

# W. F. W H I G H S C H O O L E S T

**Student Handbook**

**2016 - 2017**

**Bearcats  
Rule!**



**WFW**  
- W. F. WEST -

**342 SW 16th Street  
Chehalis, WA 98532  
(360) 807-7235**



**W. F. West Bearcats!**

**Student Handbook 2016 • 2017**

**W.F. West High School**

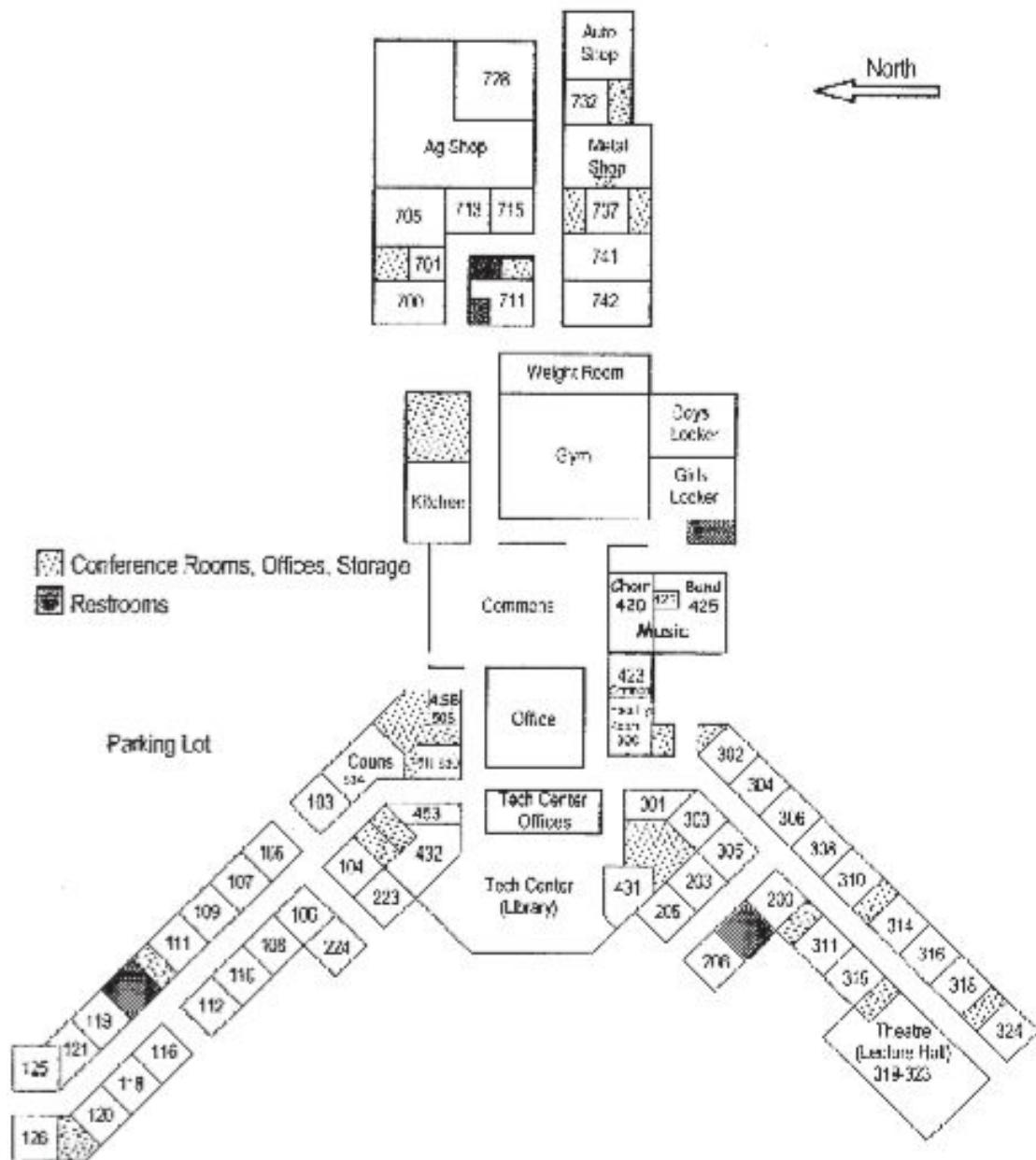
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## **W.F. West High School Calendar: 2016-17**

