

Wishkah Valley School District Student Handbook
2019-2020



Wishkah Valley School
"Home of the Loggers and Loggerettes"

4640 Wishkah Road
Aberdeen, Washington 98520-9626
(360) 532-3128 / Fax (360) 533-4638
<http://www.wishkah.org>

The Wishkah Valley School District No. 117 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination.

**Title IX and Title II Coordinator
Civil Rights Compliance Coordinator**

Wally Lis, Superintendent
Wishkah Valley School District #117
360-532-3128

Section 504/ADA Coordinator

Ruthann Brown
Wishkah Valley School District #117
360-532-3128

Homeless Liaison Coordinator

Ruthann Brown
Wishkah Valley School District #117
360-532-3128

1. *Welcome back to the 2019-2020 school year. As you begin this new school year, it should be with anticipation of all the new experiences that will be yours. On behalf of the faculty and staff, we encourage each of you to join us with enthusiasm for learning and a strong sense of “Wishkah Pride” in Wishkah Valley High School.*
2. *As with any guide, this handbook serves only as a framework around which you should plan your activities. It is not feasible to cover every situation in great detail. However, this handbook provides a solid framework of our policies and procedures. In the absence of specific instructions, you should comply with the spirit of good citizenship, and when in doubt, talk it over with your teacher or principal.*
3. *The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty, staff, and administration. This information has been carefully prepared and presented so that it will be of value in helping you to become an integral part of our school. The ultimate purpose of education is to help each student become an effective citizen in our democracy. Developing and accepting the responsibilities and obligations of citizenship will help us to participate in the world of tomorrow. We hope you will participate in our varied activities and find those things within our school that will prepare you to live a successful life and take your place in this complex society.*

Remember that your success in school will be for the most part directly proportional to your efforts.

TAKE PRIDE IN YOUR SCHOOL AND YOURSELF!

*****People You Should Know*****

Superintendent	Wally Lis	1110	District Office
Business Manager	Roxanne Richardson	1120	District Office
District Secretary	Allesia Cooper	1260	District Office
Human Resources/Food Service	Wendy Olson	1280	District Office
Transportation Supervisor	Kathy Dalhstrom		School Office
Dean of Students/Technology Coordinator	Don Hay	1230	School Office
School Counselor	Ruthann Brown	1300	School Office
School Secretary	Gwen Hamilton	1240	School Office
Athletic Director/ASB Advisor	Katerina Eaton		School Office
School Nurse	Ruth Safonova	1250	School Office
Head Cook	Jennie Van Blaricom	1190	Cafeteria
Plant Manager/Maintenance	Joe Thein	1320	Maintenance Shop
Head Custodian	Babe Hilliard	1320	Maintenance Shop
Kindergarten	Katriina Reime	1140	Room 14
1 st Grade	Donna Erickson	1150	Room 15
2 nd Grade	Dee Busse	1180	Room 18
3 rd Grade	Dee Busse	1180	Room 18
4 th Grade	Tove Reibel	1160	Room 16
5 th Grade	Kristi Christian	1070	Room 7
6 th Grade	Ashly Ellefson	1080	Room 8
Music – High School Spanish	Shannon Patterson	1010	Room 1 and 2
Technology/Red Comet	Eric Erickson	1020	Room 2
Science	Matthew Maurer	1030	Room 3
PE/CTE Technology	Rob Burns	1040	Room 4
English	Rebecca Kilpatrick	1050	Room 5
Math	Tyler Killen	1060	Room 6
Social Studies-History	Don Richardson	1090	Room 9
CTE Shop	Travis Warren	2310/1310	Shop
Special Education	Laura O’Neal	1220	Resource Building

*****Daily Bell Schedule*****

Regular Bell Schedule		
Main Office Opens	7:30 AM	

Students May Arrive	8:00 AM*	
1 st Period	8:30	9:18
2 nd Period	9:21	10:09
3 rd Period	10:12	11:00
4 th Period	11:03	11:55
K-6 Lunch	11:06	11:50
7-12 Lunch	11:53	12:25
5 th Period	12:25	1:14
6 th Period	1:17	2:08
7 th Period	2:11	3:00
Elementary Dismissal	2:58	
Secondary Dismissal	3:00	
Main Office Closes	4:00	

***Note: Prior to 8:00 A. M., staff are not available to supervise students. Please do not drop off students before 8:00 A. M.**

*****FAQ'S*****

1. **Where and how can I get extra help?**
You may schedule a meeting or a visit with the classroom teacher between 8:00 AM and 8:30 AM or 3:00 PM to 3:30 PM. However, you **must** have **prior** approval from the teacher before coming to the classroom.
2. **What time may I arrive at school?**
Prior to 8:00 AM, teachers are not available to supervise students. Please do not drop off students before 8:00 A. M.
3. **What do I do if I am absent?**
For students in grades 6-12, take an excuse note, written by your parent/guardian to your first period teacher. For students in grades K-5, upon your return to school, bring a note to the **office** from your parent/guardian.
4. **What if I am going on a trip?**
Have your parent/guardian pre-arrange your absence by contacting the principal in advance. You may get make-up work from teachers if they are given notice 2 days prior to leaving. Otherwise, work will be required to complete upon their return.
5. **What if I become ill during the school day?**
Check-in with your teacher, and ask for a hall pass to the office. Report your illness to the nurse or Mrs. Hamilton, Main Office Secretary.
6. **What do I do if something is missing or lost?**
You should report the loss to Mrs. Hamilton, Main Office Secretary and check the lost and found box. However, you are reminded not to bring large sums of money or other valuables to school as lockers do not have locks and are not secure. The school district is not responsible for any lost/stolen items.
7. **What do I do if I have a locker problem?**
You need to report the problem to Mrs. Hamilton, Main Office Secretary. **Student must secure permission from the teacher, and give prior notice to the office, before leaving any classroom.**
8. **Who do I see if I am having a personal problem?**
You need to see a teacher, counselor, or the principal, or some other adult staff member with whom you feel comfortable.
9. **Where do I go if I need to make a payment for meals?**
You need to go to the main office and give the money to Gwen.
10. **What do I do if my address or phone number changes?**
Inform Mrs. Hamilton, Main Office Secretary. This is very important since any contact changes are made in our school data base system. Without the correct contact information, messages may not reach you.
11. **May I bring a backpack to school?**
Yes, but backpacks must be kept in the issued locker, and the backpack must be small enough to be easily accommodated by the locker. Backpacks or personal items/toys are not allowed in the classroom at all unless specifically directed by the teacher. This includes but is not limited to fidget spinners, balls, unnecessary clothing, blankets, etc.)
12. **What do I do if I am detained by a teacher and will be late to my next class?**
You will need to ask the teacher for a pass, which will be given to the next teacher.

13. What do I do if it snows or the electricity is out?

If you listen to the radio/T.V., on the stations listed at the top of page 6, information will be given about the Wishkah Valley School.

14. What if I want to put an announcement in the bulletin?

You should give the announcement to Mrs. Hamilton, Main Office Secretary one day before it is to run. Bulletin announcements should run no longer than three days.

15. What do I do if I have a note excusing me from P.E.?

You will need to give the note to your P.E. teacher prior to class and discuss make-up work with him/her. The first time missing a class, a parent note will be accepted. However, after this initial clearance, only a doctor or medical provider's note will be accepted.

16. Am I allowed to turn in late work?

It is important to complete assignments on time. Any late work will result in loss of credit, as specified in the individual teacher's syllabus. In the event of an absence, consult with the classroom teacher and an appropriate timeline will be decided.

17. What time do I need to leave the building?

The doors are locked at 3:30 pm. **Unsupervised** students must be out of the building and off the premises by 3:30pm. Parents **may not** give permission for younger siblings, to stay with older siblings, during the older sibling's practice or games.

