any additional rules developed by the school or district.

10. 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. Parents and Police may be contacted.

11. 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.

Students are not to make false 911 calls

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.

12. 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.

13. 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.

14. 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. Parent and Police may be contacted.

15. Harassment, Intimidation and Bullying

It is the policy of the district 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.

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.

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.

16. 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. Parent contact.

17. Lewd Conduct

Deliberate exposing of portions of the body generally private. Parent contact. Possible Police contact.

18. Lying to Staff

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

19. Prohibited Items at School

Students shall not have in their possession any item that is deemed a safety concern to themselves or a disruption to others. Such items shall include but are not be limited to fireworks, smoke and stink devices, skateboards, laser pointers, pornography or any item that disrupts the educational process.

20. Safety Violation

Physical or emotional safety is threatened. Students are expected to maintain the safe environment of our school. Committing acts, which injure or endanger other students, (i.e. throwing dangerous objects, running in crowded areas, misuse of equipment) can cause serious harm.

21. Technology Misuse

Inappropriate use of Chromebooks or computers, unauthorized access to computer files, folders, or sites is prohibited.

22. Theft

The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

23. Threat

Threatening damage to persons or property, whether real or imagined.

24. Tobacco/Smoking/Vaping

APS promotes and maintains a smoke-free and tobacco-free environment; therefore, students are prohibited from using tobacco products, vaping, or e-Cigarette devices 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.

25. Trespass

Students are not to enter or remain on any school district campus without proper authorization. Violators may be subject to arrest for criminal trespass.

26. Truancy

Missing a class without a valid excuse will be considered a truancy. Coming to class more than ten (10) minutes late or leaving class and not returning for more than 10 minutes is considered an absence without a verified excuse.

27. Vandalism

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

28. 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 students 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 incapacitating 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.

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