Sept 5	Labor Day
Sept 8	First Day of School (for Students)
Oct 7	Early Release - Staff Inservice
Oct 21	No School - Professional Development
Nov 4	End of 1st Quarter
Nov 11	Veterans Day - no school
Nov 14 - 18	Conference Week
Nov 25	Early Release
Nov 24-25	Thanksgiving Holiday
Dec 2	Early Release - Staff Inservice
Dec 20	Early Release
Dec 19-Jan 2	Winter Break
Jan 16	Martin Luther King, Jr. Day - no school
Jan 27	First Semester Ends - Early Release
Feb 20	Presidents' Day - no school
Feb 27-28	Early Release - Staff Inservice
Mar 1 - 3	Conferences
Mar 17	1st Closure Make-Up Day OR Prof. Day - No School
Mar 31	End of 3rd Quarter
Apr 3-Apr 7	Spring Break
Apr 21	Early Release - Staff Inservice
May 5	Early Release - Staff Inservice
May 26	2nd Closure Make-Up Day OR No School
May 29	Memorial Day - no school
Jun 10	Graduation
Jun 15	Last Day of School - Early Release

Additional closure make-up days will begin June 16 and conclude when all requirements have been met.

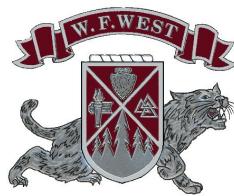
### **The W.F. West Crest**

The Indian symbol for "river" and the arrowhead signify the Indian heritage from which Chehalis is derived.

The book and torch symbolize the academic and extracurricular programs of the school. The torch also depicts the Statue of Liberty which adorns the campus.

The trees portray the surroundings of the Chehalis area and stand for the lumbering, farming, and recreational facilities of the valley.

The interlocking triangles personify the relationship between the student body, faculty, and community. The triangles also typify the three mountains visible in the distance.



**Building Hours 7 AM - 4 PM**

### **MAIN BELL SCHEDULES**

#### **Assembly/Advisory/Activity & Core/Flex Schedule**

0 Hour	7:15 – 8:05
1st Per	8:15 – 9:05
2nd Per	9:10 – 10:00
Assem/Nav/Act/CCR	10:05 – 10:30
3rd Per	10:35 – 11:25
1st Lunch	11:25 – 11:55
Early 4th	11:30 – 12:20
2nd Lunch	12:20 – 12:50
Late 4th	12:00 – 12:50
5th Per	12:55 – 1:45
6th Per	1:50 – 2:40

#### **Conference Schedule**

O Hour	7:15 – 8:10
1st period	8:15 – 8:50
2nd period	8:55 – 9:25
3rd period	9:30 – 10:00
4th period	10:05 – 10:35
5th period	10:40 – 11:10
6th period	11:15 – 11:45
Lunch	11:45 – 12:15

#### **2-Hour Early Release**

0 Hour	7:15 – 8:10
1st Per	8:15 – 8:50
2nd Per	8:55 – 9:30
3rd Per	9:35 – 10:10
4th Per	10:15 – 10:50
5th Per	10:55 – 11:30
6th Per	11:35 – 12:10
Lunch	12:10 – 12:40

# GENERAL INFORMATION

## ASB CARD

For \$25 you can get an ASB card which will give you free entrance to all regular home sports events, a discount at away games, tournaments, and dances. It doesn't take many \$4 - \$6 entrance fees to pay for your ASB Card!