18. Can I bring energy drinks to school?

Wishkah students are not allowed to bring any type of energy drink to school. These drinks can be dangerous to the health of adolescents. Examples include Rockstar, Monster, Red Bull, Full Throttle, etc. In addition, soda pop is also strongly discouraged. Thank you for supporting good nutrition, health, and safety for our students.

*******School Closure*******

In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may necessitate early dismissal. School closing, delayed start time or early dismissal will be announced over local radio, Seattle T.V. stations, and social media. *If no report is heard, it should be assumed that school will be in session.* Please make sure you have accurate contact information on file in the main office and notify us with any changes.

*******Attendance Policy*******

*******Steps to Follow When Absent*******

1. A parent/guardian should call the morning of the absence. If a call has not been made to the school regarding a student's absence, school office staff will attempt to contact a parent/guardian to inquire about the absence.
2. Parent/guardians must provide a **written** excuse giving the name, current date, date(s) of absence, reason for absence, and his/her signature. Secondary/Middle School students in grades 6-12 will present their written excuse, to the attendance office, as soon as they report to school.
3. Students must meet with their teacher(s) as soon as possible upon their return to school to arrange for make-up assignments. Each student is responsible for obtaining and completing all work missed during an absence.

*******Early Dismissal*******

1. Students will not be allowed to leave school during regular school hours without parent/guardian permission.
 - A. Permission may be in the form of a note brought to the attendance office prior to the dismissal.
 - B. If a student does not have a note, he/she must come to the Main Office and telephone his/her parent/guardian.

***If contact cannot be made, the student will not be allowed to leave the campus.

2. The principal or designee will determine if the early dismissal will be excused or unexcused. Students leaving school without checking with the principal or designee will be considered truant and will be subject to disciplinary actions and/or academic sanctions.
3. Parents must check in with the office before picking up their children. The Main Office Staff will call the classroom and the guardian will wait in the Main Office.

*******Tardiness*******

Punctual attendance to class is a necessary part of student learning and success. Tardiness is defined as being late to class or having to leave class to obtain class materials. Tardiness will not be tolerated because of the disruption it causes in the classroom. Students are allowed three (3) minutes passing time between classes. Teachers will record tardy students in Skyward. Teachers may assign detention to students who acquire more than three (3) tardies per quarter.

***** Closed Campus *****

Wishkah Valley School has a closed campus policy for all students. Students with a driver's license and vehicle for transportation who wish to go home for lunch or to Thompson's Store may do so after the proper paperwork is completed, with the understanding of the time duration of the lunch period. Siblings will be permitted to leave with permission. Continual tardiness to 5th period may result in the privilege being revoked.

Failure to comply with these regulations may result in the immediate suspension of off-campus privileges. Under no circumstances, should any student ride with another student during lunch, or go into town.

***** Procedures for Student Driving *****

Students may drive automobiles to and from school. They may not be driven during the school day without the consent of the parent and principal. They may not transport another student during the school day unless consent has been granted by the student's parent.

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

1. A student must register the car in the school office. The student must possess a valid Washington driver's license, show evidence that there is a liability and property damage insurance coverage on the vehicle, and acknowledge that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property.
2. Students may not occupy a vehicle (without permission) during the school day.
3. In terms of student conduct rules, "possession" of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon will also extend to a student's vehicle.
4. Any student who wants to use their vehicle during the school day must have permission from a parent/guardian prior to using the vehicle. Students must complete the Permission to Use Vehicle form.
5. All vehicles must be parked in the front or side parking area, not in back of the school.

A student who does not conform to the above rules will be subject to corrective action including parent/guardian conference to long-term suspension and may also include suspension of vehicle privileges. Policy 3243.

There can be no persevering industry without a deep sense of the value of time. –Mrs. Sigourney

***** Energy Drinks *****

Wishkah students are not allowed to bring any type of energy drink to school. These drinks can be dangerous to the health of adolescents. In addition, soda pop is strongly discouraged. Thank you for supporting good nutrition for our students.

***** Transportation *****

Riding the school bus is a privilege. Proper behavior and actions will guarantee this privilege. Students will conduct themselves in a manner that will assure the safety of all students when waiting for, riding, and departing the bus. The bus driver is in complete charge of the bus and students are expected to follow all directions given by the driver. Students who fail to obey bus rules will be subject to suspension and loss of bus riding privileges. Parents/guardians must notify the main office, in writing, whenever any change in a student's bus routine is necessary. Students will not be allowed to call home to request a change in their routines except in an emergency. Students will not be left at bus stops if the driver feels that their safety may be in jeopardy. In such cases, students will be returned to school and their parents/guardians will be notified. The following procedures have been implemented when dropping off students after school and at other times.

Grades	After school and normal runs	After field trips/ activities
Grades K-2	Will drop students after school if someone is visible or with an older sibling in 7th grade and above	
Grades 3-6	Will drop off without a parent visible or with parent permission as long as the house can be seen from the road or with an older sibling in 7th grade and above	
Grades 7-12	Will drop off without a parent visible	

After field trips or sports trips no student will be dropped off at their stop after dark where there is no parent visible or the house is not visible from the road.

K-6	Will drop off students in these grades if someone is visible, or drop off with a sibling in grades 7 and above.	7-12	Will drop off students only when a person is seen by the bus driver and with permission.
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*****Visitors and Guests*****

Visitors-To provide patrons of the District the opportunity to visit classroom workstations, with the least interruption to the teaching process, the following guidelines are set forth:

1. All visitors shall obtain the building principal’s permission prior to visiting any classroom. The building principal shall confer with the classroom teacher prior to any visit from a non-employee.
2. The employee shall be afforded the opportunity to confer with the classroom visitor before and/or after the visitation.

Visitors for a Classroom Event-All visitors must have prior approval from the classroom teacher, with a specified timeline. Pop-ins are discouraged if possible.

Guests- Students wishing to bring a guest to school must obtain permission from their teacher(s) and the principal at least 24 hours in advance of the visit. Visiting students may not be at Wishkah School if they are currently suspended from their own school or if their school is in session for that day.

Location-All visitors are to enter the school by the main entrance door by the flag pole and report to the office as a visitor. The office secretary will provide additional instructions. The entrance door into the elementary wing will be locked after 8:30 am.

*****Reporting Problems or Concerns with Staff*****

In the event you have a concern with a staff member, please contact that person initially to discuss the concern. In this way, the staff member who is most familiar with the issue can assist you. In the event the concern cannot be resolved, please contact the building administrator.

*****Boosters Club/ PTO*****

This Organization supports our school in many areas. Groups can reserve the concessions area for events to fund their class, club, team, etc. to raise additional treasuries for academic or extracurricular activities. To solicit additional funding for your group, fill out a request form in the Main Office.

*****All Student Body*****

Wishkah School has an All Student Body governance organization that assists the administration in governing the school, planning and coordinating special events, and having two members serve as student representatives to the Board of Directors. Each year class representatives are elected along with officers of the ASB. Ms. Katerina Eaton is the ASB coordinator and Mrs. Donna Erickson is the elementary (K-6) ASB coordinator.

*****Field Trips*****

The District provides students the opportunity to go on field trips. These trips are approved by the administration and supervised by teachers and other staff members. In the event you would like to volunteer as a chaperone on a field trip, please speak with your child’s teacher for additional information. All volunteers will need to have a Washington State Patrol background check prior to the event. This check may take up to two week so please plan accordingly. Chaperones will be provided guidelines prior to going on the field trip. All students must have parental permission prior to going on a field trip. Your child’s classroom teacher will provide students with this form.

*****Student Code of Conduct*****

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the entire educational structure. Discipline is good training that develops self-control, character, orderliness, and efficiency. It is the key to proper consideration for other people and success in the real world. In order to provide a favorable learning environment, maintain positive student behavior, and to administer discipline in a fair and consistent basis, a summary of Polices 3240 and 3241 are included below. Additional information is located on the District’s webpage at www.wishkah.org.