## GOLD CARD ACADEMIC ACHIEVEMENT

A Gold Card is earned by a student who achieves a 3.5 or higher GPA for the latest semester OR has raised his/her GPA by .5 over the GPA of the previous semester and has at least a 2.0 GPA. The Gold Card is good for either a discount or one-time special item at participating businesses. A list of participating businesses is available in the office. Gold Card Academic Achievement winners need to have a valid ASB card since the Gold Card validation sticker is placed on the ASB card.

## FEES

Fees are subject to change as necessary. The schedule for 2016-17 is:

ASB Card	\$25
Annual	\$50 & \$55
Athletic	\$20      Per sport
+ Transportation Fee	\$15      Per sport
+ Football Helmet Fee	\$10

## CHEHALIN

The W.F. West yearbook is called *The Chehalin*. This is a great way to remember your years at W.F. West High School. Not only will it be a photographic record of the school year, it will be something you will really enjoy in the future. Wait until your kids see what you used to do in school! You need to order this in the early fall, so watch for the notices!

## VOTER REGISTRATION

Students turning 18 years of age are encouraged to register to vote as their civic duty. See Ms. Evans in the main office to get a mail-in registration form.

## GOT AN OWIE?

W.F. West has an excellent school nurse. The nurse's office is in the main office. Although she is only here part time, you can get limited nurse's office service at any time from our wonderful secretaries. The school nurse is a great resource for information about any of your medical needs. If you have a medication you need to take during the day, she is the one to keep it for you.

Although the school cannot give out any medicine (including aspirin), we can take care of your medicine under certain conditions. The nurse's office is not a place to catch up on your sleep or use as an excuse to skip a test. If you need to visit the nurse during class, get a pass from your teacher and go to the nurse's office. Don't forget to check in with the nurse or secretary!

## FIRE!

When the alarm goes off, exit the building immediately! Don't run, walk! Pure and simple, smoke and fumes kill most people in fires, not visible flames. Do not re-enter the building until the bell rings. We will have a fire drill once a month. They are usually announced. The drills are timed and recorded for inspection by the fire marshal. The fire alarm is also used to evacuate the building in other potential emergencies, so any time you hear the alarm, move out smartly. Any person caught causing a false alarm or calling in a bomb threat will be referred to the fire marshal and police in addition to receiving a long-term suspension or emergency expulsion from school.

## EMERGENCY

If you see a situation at school or a school-sponsored event that needs emergency action, send someone to notify a staff member immediately. If you don't have a role in resolving the emergency, follow the directions of the people in charge.

## EARTHQUAKE

We live in an area susceptible to earthquakes. If we have an earthquake, we will try to let you know what to do by intercom as soon as possible – if it is still working. Your first line of protection is to get on the floor under something. Stay away from windows – they will shatter. A doorway is a good place to be because it is braced, but 30 people won't fit under a doorway. When the fire alarm is activated, or an announcement is made, evacuate the building as you would in a fire drill. Once outside, move away from the building and power lines. Don't return to the building until directed to do so.

## TECHNOLOGY CENTER

W.F. West has a Tech Center. It is a resource center to serve students and staff. It is to be used for study, research, and reading. The Tech Center is open daily from 7:00 a.m. to 3:30 p.m. You will find books to check out as well as periodicals and other reference materials to use in research projects and other assignments. Each year the Tech Center improves its technology to make your research quicker and easier. The computers on the north wall can find information for you on a single subject or the review of an entire book almost immediately. There are computers in the Tech Center for student use. Check it out!

## **TECHNOLOGY**

If you have a signed Acceptable Use Agreement on file, you can use the internet to help with your school work. You cannot use e-mail or visit inappropriate sites on school computers. Using computers or printers for offensive material or harassment is prohibited. You are responsible for what you send over the internet. Students who violate the district internet agreement may lose the privilege of computer use, receive in-house detention, and face possible legal action. You are responsible for any activity that takes place under your account login. Don't share your password, computer, etc. with anyone.

## **BOOKIN' IT**

Some of your textbooks cost well over \$75.00. Take care of them please! In the past, you have probably received a ratty looking book because someone else didn't take care of it. Damage a book and you will pay a fine! Many teachers require book covers and even if they don't, why not cover it yourself? Textbooks are for reading - not writing in. The only writing allowed in a textbook is your name in the space provided in most books inside the front cover. Write your name there so if your book is lost and found, it gets back to you and saves you from having to replace a lost book! Check your books when you receive them. If there is damage or writing, you don't want to pay for that at the end of the semester. Let your teacher know the condition of the book so you don't pay a fine later.

## **HALT! WHO GOES THERE?**

If you leave the classroom during class time, you need to have a hall pass. If you are stopped in the hall by a staff member, and don't have a hall pass, you will be asked to return to class. Some business just can't wait, so make sure you have a hall pass before you leave class. With five minutes between classes, there should be very little need to be out of the classroom during class time. We need you in class!

## **PHONES**

If you need to make a quick call home or to work, you can use the counter phones in the office. Availability is limited to official business only during class time and with a note from your teacher. Don't use your cell phone in class! If you get a message to call home or work, a note will be delivered to your class and given to your teacher, who may or may not have time to give you the note. We handle phone messages on an "as available" basis. The office will **only** take calls from parents, employers and medical offices.

## **ELECTRONIC COMMUNICATION DEVICES**

As of this writing, there are no bans on having cell phones, mp3 players, personal gaming systems, and other electronic devices at school; however, their use is limited to outside of your classrooms. **ECDs are not to be used during class time.** If an ECD goes off in class (audible), it is a disruption, and the teacher can confiscate it and turn it into the office. You will be subject to disciplinary action. Students are not allowed to use any device to photograph or record (either in video or audio format) another person on school property at any time without that person's permission. See Standard Discipline Consequences on page 16.

## **PEN-STYLE LASER BEAMS**

Pen-style laser beam projectors are dangerous to a person's eyesight if directed into the eye. They are also distracting to people working in schools. Because of their similarity to weapon sighting lasers, they are unnerving to many people. For all of these reasons, they are not allowed at school or at any school-related activity. Students found using them will have the device confiscated and be removed from the activity.

## **BULLETIN**

Each day, a bulletin of activities is published. If you want to let other students and staff know what your club or activity is doing, announce it in the daily bulletin. Write it up, have a staff member sign off on it, and turn it into the office by 3:00 p.m. on the day before you want it to be published. New items in the bulletin are read each day in 1<sup>st</sup> period classes. Students should be quiet and attentive during this time.

## **SPECIAL ASSEMBLIES**

All-school assemblies are scheduled at various times throughout the year. They may be awards assemblies or special programs with speakers, performers or presentations. We have a great tradition of making the change from loud and noisy at pep assemblies to being quiet and attentive at these assemblies. As a result, discipline can be expected for inappropriate behavior. Remember that there are guests in the stands at many of our assemblies. Often the only impression they have of our student body comes from observing our assemblies. Also, our staff and students deserve to be treated with politeness and mutual respect. Let's all pull together and make our assemblies as purposeful, enjoyable, and classy as possible.

## BALLOONS & FLOWERS

If there is a special occasion for your best friend, plan your celebration so it doesn't interfere with the business of school. Balloons, flowers, and special messages will be handled in the office. The secretary will notify you if you have something to pick up. A note will be sent to your class, but we can't chase you down throughout the day. Please don't take a bouquet of twenty balloons to your classroom! It makes your teacher jealous and is a major distraction.

## LET'S BOOGIE

Your ASB officers have scheduled many dances this year. They are as fun as you make them. Come and spend a great time with your friends and people you would like to make friends with. Most dances start at 9:00 and all end at 11:30. Most dances are in the commons. You will need to have proof that you are a student at W.F. West to get in the door. If you do not have a W.F. West identification or ASB card, you can't come in. Cards are available in the ASB office if you don't have one. If you plan on bringing a visitor from another high school, you will need to clear your guest's admission two days in advance with an administrator in the main office. Non-high school students are not allowed to attend informal high school dances.