Please refer to the Supplemental Student Code of Conduct for additional information.

*****All Students Need To*****

1. Be prompt to class.
2. Be in your seat or in the classroom (as determined by your teacher) when the bell rings.
3. Leave all non-essential materials in your locker.
4. Secure a hall pass from the teacher before leaving class. Your student handbook is the only acceptable hall pass.
5. Maintain orderly behavior in restrooms and hallways.
6. Respect other classes in session.
7. Use no profane or abusive language.
8. Use the high school hall if you are in middle or high school. Use the elementary hall if you are in elementary (K-6).
9. Leave all toys/electronic devices at home. Do not bring personal items or play things to school.

*******Electronic and Telecommunications Devices*******

While on school property, students may appropriately use personal telecommunication devices and/or hand-held entertainment devices, including, but not limited to cameras, PSPs, iPods, mp3 players, pagers, beepers, and cellular phones. Students in possession of telecommunication/hand-held entertainment devices and other related electronic devices shall observe the following conditions: A) Students who violate this policy will be subject to disciplinary action. Any staff member who observes a student inappropriately using any of the above identified devices shall speak with the student and provide directions on how to appropriately use any of the identified devices. In the event the disruption warrants a referral to the building administrator, the administrator will confiscate the device, which shall only be returned to the student's parent/guardian; B) Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication, hand-held entertainment, or other electronic devices. Policy 3245.

*******Bring Your Own Device*******

1. Use of any technology device such as an e-reader, tablet, laptop, cellphone, or listening device, shall only be allowed by the permission of the classroom teacher for that specific day/time and activity.
2. Students shall not assume or expect that they may use a device because permission was granted before in a similar situation.
3. Students shall follow all school guidelines and policies concerning appropriate use of an electronic device.
4. Technology shall not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
5. No one should be able to hear the device unless told otherwise by the teacher.
6. Students shall not use the camera or video recording features on their device at any time without prior permission from a staff member.
7. Devices shall be visible while in use.
8. Students shall not loan or share their device or leave it unattended during the school day.
9. Device shall have no adverse effect on an employee's job performance or on a student's academic performance.
10. Students are responsible for devices they bring to school, on school buses, and to school sponsored events. The Wishkah Valley School District shall not be liable for the loss, theft, damages, or misuse of any electronic device brought to school, possessed or used during the school day, on district transportation, in any school buildings, or during any school sponsored events.
11. The Wishkah Valley School District is not responsible for any charges accrued by the user.
12. If used inappropriately, users will be subject to disciplinary action as deemed appropriate by the Wishkah Valley School District, including but not limited to suspension or expulsion, loss of the privilege to use technology, and confiscation of the device by the district or law enforcement.
13. The Wishkah Valley School District reserves the right to monitor, inspect, copy, and review a personal electronic device or device's content when reasonable suspicion exists of a violation of policy or criminal activity has occurred.

*******Computer Use*******

Students are encouraged to take advantage of the computer labs available at Wishkah Valley School. This privilege is extended to every student once the student has completed the Acceptable Use Agreement (see page 33) available from your teacher or in the media center. It is important to understand that student access is limited to appropriate materials and games. Use of any computer in a manner deemed inappropriate may result in disciplinary action including loss of access to computers and/or suspension from school. Students using computers without the permission of their classroom teacher are considered truant and will be disciplined accordingly. Students are allowed in the computer labs when accompanied by a staff member or with special permission from the principal.

*******1:1 Technology Policy*******

Overview – WVSD has adopted a 1:1 technology program which students K-12 will be provided an electronic computing device for use during the school day. These devices will be checked out before class and checked in at the end of class. Grades 7-12 will, with parent permission, be issued a device at the beginning of the year, be allowed to take their device home, and be returned at the end of the school year.

Costs – There is no cost to receive the device. However, a \$25 - \$330 incident fee will be charged every time a hardware repair is required from accidental or deliberate damage. Damaged, lost or stolen devices will be reviewed by the administration on a case-by-case basis to determine fees. Students will also be charged for missing or damaged items. For example, an adapter- \$50, new case = \$44, repair to a damaged screen \$130, and a new Chromebook = \$330. Wishkah Valley School District may hold back school activities, grades, transcripts for other school related items while a balance is due.

Expectations Responsibilities and Care – Students shall comply with the following basic expectations.

- Devices must have a full charge and be ready for the school day. Students may not be permitted to plug them in during class. Repeated issues will be addressed by the administration.
- No stickers or writing shall be placed on the device. Students may be charged for the removal of stickers and writing.
- Students must take measures to protect the device from damage or theft. (LOCK lockers and do not leave device unattended.)
- At no time shall the device be used for unlawful or inappropriate activities.
- Students are not allowed to let others use their assigned device.
- Cords, cables, and removable storage devices must be inserted and removed carefully into and from the Chromebook.
- Chromebooks do not like when you touch their screens. They can become blurry or crack if you touch the screen too hard with any object. This includes your finger, a pen, a pencil or any other item.

- Be sure nothing is placed between the screen and the keyboard before you close it to prevent damage.
- While the Chromebook cases are sturdy, dropping the device will damage it.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks do not like excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees. (Don't leave it in your car.)
- Do not block air flow when device is on. (Do not place it on a soft object like a pillow.)

At Home Expectations - For students 9-12, who take their Chromebooks home the above expectations shall be adhered to. It is the parent's responsibility to monitor the student's use while at home. Device must be charged at home each night. No food or drink shall be consumed while using the devices.

Violations - Students must follow the Wishkah Valley School District Acceptable Use Policy at all times while using these devices whether at home or at school. Violations will be addressed by the school administration to determine the proper course of action. School Administration and Faculty have the right to view the contents of the device and drive at any time.

Damages, Lost or Stolen Devices - Damages and other incidents must be reported to the school offices right away. Depending on the issue an incident fee may be charged. Students are responsible for lost, damaged, or stolen device.

*******Lockers and Searches*******

Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. Staff will take particular care to respect students' privacy. School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent will have the authority to conduct reasonable searches on school property as provided by board policy. A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events. Additional information in policy 3230.

*******Fines and Damage*******

The school district may withhold the responsible student's diploma until the student makes restitution.

Grading System

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

A- Excellent 90-100%	B- Good 80-89%	C- Average 70-79%	D- Poor 60-69%	F- Failure Less Than 60%
I- Incomplete	P/F-Not applicable to percentage	NC- No Credit Given		

Note: An incomplete (I) is given only when the student has been unable to complete his/her assignments due to illness, emergency, or by pre-arrangement. An incomplete becomes an "F" two weeks from the date of issue unless additional time is granted by the teacher or the principal. Make-up work (obtaining the work and completing the work) is the responsibility of the student.

Report cards are issued at the conclusion of each grading period. Progress reports will be issued at the three week and six week mark of each quarter. WAC 180.57.050 – Definition – (Marking System) The standardized high school transcript shall be based on a marking/grading system that reports the marks/grades earned by students in courses as follows:

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

Each teacher will provide your child with a course syllabus at the beginning of each course. Included in this syllabus will be the following.

2. General description of the course (content, textbook (s), special materials required, etc.)
3. General components of the course that will constitute the end of the year grades for the course
4. Identification of any special projects/activities that are required in the course
5. Any other element of the course which will assist you child

Whether it is dancing or living, learn by practice. Martha Graham

*******Graduation Requirements*******

Washington State has recently changed its graduation requirements to better prepare all students for college, career and life. These requirements will be phased in over several years.

Starting with the Class of 2019 (student entering 9th grade in 2015-2016) students are required to complete one additional lab science credit and three Personalized Pathway Requirements (or one arts and two world language credits), and increase in total credits to 24.