1. Doors close at 10:30. Unless you have made arrangements prior to the dance with an administrator, you will not be admitted. 10:30 means 10:30!
2. If you leave the dance, you are gone for the evening and will not be readmitted.
3. Your ASB card will knock at least \$1.00 off the admission. You must present your ASB card to get the discount.
4. Behavior standards at dances, with respect to language, assaults, etc., are the same as during the school day and consequences will be the same.
5. The school rules and guidelines as printed in the W. F. West High School Student Handbook apply to all school dances.
6. If you choose to come into a dance under the influence of anything but exuberance and natural excitement, you will face the consequences. Don't even think about showing up under the influence of alcohol or other drugs. There are at least eight chaperones and one administrator at each dance who are on the lookout for those under the influence of alcohol and other drugs.
7. Dancing can be an aerobic workout; however, we ask that you don't dress that way. See the *Dress for Success* section.
8. No "freak dancing." Follow this simple rule: *face-to-face, leave some space* and you'll be fine.

## DRESS FOR SUCCESS

W. F. West High School promotes standards of "Dressing for Success". Common sense is the standard for dress and appearance. Students are expected to dress in a fashion that shows respect and is not offensive, is conducive to a positive learning environment, is not disruptive or distracting to the educational process, meets health and safety standards and is college and career ready..

The following clothing items are prohibited:

- Items directly or indirectly depicting or referring to drugs, alcohol, tobacco, violence, death, profanity, nudity, vulgarity, obscenity, or other socially inappropriate message demeaning to any race, religion, gender or ethnic group, or which advocates the violation of the law;
- Revealing or provocative clothing, such as tops that expose bare midriff, cleavage, and/or undergarments such as halter tops, tank tops, tops with spaghetti straps, tube tops, muscle shirts, tops that show cleavage, bare, midriffs, or bare backs are not allowed;
- Tops which have spaghetti straps, are backless, low cut, have open sides, front or back, or have side slits or are see-through;
- Tops which leave any part of an undergarment (bra, sports bra, camisole, etc.) exposed;
- Sagging pants that fall below the hip bone;
- Belts not secured in such a manner that no part of the belt is left hanging;
- Shorts/skirts with high slits or that expose more than half of the thigh, shorts/skirts that are shorter than fingertips when arms are extended downward while standing;
- Jeans or pants with holes in any area above the fingertips when arms are extended downward while standing. Any rips or holes in this area must be covered and/or not show any skin;
- Excessive metal accessories or sharp objects (including any chains, spikes, sharp protruding objects, safety pins as clothing, sharp ear/lip rings, or other potentially dangerous items);
- Gang symbols (any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any attribute, denotes membership in gangs and/or which advocates drug use, violence or disruptive behavior), as interpreted with the assistance of local law enforcement;
- Bracelets, necklaces or other accessories containing lewd, sexual, suggestive, vulgar, disrespectful, or otherwise inappropriate material;
- "Put-down" shirts that convey a negative message of self or others.

Please Note: The administration is the final judge on what is or is not appropriate.

In addition:

- All students must wear some type of shoes or sandals at all times. Footwear must have a hard or rubberized sole (safety purposes) and should not be considered a distraction. Bathroom/house slippers with a thin sole are not allowed.
- Items, which can pose a distraction such as sunglasses, handkerchiefs, or gang-related attire are banned.

Consequences of wearing inappropriate items can include:

- You will be asked to make a "change" for the positive.
- Continued dress code violations may include parent notification, detention slips, office referrals, and suspension for insubordination, and even long-term suspension for repeated offenses.

As with any policy, inclusion of all possible situations is difficult. Please remember the W. F. West staff may sometimes have to use its discretion regarding student dress. If a staff member deems an item of clothing to be disruptive to the learning environment, the Dress Code policy will be enforced.