Subject	Requirements for the Classes of 2016, 2017 & 2018	Career- & College-Ready Graduation Requirements for the Class of 2019 & Beyond
English	4	4
Math	3	3
Science	2 (1 lab)	3 (2 lab)
Social Studies	3	3
Career and Technical Education ¹	1	1
Health and Fitness	2	2
Arts	1	2 (1 can be PPR)
General Electives	4	4
World Language (or) Personalized Pathway Requirement (PPR)		2 (Both can be PPR)
Total Credits	20	24²

Personalized Pathway Requirement are related courses that lead to a specific post high school career or educational outcome chosen 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 a focus for the student's learning.

¹ Or 1 Occupational Education credit, as defined in WAC 180-51-067.
² Up to 2 credits can be waived locally based on a student's unusual circumstances.

In addition to the above students must develop a plan on how they will meet the high school graduation requirements and what they will do following high school. A student's plan, which ideally should be started in eighth or ninth grade and revised as he/she moves forward, should include the classes needed to prepare for a two- or four-year college, apprenticeship, career or technical school, certificate program or the workforce. Each school district determines the guidelines for the high school and beyond plan. Questions about the guidelines should be directed to the high school or school district office. Incorporated in this plan will be the Personalized Pathway Requirement as describe above.

*******Teacher Assistants*******

The District offers students the opportunity to obtain credit by independently working with teachers in areas of specific interest or assisting the teachers (or others approved by the building administrator). Specific requirements have been established to obtain credits. See building administrator if you are interested in this opportunity.

*******Homework Guidelines*******

Homework will be assigned by teachers at the discretion of each teacher. The intent for homework assignments is to reinforce the learning concepts that were introduced in the classroom. Homework will be evaluated by the teacher and may be incorporated into students' grades. Each teacher will provide additional information to students in the beginning of the year in a course syllabus guide.

*******Personal Pathway Requirement*******

A "Personalized Pathway" means a locally determined body of course work identified in a student's high school and beyond plan that is deemed necessary to attain the post-secondary career or educational goals chosen by the students. These credits may be substituted for other graduation credits. See building administrator if you are eligible for this waiver.

*******Honor Roll*******

- To be on the honor roll, a student cannot have any D's or F's.
- Teacher aide, office aide, and P/F grades are not considered for the Honor Roll GPA.
- Principal's List: -- 3.5 GPA or higher
- Superintendent's List: -- 4.0 GPA

*******Graduation with Honors*******

A student must maintain a 3.4 GPA and pass the following courses) to graduate with honors. The following courses must not be taken pass/fail.

- | | |
|--|------------|
| English (to include two years of College Prep English) | 4 credits |
| Social Studies | 4 credits |
| Mathematics (must include Pre-Calculus) | 4 credits |
| Science (must include Chemistry and Physics) | 4 credits |
| Foreign Language | 2+ credits |

To be recognized as valedictorian/salutatorian, a student must meet the honors requirements and have been a full time student at Wishkah for their Junior and Senior years. (This requirement can be met if the student is a full-time Running Start student.) The valedictorian will be the student who has met all requirements and has the highest cumulative GPA at the end of the first semester of the senior year. In the case of a tie for valedictorian, two awards will be presented, and no salutatorian award will be presented.

*****Physical Education/Fitness Waiver*****

Students may obtain a waiver from fitness requirements under RCW 28A.230.050. Such excused students shall be required to demonstrate proficiency/competency in the knowledge portion of the fitness requirement, in accordance with written district policy. See building administrator if you are eligible for this waiver.

*****On-Line Courses*****

The District offers on-line classes through the Red Comet Program. Any student who would like to enroll in an on-line program must see the building administrator. On-line classes are used to provide students the opportunity to enhance their learning in elective courses that are not offered at Wishkah. On-line courses are not intended to be used as a substitute for a school courses. Students can also take on-line classes for credit recovery. Students who enroll in an on-line class are responsible for paying the registration fee (\$150-\$250) prior to registration and when they pass the class the registration fee will be returned. If the student does not pass the class the registration fee will not be returned. Students are responsible for paying the registration fee for any on-line class taken for credit recovery. Passed classes will be entered on the student's transcript for credit and graduation purposes.

*****Wishkah Transportation*****

The following is list of bus rules for extra curricular and field trips. The following information should be helpful to coaches, chaperones and parents when dealing with their individual responsibility.

*All extra curricular/field trips **must** have a chaperone.

*During extra curricular/field trips it is the coach/chaperones responsibility to modify the student's behavior, allowing the drivers full attention to be on driving safely. If the driver observes inappropriate behavior they will inform the coach/chaperone.

*Only participating team members/students will be allowed to ride the bus to and from extra curricular and or field trips, unless approved by administration prior to leaving.

***Students who do not wish to ride the bus back from an event or activity MAY ONLY BE RELEASED TO THEIR PARENT OR Legal Guardian.**

***Students, who wish to be dropped off at a stop other than their regular stop after a trip or game, must have a signed and dated note from their parent and the administrator PRIOR to leaving the school.**

*Drivers will collect notes from school office and coaches/chaperones prior to leaving the school on trips.

*It is the coach/chaperones responsibility to maintain the sign out sheet or collect notes.

*The coach/chaperone will give the parent sign out sheet to the principal/athletic director upon return to the school.

*Coaches/chaperones are responsible to check the bus for garbage, equipment, and items students may leave behind. An easy way to do this is to make a final walk through after students have unloaded.

*There will be no glass containers of any kind allowed on the bus.

*Personal (small) CD players, MP3 players, Game boys will be allowed on the bus but must remain with the student/player at all times. The driver is not responsible for the safety of student's personal belongings.

*Sprays, lotions, aromatics, and fragrances of any type must not be used while on the bus.

*Students may not change clothing while on the bus.

*Cleats of any kind may not be worn on the bus at any time, it damages the floors.

*Emergency door seating may not be used as storage.

*The driver must have a clear view out of the back windows at all times.

*The aisle of the bus must remain clear at all times.

*Students must stay in their seats facing forward and may not change seats or stand up while the bus is in motion.

*Students may not hold signs up to the windows or give hand signals to passing traffic.

*All passengers should use appropriate language and suitable discussion topics.

*These are two pick up or drop off sites in **Aberdeen, Robert Gray School, and South Side Swanson's**. We will only pick-up or drop off coaches/students at these two locations.

The district may provide transportation to and from school for a student:

1. Whose residence is beyond the one mile radius from the school to which the student is assigned;
2. Whose walking route to school is hazardous;
3. Whose disability prevents him/her from walking or providing for his/her own welfare while walking; or

4. Who has another compelling and legally sufficient reason to receive transportation services. The parent or guardian of a student whose assigned bus stop is beyond the maximum walking distance may receive reimbursement for private transportation at the state mileage reimbursement rate.

Each year the superintendent will present to the board the number of students who live within the minimum distance of their schools and for whom there appears sufficient justification for the district to provide transportation. In this report, the superintendent will also provide the reasons why each of these students is transported.

The district's transportation program will comply in all ways with state law and regulation. Transportation services of the district may include approved bus routes, district-approved field trips, school activities (participants only) and extracurricular activities (rooters). The superintendent is authorized to permit a parent of a student enrolled in school to ride a bus when excess seating is available and private or other public transportation is not reasonably available. The board of directors may authorize children attending an approved private school to ride a school bus provided that the bus route and stops are not altered, space is available, and a fee to cover the per seat cost for such transportation is collected.