#### **NUISANCE ITEMS**

Any items that are disruptive to the educational process will be confiscated. Please leave these items at home. Items may include, but are not limited to, laser pointers, rubber bands, cell phones, pagers, permanent markers, headphones, ear buds, iPods, media devices, etc. Media devices containing content inappropriate for school will be confiscated and returned to a parent.

#### **WHAT'S THAT NOISE?**

Like tunes? Enjoy whatever music you like at home or in your car. Please don't assume everyone else at school will like what you want to listen to. Radios and other related noise makers do not have a place at school.

Got a super sub-woofer in your car? Remember, the bass sounds outside your car also. If class is in session, like during your lunch, please make sure the bass from your tunes doesn't carry into the rest of the school.

iPods and other music players can be taken from you by your teacher if you choose to listen to them or bring them to class. You can pick up your confiscated sound equipment in the office at the end of the school day.

#### **WATCH THAT MOUTH**

One of the great things about the good ol' USA is freedom of speech. Another great thing is the Supreme Court recognizing that profanity in schools is not acceptable. At your age, you know what language is acceptable in a school setting. W.F. West is a "G" movie, not a "PG-13" and definitely not an "R" rated movie. The same standards go for profanity or obscenity in dress, appearance, pictures, and posters.

#### **VISITORS**

If you want to bring a visitor to school, you must follow these guidelines:

1. Get a visitor's pass from an administrator AND have it signed by ALL of your teachers at least one day before the visit.
2. The visitor must be enrolled in a high school and may not visit if their school is in session.
3. You must bring a note from your parent that it is okay for your visitor to come to school with you.

The visitor may only visit one day, and may not be able to visit all of your classes on the day they are here.

Please - no visitors the last week of each semester . . . that is test taking time. The visitors policy is subject to immediate cancellation.

#### **OPEN and CLOSED CAMPUS**

W.F. West's campus is both open and closed. How can that be?? Except for your lunch, W.F. West is a closed campus. That includes from the time you arrive on campus, be it by bus, car, horse or whatever. If you want to leave campus during the school day other than lunch, you need to have permission from the office. That permission is granted when you give the office a note from your parents or have your parents call and you sign out. For 18-year-old students who sign themselves out for excused appointments, we will need a doctor or dentist note upon return to school to be excused. During your lunch, you may leave campus. Remember, leaving campus was your decision. If you don't make it back, accept the consequences. If a parent picks you up at lunch, but doesn't get you back in time, you need to bring a note from the parent when you return to school and sign in at the attendance window when you return. The office will look at each situation on its merits and your past history to determine if the absence will be excused. Save the pain and stay on campus at lunch!

#### **LUNCH OFF CAMPUS?**

If you are visiting a local eating establishment, please demonstrate the same behavior as when you are eating with your family. Why would this even appear in our handbook? From time to time we get calls from businesses about the extremely rude behavior of a few "high school students" which is a real "smack in the face" to all of you who wouldn't even think about being rude to employees or other customers. Enjoy your lunch, but please, not at the expense of others! Please avoid eating behind the school, around the athletic fields, and in the halls.

## **THE BIG FOOD ROOM**

Classrooms are for learning. Gyms are for exercising. Hallways are for moving from place to place. Lockers are for storing things. Parking lots are for parking your car. The Commons is for eating! That is why the food is served there, tables are provided for eating and garbage cans for disposing of what is left. Eat your food in the Commons. You are welcome to bring food in from off campus to eat in your Commons.

The Commons is a "bus-it-yourself" operation. The reason you don't sit at assigned tables and have table "captains" is that about 98% of you are beyond that stage in your life. The 2% that aren't, who are you leaving the mess for? Your mother doesn't work here to clean up after you, so please . . . place your garbage where it belongs: in a trash can.