Routes and Schedules

The superintendent will be responsible for scheduling bus transportation, including the determination of routes and bus stops as well as overseeing the transportation program. The purpose of bus scheduling and routing is to achieve maximum service with a minimum fleet of buses insofar as this is consistent with rendering safe and reasonably equal service to all students entitled to such service. The board may authorize the use of a district-owned passenger car in lieu of a bus for transporting students to and from school. In order to operate the transportation system as safely and efficiently as possible, the following factors will be considered in establishing bus routes:

1. Where an alternate route may be considered without sacrifice of efficiency or economy, preference will be given to that route more directly serving the largest number of students;
2. Location of bus stops may be determined by such factors as student safety, economy and efficiency. Students may be required to walk up to one mile from their home to their bus stop provided that the walking route is safe; and
3. School schedules will be adjusted to allow maximum utilization of each bus in the system by alternating elementary and secondary trips.
4. The district will apply for state transportation apportionment funds and will maintain the records required to obtain such funding.

Emergency Routes and Schedules

The district will develop emergency bus routes and schedules to be used when weather conditions make the usual routes impassable or, in the superintendent's judgment, too hazardous. At the beginning of the school year, copies of emergency routes and schedules will be distributed to parents with instructions on how to obtain emergency information. If roads are closed to buses but not to private vehicles, the district may continue to operate the instructional programs of the schools without providing bus transportation until the roads are again open to buses.

If it should become necessary because of bad weather to restrict our bus routing, it will be as follows:

East Hoquiam Run – Will not travel the Greenwood Road. It will not travel the Leonard Road. Those students will have to be brought to the main road.

Upper Wishkah Run – Will not travel the upper road beyond the pavement, nor travel the West Wishkah Road (by Thompson's store). Those students will have to be brought to the main road.

Lower Wishkah Run – Will not travel Johnson Road. Those students will have to be brought to the main road.

Students will be instructed by their bus drivers of any further changes as far as individual bus stops.

School will be in session unless otherwise announced by the Superintendent's Office. Announcements of closures will be made before *6:30 a.m. Policy 6600. If it should become necessary because of bad weather to restrict our bus routing, it will be as follows:

East Hoquiam Run – Will not travel the Greenwood Road. It will not travel the Leonard Road. Those students will have to be brought to the main road.

Upper Wishkah Run – Will not travel the upper road beyond the pavement, nor travel the West Wishkah Road (by Thompson's store). Those students will have to be brought to the main road.

Lower Wishkah Run – Will not travel Johnson Road. Those students will have to be brought to the main road.

Students will be instructed by their bus drivers of any further changes as far as individual bus stops.

School will be in session unless otherwise announced by the Superintendent's Office. Announcements of closures will be made before *6:30 A. M. Policy 6600.

*******Student Safety Walking, Biking and Riding Buses to School*******

The district will adopt a comprehensive school trip safety program that addresses bus safety, walking and biking route plans, vehicle access to the school, circulation and parking at the school, pedestrian circulation on and around the school campus and safety education and enforcement. Policy 6605.

Safety Advisory Committee

The superintendent will establish a Safety Advisory Committee (SAC) pursuant to WAC 392-151-017 to develop and maintain a comprehensive school trip safety program. The committee will also develop and maintain the school patrol program in compliance with RCW 46.61.385 and review and approve each school's Safe Routes To School plan. The superintendent will develop specific responsibilities and reporting relationships of the committee, including how the SAC relates to individual school safety programs.

Bus Safety

The superintendent will develop written rules establishing the procedures for bus safety, emergency exit drills, and for student conduct while riding on buses. The procedures for bus safety will include rules restricting bus access to students and those persons authorized by the superintendent and/or his or her designee(s) to ride the bus to and from any school activity. The bus driver is responsible for the safety of his/her passengers, particularly for those who cross a roadway after leaving the bus. No bus driver will order or allow a student to disembark at a location other than his/her customary boarding or alighting place unless so authorized by the superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment. Bus drivers are expressly prohibited from allowing anyone to board the bus who is not a student or a person authorized to ride the bus by the superintendent and/or his or her designee(s).

Emergencies

In the event of an accident or other emergency, the bus driver will follow the emergency procedures in accordance with the School Bus Driver Handbook (SPI). A copy of the emergency procedures will be located in each bus. To insure the success of such emergency procedures, each bus driver will conduct an emergency evacuation drill within the first six weeks of each school semester. The district will conduct such other drills and procedures as may be necessary.

Student Conduct on Buses

The superintendent will establish written rules of conduct for students riding school buses. Such rules will include as a minimum the requirements of [WAC 392-145-021](#) and will be reviewed annually by the superintendent and revised if necessary. If the rules are substantially revised, they will be submitted to the board for approval. At the beginning of each school year, a copy of the rules of conduct for students riding buses will be provided to each student who is scheduled to ride a school bus. The classroom teacher and/or bus driver will review the rules with the students at or near the beginning of each school year. A copy of the rules will be available upon request at the district office.

Safe Routes to School Plan

Pursuant to WAC 392-151-025, all elementary schools that have students who walk to and from school are required to develop a suggested route plan. All schools are encouraged to have a walking/biking route plan in place. To develop the school walking/biking route plans, the superintendent will establish a Safe Routes to School committee.

The committee will conduct a walking and biking audit within a one mile radius of the school and develop a Safe Routes To School walking/biking map or plan. The plan will recommend the best routes for students walking to and from school, as well as the best routes to and from school bus stops. In developing the plan, the committee will consider, at a minimum, the following:

1. Traffic patterns;
2. Existing traffic controls;
3. Existing school patrols;
4. Limits on the number of school crossings so that students have to move through the crossings in groups;
5. Allowing only one entrance-exit from each block to and from school;
6. Routes that provide the greatest physical separation between walking children and traffic;
7. Routes that expose students to the lowest speeds and volumes of moving vehicles; and
8. Routes that include the fewest number of road or rail crossings;

The superintendent or designee will review the plan with the Safety Advisory Committee and, upon its approval, distribute the plan to all students with instructions that it be taken home and discussed with parents. The plan will be routinely updated as conditions change. The superintendent or designee will include the plan in the district's School Wellness Plan to encourage parents and students who walk and bike to school to use the recommended routes. Policy 6605.

*******Video Cameras on School Buses*******

The board authorizes the use of video cameras on district operated school buses for the purpose of reducing discipline problems, thus providing a safer environment for the transportation of students. The reason for recording the transportation environment is to provide school officials, drivers and parents/guardians/custodians with documentation when dealing with inappropriate student behavior. Disciplinary action will be in accordance with policy and procedures 3200 and 3241, and the Student Handbook.

The superintendent will prepare procedures for use of the video equipment on buses, the authorized review process for video tapes and the proper disposal of tapes. Policy 6608.

*******Special Transportation*******

The following uses of district transportation are a privilege, not a right, and, except where bound by the terms of a lease, the district may revoke that privilege through official board action at a regularly scheduled and legally advertised meeting. The superintendent will have the authority to modify transportation services for school and extracurricular activities when the available fuel supply for regular transportation services appears to fall below the required level. Administrators working with the district transportation department may deny transportation to any student who violates the district's written rules and regulations. Policy 6620.

School Activities

Transportation may be provided by the district for all activities which have been officially designated by the board as school activities. Activities may include, but not be limited to:

1. Educational field trips growing out of regular classroom activity which are planned by the teacher, approved by the principal and supervised by school staff, provided that any overnight trip or any trip beyond a 200-mile round-trip for elementary students and 300-mile round-trip for secondary of the district requires prior approval of the board.
2. Athletics, debate, drama or music programs or other board-approved co-curricular programs.
3. Participants in any other activity who feel such activity should be considered an official school activity may petition the board, through the superintendent, to have it considered as a school activity.

Extracurricular Activities

The superintendent may authorize the use of district transportation vehicles transporting nonparticipating students to extracurricular activities. Such vehicles may be so used when the users pay an amount sufficient to reimburse the district for the complete cost of such use. District drivers will be used on all such trips. Participants will be supervised by staff.

Cooperative Programs

The board may enter into cooperative transportation agreements with other districts when it is economically advantageous to the cooperating districts and when it does not impair the quality of educational programs available to students.

*******Requirements for Athletic/Activity Participation*******

A student is not eligible in any sport or turnout until the following forms or activities are properly completed and on file in the high school office:

- | | |
|--|---|
| 1. Physician's statement of health. (Physical) | 4. Proof of insurance or completed waiver form. |
| 2. Parent/guardian permission. | 5. ASB card purchased. |
| 3. Emergency information card. | 6. Completed equipment form. |

*******Criteria for Letter Awards*******

1. Recommendation of head coach. Note: Each head coach establishes criteria for the team.
2. Approval of the principal – involves citizenship, attendance, conduct in and out of school, and eligibility.
3. Amount of participation.
4. Successful completion of the season, unless injured.

*******Wishkah Valley Co-Curricular Code*******

Co-curricular activities require a great commitment from students, advisors, coaches and parents. The Co-curricular code applies to all students who are athletes, knowledge bowl, cheerleaders, team support personnel (managers), ASB officers, class officers, and club officers.

Violations of this code are considered on a school-year basis only. However, penalties imposed by this code will carry over to the subsequent school year provided a penalty was not completed during the previous school year. If necessary, a violation may extend into a succeeding season of participation.

Violations of the Co-curricular code may include, but are not limited to:

- 1) **Controlled Substances** - Possession or use of any controlled substance including, but not limited to: tobacco, marijuana, alcohol, alcohol containers, inhalants, barbiturates, stimulants, opiates, or possession use or sale of legend (prescription) drugs. Participants who attend parties or other functions where controlled substances are being used illegally by others are advised to leave the premises without delay.
- 2) **Criminal Acts** - Conviction of any gross misdemeanor or felony offense.
- 3) **Suspension from School** – Students suspended from school, including in-school suspension, shall be ineligible for participation in practice, competitions or formal activities for each day that they are suspended.

- 4) **Attendance** - Failure to attend school all day ("all day" is defined as being no more than ten (10) minutes late for class) on the day of a practice, contest, or activity without the prior consent of the principal or their designee. (Medical appointments supported by a written doctor's excuse, legitimate family emergencies, or school field trips do not constitute a violation.).
- 5) **Unsportsmanlike Conduct** – Participation in co-curricular activities are meant to encourage good sportsmanship, teamwork, and to develop self-esteem. Students shall show courtesy, sportsmanship, and good citizenship at all times. Students shall respect school staff, teammates, coaches/advisors, officials, opponents and spectators.

Any unsportsmanlike conduct deemed by the student's coach, advisor, athletic director, principal, or superintendent to be detrimental to a team, or organization will be unacceptable. The coach, athletic director, and building administrator has the duty to address and the authority to suspend play for any participant demonstrating inappropriate conduct.

- 6) **WIAA, OSPI, and RCW** - Failure to comply with the rules and regulations as specified by the Washington Interscholastic Activities Association, Office of the Washington State Superintendent of Public Instruction, the State Board of Education, or the Revised Code of Washington.
- 7) **Academic Eligibility**-Failure to maintain a 2.0 minimum grade point average and have no more than one failing grade for any class during the previous week.

General eligibility procedure:

1. Teachers will have grades updated in Skyward by 3:30 pm on Monday.
 2. The Principal or his/her designee will check grades and declare athletes ineligible by 3:30 on Monday. A co-curricular eligibility list will be given to coaches/advisors.
 3. Academically ineligible students will be given a grade tracking sheet, to be completed daily by their teachers for review by their coach. Students must present the tracking sheet to their teachers outside of normal class time.
 4. Ineligible students may practice, but cannot participate in any competition/formal activity. On the following Monday when a new grade report is generated, the coaches/advisors will be notified of the upgraded eligibility status of their students.
 5. Students who are on the ineligibility list more than 3 times during a quarter shall be ineligible for the next five (5) subsequent weeks and cannot practice or participate in competitions or formal activities. This ineligibility has the potential to carry over from one sport season to another.
- 8) Scholarship (From WIAA Handbook)
 1. In order to maintain athletic eligibility during the current semester/trimester, the student shall maintain passing grades, or the minimum grade standards as determined by the school district if more restrictive, in a minimum of:
 2. 5 classes in a 6 period day or equivalent credits,
 3. 6 classes in a 7 period day of equivalent credits
 4. *Member schools may allow only seniors who are on track to graduate to initially enroll in one less class than the minimum number of classes required for other students. Seniors enrolled in one less class than other students, must maintain passing grades in all classes in which they are initially enrolled in order to remain academically eligible. Seniors may not drop or withdraw from a class in order to remain eligible.

Note: Red Comet on-line classes and Teacher Assistant classes count as enrolled classes.

Running Start students must present official documentation to the Principal or his/her designee at least twice (2) per quarter that they are maintaining satisfactory progress. One of these reports must be no later than three (3) weeks from the end of the quarter in their college classes. Additionally, Running Start students must present to the high school principal or principal's designee, their official college grade(s) within one (1) week after the close of the college quarter.

Running Start grades must comply with school district academic eligibility standards and the standards of WIAA as they relate to Running Start.

Penalty Provisions for Controlled Substances and Criminal Acts:

- 1) **First Offense** – The first violation will result in loss of eligibility for 50% of the WIAA maximum scheduled contests or remainder of the current sport season (whichever is longer). This penalty may carry into the next sport season including participation in school sanctioned summer camps.
- 2) **Second Offense** – The second violation would eliminate the student/athlete from co-curricular sports/activities for one calendar year from the date of the infraction. This penalty shall include participation in school sanctioned summer camps.

Appeal Procedure and Athletic Council:

- 1) **Step One** - A student and their parent or guardian may appeal the decision of their violation to the athletic council. They must appeal, in writing, within forty-eight (48) hours of the suspension. The athletic council consists of two (2) out of season coaches, the athletic director, principal, student council member, and two (2) faculty members.
The student will state their appeal to the council. The athletic director and/or principal will then state the circumstances of the violation and reasons for the penalty. The council will, based on the information given, give their decision within two (2) business days. The athletic council may uphold or overturn the administration's decision.

- 2) **Step Two** - Should the participant wish to appeal the decision of the athletic council, an appeal must be made to the district superintendent. The appeal must be made, in writing, within forty-eight (48) hours of the receipt of the athletic council's decision. The superintendent shall give his or her decision within two (2) business days.
- 3) **Step Three** - Should the participant wish to appeal the superintendent's decision, an appeal may be made to the district's board of directors. The appeal must be made, in writing, within forty-eight (48) hours of the receipt of the superintendent's decision. The board of directors will give their decision within seven (7) calendar days and their decision will be final.
- 4) Students may not participate while an appeal is pending.

*******Homeless Students: Enrollment Rights and Services*******
McKinney-Vento Act

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

- A. Sharing the housing of other persons due to loss of housing or economic hardship;
- B. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- C. Living in emergency or transitional shelters;
- D. Are abandoned in hospitals;
- E. Awaiting foster care placement;
- F. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
- G. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
- H. Are migratory children living in conditions described in the previous examples?

The superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. According to the child's or youth's best interest, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district. If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. However, enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including academic records, medical records, and proof of residency, mailing address or other documentation. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. However, emergency contact information cannot be demanded in a form or manner that constructs a barrier to enrollment and/or attendance at school.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children, youths, and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students where such children and youth receive services under the McKinney-Vento Act, such as schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

*******Family Involvement*******

It is the policy of the Wishkah Valley School District Board of Directors to encourage and support family involvement in education at home, in our schools and communities, and in school governance. The board recognizes the diversity of family structures, circumstances, and cultural backgrounds and respects families as important decision makers for their children's education. The Board is committed to the creation and implementation of culturally inclusive and effective school-family partnerships throughout the school district and in each school, and believes these partnerships to be critical to the success of every student. The district's family involvement efforts will be comprehensive and coordinated.