## **THIS AIN'T NO TRASH CAN**

W.F. West was designed to make it a great place to be. The colors were chosen to be bright and cheery. Each year, we have a few slobs who can't deal with a clean environment and use your school as their trash can. They know the need for cleanliness because in their effort to keep their cars clean, they throw their trash in the parking lot. They let "stuff" fall out of their locker without picking it up. They leave their trash on the tables to be "cool" or because they feel there is "someone else to pick it up."

A few of these people are just "absent-minded" and forget to clean up after themselves. The others purposefully leave their garbage for someone else to clean up. It is hard to understand what they have against our poor maintenance people who put in extra work to clean up after them. If you are a "trash can head," please don't take your shortcomings out on our maintenance staff! If you are among the 98% of the great people who clean up after yourself, thanks! Spread your positive influence out on the "trash bucket heads!"

## **My Stuff**

If you want a place to store your "stuff" at school, sign up for a locker. Lockers are school property and may be inspected periodically as a general inspection of school property. (RCW 28A.600.220). If you sign up for a locker, you will be expected to keep it in as good a shape as when you found it. Fines are assessed at the end of the year for locker damage. A new lock costs \$5, so don't lose it!

## **Sticky Fingers**

The office gets about two thefts reported each month and probably more thefts occur than are reported. Thefts occur in classrooms, the lunchroom, PE lockers (left unlocked), hallway lockers, and cars. Schools do not carry insurance, so if you have something swiped, you won't get anything from the school for it. Protect your property.

## **Lost It Again!**

Every so often, you are so lost in thought about that test, assignment, new boy or girl friend, that you leave your glasses, books, retainers, shoes, watch, money, or whatever behind. If it is found, it is turned in to the main office. Check with a secretary if you have lost something.

## **Parking Rules**

The safety of students and staff is the primary concern behind our parking lot regulations.

All students must register any vehicle that is to be driven on campus during school hours. One tag will be issued per student. This tag hangs from the rear view mirror and may be transferred from vehicle to vehicle as long as the vehicles have been registered with the office.

**YOU ARE RESPONSIBLE FOR YOUR REGISTERED VEHICLE  
AND ARE LIABLE FOR ANY DAMAGES OR SANCTIONS  
CAUSED BY THE OPERATION OF THAT VEHICLE WHETHER OR  
NOT YOU ARE THE DRIVER.**

The school district is not responsible for damage to vehicles driven or parked on this campus.

Where student parking is provided, vehicles are to be parked within the white lines of the individual stalls.

Faculty/Staff Parking is designated by a yellow line painted along with the white stall line. No student parking is allowed in these parking areas.

The campus speed limit is 10 mph. Exercise extreme caution when crossing the speed bumps.

Vehicles with no visible tag, vehicles parked inappropriately, or vehicles with two parking violations will be given 30 days parking suspension. Vehicles parked in fire lanes are subject to towing. Any form of negligent driving (speeding, squealing tires, loss of control) will be treated in the same manner as above.

Driving with music at extreme volumes can also be dangerous. It can distract you from your primary job behind the wheel, so keep the tunes down!

Driving on the campus is a privilege, not a given right. Please maintain your driving privilege by cooperating with the other drivers and pedestrians on the campus. Thanks for your help!

## **School Buses**

Ride the bus and save the environment as well as a lot of bucks! Let the bus driver worry about where to park! Remember riding the school bus is a privilege. Riders who fail to maintain appropriate conduct while on the bus or waiting for a bus may have this privilege suspended.

## **Skateboards**

Skateboards must be kept in your locker. Just like a car or bike, don't start driving it until you are away from the buildings. Because of liability problems, **skateboards cannot be ridden on school district property.**

# Academics and Counseling

## What Grade Am I In?

High school is one of the places that puts a label on you according to your level of achievement. Just because you have been here for three years doesn't make you a junior. Classification is determined by how many credits you have earned. The following applies to members of the class of 2008 and beyond. To be a sophomore, you need to have earned at least 4 credits (8 classes) at the start of a school year. Juniors need 10 credits (20 classes), and seniors need 16 credits (32 classes) at the start of the school year. You need 22 credits (44 classes) to graduate.