The board recognizes that family involvement in education has a positive effect on student achievement and is an important strategy in reducing achievement gaps. The intent of this policy is to create and maintain a district-wide climate conducive to the involvement of families and to develop and sustain partnerships that support student learning and positive child and youth development in all schools. The board is committed to professional development opportunities for staff and leadership to enhance understanding of effective family involvement strategies. The board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to school-family partnerships. In support of the implementation of this policy, a copy will be distributed to all schools, school staff, families, teachers and community members. Further, the district will provide support and guidance, to parents and teachers as they plan and implement effective family involvement efforts.

The Wishkah Valley School District Board of Directors support the development, implementation and regular evaluation of family involvement efforts that includes parents and family members at all grade levels in a variety of roles. The district will use the results of the evaluation to enhance school-family partnerships within the district. Policy 4129.

*******Procedure for Parent/Student Rights in Administration of Surveys, Analysis or Evaluation*******

All instructional materials, including supplementary materials and teachers manuals, used with any survey, analysis or evaluation in a program or project supported by federal funds are available for inspection by parents and guardians. No student will be required as part of any project or program supported by federal funds, to submit to a survey, analysis or evaluation that reveals information concerning.

Right to Inspect Parents, upon request, will have the opportunity to inspect the following: Surveys created by a third party before the survey is administered or distributed by a school to students, Instructional material used as part of the educational curriculum, and any survey document used to collect information from students.

Notice At the beginning of each school year, the District will provide emancipated students and parents notification in writing of the district policy and the specific or approximate dates of any student survey, analysis or evaluation, that is scheduled during the school year.

Opt-Out

The notification will include provisions to opt a student out of participating in any protected information survey, regardless of funding, activities involving collection, disclosure, or use of personal information obtained from students, for marketing or selling to others, or any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school, and not necessary to protect the immediate health and safety of a student.

Currently the district uses the My College Options survey which is used to obtain information regarding students' post-secondary plans. This survey is given in the Spring of each year. Results from the My College Options for Wishkah School is available on the district's webpage. Policy 3232.

*******Sexual Health Education*******

The Wishkah Valley Board of Directors is authorized by law to determine whether sexual health education instruction will be offered in the district. The board has determined that such a program will be offered to students, consistent with state law.

Sexual health education instruction offered by the district will be medically and scientifically accurate, age appropriate, appropriate for students regardless of gender, race, disability status, or sexual orientation and include information about abstinence and other methods of preventing

unintended pregnancy and sexually transmitted diseases. Abstinence will not be taught to the exclusion of other instruction on contraceptives and disease prevention. The district's sexual health education program will be consistent with the [Guidelines for Sexual Health Information and Disease Prevention](#) developed by the Department of Health and the Office of Superintendent of Public Instruction.

The superintendent will provide parents/guardians an opportunity to review the materials to be used and provide information on excluding their child from sexual health education instruction. Policy 2125.

“It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds; who knows great enthusiasms, the great devotions; who spends himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat.”

T. Roosevelt

*******HIV-AIDS Prevention Education*******

The life-threatening dangers of HIV (human immunodeficiency virus) and AIDS (acquired immune deficiency syndrome) and its prevention will be taught in the district. HIV/AIDS prevention education will be limited to the discussion of the life-threatening dangers of the disease, its transmission and prevention. Students will receive such education at least once each school year beginning no later than the fifth grade.

The HIV/AIDS prevention education program will be developed in consultation with teachers, administrators, parents, and other community members including, but not limited to, persons from medical, public health, and mental health organizations and agencies. The curricula and materials used in the HIV/AIDS education program may be the model curricula and resources available through OSPI or, if developed by the school district, be approved for medical accuracy by the State Department of Health, HIV/AIDS Prevention and Education Services (Office on AIDS). District-developed curricula will be submitted to HIV/AIDS Prevention and Education Services accompanied by an affidavit of medical accuracy stating that the material in the district-developed curricula has been compared to the model curricula for medical accuracy and that in the opinion of the district the district-developed materials are medically accurate. Upon submission of the affidavit and curricula, the district may use these materials until the approval procedure to be conducted by HIV/AIDS Prevention and Education Services has been completed.

At least one month before teaching HIV/AIDS prevention education in any classroom, the district will conduct at least one presentation concerning the curricula and materials that will be used for such education. The presentation will be held during weekend and evening hours for the benefit of parents and guardians of students. The parents and guardians will be notified of the presentation and that the curricula and materials are available for inspection. No student may be required to participate in HIV/AIDS prevention education if the student's parent or guardian, having attended one of the district presentations, objects in writing to participation. Policy 2126.

*******Highly Capable Program*******

In order to develop the special abilities of each student, the district will offer a highly capable program which provides kindergarten through twelfth grade students selected for the program access to basic education programs that accelerates learning and enhances instruction. The framework for such programs will encompass, but not be limited to, the following objectives:

1. Expansion of academic attainments and intellectual skills;
2. Stimulation of intellectual curiosity, independence and responsibility;
3. Development of a positive attitude toward self and others; and
4. Development of originality and creativity.

The board will annually approve the district's highly capable plan including: the number of students the district expects to serve by grade level; the district's plan to identify students; a description of the highly capable program goals; a description of the services the program will offer; an instructional program description; a description of ongoing professional development for highly capable program and general education staff; program evaluation and fiscal report; and assurances that the district is legally compliant.

The superintendent will establish procedures consistent with state guidelines for nomination, assessment and selection of children of demonstrated achievement or potential ability in terms of general intellectual ability, academic aptitude and creative or productive thinking. Policy 2190.

*******Emergencies Drills*******

Fire Evacuation

Students will receive instruction so that in case of fire or sudden emergency they will be able to leave their particular building in the shortest time possible, or take such other steps as the particular emergency demands, and without confusion or panic. Fire drills will be held three (3) times each year.

Lockdowns

Students will receive instruction so that in the event of the breach of security of a school building or campus; staff, students and visitors will be able to take positions in secure enclosures. Lockdown drills will be held at least three (3) times each school year.

Evacuations

Students will receive instruction so that in the event the school or district needs to be evacuated, they will be able to leave the building in the shortest time possible and take the safest route possible to another school or facility.

Shelter-in-Place

Students will receive instruction so that in the case of a hazardous vapor release that doesn't allow time to evacuate the campus, they will be able to remain inside, and take the steps necessary to eliminate or minimize the health and safety hazard.

Additional safety-related drill

One additional safety-related drill to be determined by the school will be held each year. Schools will consider earthquakes, tsunamis or other high-risk local events.

Earthquakes

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities will be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.

The superintendent will establish guidelines and procedures for action taken by building principals should an earthquake occur while school is in session.

Bomb Threats

The superintendent will establish guidelines and procedures for action in the event that any threat is received toward the school by telephone, letter, orally or by other means.

Emergency School Closure or Evacuation

When weather conditions or other circumstances make it unsafe to operate schools, the superintendent is directed to determine whether schools should be started late, closed for the day, or transportation will be provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

Pandemic/Epidemic

The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff, and the community. The superintendent or a designee will serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such an emergency.

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

*******The Family Educational Rights and Privacy Act*******
(FERPA)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- a. School officials with legitimate educational interest;
- b. Other schools to which a student is transferring;
- c. Specified officials for audit or evaluation purposes
- d. Appropriate parties in connection with financial aid to a student;
- e. Organizations conducting certain studies for or on behalf of the school;
- f. Accrediting organizations;
- g. To comply with a judicial order or lawfully issued subpoena;
- h. Appropriate officials in cases of health and safety emergencies; and
- i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

*******Harassment/Intimidation/Bullying*******

The Board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act. Policy 3207.

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). Policy 3207.

RCW: 28A.635.101 Abusing or insulting teachers, liability for – Penalty

Any person who shall insult or abuse a teacher anywhere on the school premises while such teacher is carrying out his or her official duties shall be guilty of a misdemeanor, the penalty for which shall be a fine of not less than ten dollars nor more than one hundred dollars.

RCW: 28A.635.090 Intimidating any administrator, teacher, classified employee, or student by threat of force or violence is unlawful – Penalty.

(1) It shall be unlawful for any person, singly or in concert with other, to intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in peaceful discharge or conduct of his or her duties or studies.

(2) A person violating this section is guilty of a gross misdemeanor and shall be fined not more than five hundred dollars, or imprisoned in jail for not more than six months, or both fine and imprisonment.

RCW: 28A.635.090 Interference by force or violence – Penalty.

*******Cyber Bullying*******

Cyber bullying is an extremely detrimental activity and will result in including Law Enforcement Agencies and District Policy.

Cyber bullying behaviors include: flaming, cyber- harassment, denigration, impersonation, outing, trickery, exclusion, happy slapping, slam booking, and sexting.

Examples would include the following applications or technologies: Snap Chat, Twitter, Instagram, Facebook, Instant Messaging, Musically, E-Mail, and Texting or Messaging through Cell Phones, Chat Rooms, and Internet Gaming, or anything similar in nature.

*******Harassment, Intimidation, and Bullying Incident Report*******

Record of Concern about Possible Bullying Incident(s) by Students, Staff or Parents

Instructions:

1. This form should be used only to identify a possible incident of bullying as defined by school policy.
2. This form is designed to assist a school employee who may receive a complaint about possible bullying from a student/employee/volunteer.
3. The complaining student/employee/volunteer does not complete this form; the school employee who receives the complaint completes this form.
4. The form is then to be forwarded to the person(s) designated to receive such complaints according to school policy/procedures (building principal).
5. **DO NOT INTERVIEW THE STUDENT OR STAFF UNLESS SCHOOL POLICY/PROCEDURES CALL FOR SUCH INTERVIEWS TO BE CONDUCTED.**
6. Circle appropriate type(s) of incident(s) below (physical, verbal, and/or sexual), and record the information volunteered by the person/complainant.

“Harassment, intimidation, or bullying” means any intentional written, verbal, or physical act, including, but not limited to, one shown to be motivated by any characteristic in RCW 9A.36.080 (3) or other distinguishing characteristics, when the intentional, written, verbal, or physical act:

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

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district’s Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district’s sexual harassment policy and procedure, contact your school or district office, or view it online here: <http://www.wishkah.org/Page/586>

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 revolve your concerns.

Complaint to the School District

Step 1. Write Out 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).

Deal with yourself as an individual worthy of respect, and make everyone else deal with you the same way.
Nikki Giovanni

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 360-664-3631 or by e-mail at equity@k12.wa.us.

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

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY:

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 | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

NONDISCRIMINATION AND SEXUAL HARASSMENT

DISCRIMINATION

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

Civil Rights Coordinator, Wally Lis, 360 532-3128, Wishkah Valley School, 4140 Wishkah Road, Aberdeen, WA, 360-532-3128 Ext. 1110

Title IX Coordinator, Wally Lis, 360 532-3128, Wishkah Valley School, 4140 Wishkah Road, Aberdeen, WA, 360-532-3128 Ext. 1110

Section 504 Coordinator, Ruthann Brown, rbrown@wishkah.org, Wishkakh Valley School, 4640 Wishkah Road, Aberdeen, WA 360-532-3128 Ext. 1060

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <http://www.wishkah.org/Page/586>

*******Resources Available to Wishkah Students and Families*******

Grays Harbor County Child Protective Services (Terry Hasar @ ext. 4329)	(360) 537-4300
24-Hour Crisis Line	1-(800) 244-5767 or (360) 532-4357
A Friend Cares Crisis Line	1-(425) 258-HELP
Alcohol/Drug 24-Hour Help Line	1-(800) 562-1240
Boys' Town (Alcohol and Other Drugs)	1-(800) 448-3000
Cocaine Anonymous	1-(800) COCAINE
Domestic Violence Hotline	1-(800) 562-6025
Information and Referral Service	1-(800) 752-9422
YWCA (Assault)	1-(800) 695-0167
Washington State HIV/AIDS Hotline	1-(800) 272-AIDS
Washington State Substance Abuse Coalition	1-(800) 662-9111
Office of Superintendent of Public Instruction	1-(360) 753-5595
Division of Alcohol and Substance Abuse	1-(360) 438-8200
Department of Health (Call for your County Health Office)	1-(206) 586-7424
Evergreen Counseling Center	1-(360) 532-8629
True North	1- (360) 533-9749

*****Visitors to the District*****

Thank you for visiting the school today. We are very proud of our school, our children and our dedicated staff members. As you visit the school today, I believe you will be able to observe activities that demonstrate Wishkah School is a school of CHOICE for many students of surrounding school districts.

Below are guidelines that can provide visitors with clarification in their roles as a visitor.

1. Board policy requires that visitors report to the main office and sign in and pick up a visitors badge while they are visiting the school. Please make sure you are wearing this badge while visiting the school.
2. When you leave, return this badge to the main office and sign out.
3. When you arrive at your selected location/classroom, please contact the teacher or area supervisor that you are visiting for the period/class/day, etc.
4. The teacher or area supervisor will be able to answer any questions regarding your role as a visitor. Please follow the directions of the teacher or staff member in the area.
5. Please do not speak with students who may be misbehaving, but rather contact a staff member for assistance.
6. In the event you see something of concern, bring it to the attention of the building principal ASAP.
7. If you have any other questions or concerns, please speak with the principal.

In the event you would like to serve in the capacity of a volunteer, please contact the superintendent for additional information. Volunteer information can also be found on the district’s website under Board/Admin/Policy/Volunteers 5630/5630P.

Once again, thank you for visiting our school.

*****Location of District Policies and Required Notices*****

All district policies are located on the district webpage at www.wishkah.org under the Board dropdown.

Procedure Parent and Student Rights in Administration of Surveys, Analysis or Evaluation

During the school year the district may use 3rd party surveys to obtain information regarding education programs. Under policy 3232 you have the right to examine these surveys prior to administration.

Currently the district uses the My College Options survey, which is used to obtain information regarding students’ post-secondary plans. This survey is given in the Spring of each year. Results from the My College Options for Wishkah School is available on the district’s webpage.

Meningococcal Immunizations Information Distribution

The district will provide parents and guardians of students in sixth grade and above with information about meningococcal disease at the beginning of every school year. The information will address the characteristics of the disease; where to find additional information about the disease; vaccinations for children; and current recommendations from the Centers for Disease Control and Prevention regarding receiving the vaccine. Policy 3413.

Human Papilloma Virus Disease Information

At the beginning of every school year, the district will provide parents/guardians of sixth through twelfth grade students, information provided by the state Department of Health about human papilloma virus (HPV) disease and its vaccine.

Procedure Medication at School

Each school principal will authorize two staff members to administer prescribed or non-prescribed medication. These designated staff members will receive RN delegation prior to the opening of school each year. For purposes of this procedure, "medication" means oral medication, topical medication, eye drops and nasal spray. Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose. Policy 3412.

Designated school staff: School Nurse and Megan Jones

All district policies are located on the district webpage, www.wishkah.org, Adm/Board/Policies

The district will provide 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 disabilities.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student's ability to participate in or benefit from the district's course offerings; educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.

The district's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: 1) notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories; 2) the name and contact information of the district's compliance officer designated to ensure compliance with this policy; and 3) the names and contact information of the district's Section 504 and Title IX compliance officers.

The district will annually publish a notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district's discrimination complaint procedure. The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the district. The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy. Policy 3210.