## Class Load

All freshman, sophomore and junior students must be registered for at least six classes each semester. All seniors must be registered for at least five classes each semester. Before you take less than the normal six classes per semester, do an inventory of your credits. Remember, you need 22 of the "right" credits (44 classes) to graduate. Take advantage of the "free" education opportunity you have, and take a full complement of classes each semester.

## In the Wrong Class?

If you signed up for the wrong class, see your counselor immediately! If the error was in the scheduling, the counselor will take care of it. If you want out of the class for other reasons, you will need to follow certain guidelines your counselor will tell you about. You usually cannot enter a new class after the 5th day of a semester. If you choose to drop the class by simply not showing up . . . your absence will be dealt with as an unexcused absence. See your counselor!

## Centralia College

W. F. West students can take classes at Centralia College for enrichment or to make up some failed requirements. You will need your counselor's approval before you may sign up for a Centralia College class if you want to transfer the credits you earn there to W. F. West. Their credits are not the same as ours. A five-credit class at Centralia College , with a course number of 100 or greater, is worth one credit at W. F. West. Centralia College also offers a variety of other classes with varying credit values, so be sure to check with your counselor for credit information or information about taking classes at Centralia College . A special program for juniors and seniors called "Running Start" may earn you both high school and college credit at the same time. See your counselor.

## Early Dismissal/Late Arrival

If you don't have a class, you shouldn't be at W. F. West. If you choose to stay on campus, your early dismissal/late arrival privilege will be withdrawn, and you will be put into a class

## Makeup Work

If you were absent and missed an assignment, it is your responsibility to make arrangements for make-up work. The normal practice is to allow a day to make up a missed day. This may vary with the type of work to be made up and prior deadlines made for certain assignments. If you develop a pattern of missing key days, such as test days, you may not be given the opportunity to make the next test up. If assignments are given absolute guidelines, you will be expected to have the assignment delivered by the deadline. Know what the policy is for your teacher! If you are absent for two days or more, you can call the school office to have your assignments requested from the teachers, OR you may email your teachers directly. Your teacher's email address (with few exceptions) is the teacher's first initial followed by the last name, then "@chehalisschools.org". i.e. John Smith's email address would be: [jsmith@chehalisschools.org](mailto:jsmith@chehalisschools.org).

## Problems

Some problems are challenges, and some problems are problems. A problem that is a challenge is one you are ready to take care of. A problem that is a problem is one you need some help with before you can tackle it.

If you need some help, get help! What are your options at school? One option is one of your teachers. Another option is your counselor or any of the other counselors in the guidance office. These folks have a vast amount of training and experience in helping students through most every problem imaginable. Other options are the school nurse, coaches, administrators, education assistants, secretaries, cooks, custodians and other specialists in the district. When in doubt, ask.

## NOVANET

NovaNET is our online credit recovery option for students who are deficient in core academic subject areas. If interested, please visit the counseling center for more information.

## Need Help?

W. F. West has a certified drug and alcohol counselor to assist you with information or help with drug problems. The office is near the guidance office. Hours vary, but if you don't catch them, check with your counselor or the secretary. Information you share is treated with the utmost confidence. If you, or a friend, have a question or a problem in this area, stop by and see our D & A counselor or your school counselor. If you have a concern about a fellow student, you can recommend that the counselors follow up with your concern. Referral forms are in the guidance office and available from any counselor.

## Feeling Threatened?

If you ever find yourself in a situation where you feel threatened by another student or a trespassing person, just walk into any classroom where there is a teacher or class in session and tell the teacher what the situation is. The teacher will call the office for assistance.

We have Tino Sanchez as a campus security person, and the Chehalis Police Department is available on a moment's notice.

# Activities

## JOIN AN ACTIVITY

Participation in high school activities is fun, it is work, it keeps you in shape, and it can give you a real feeling of accomplishment. If you haven't tried a school activity, and you meet the requirements listed on the following pages, give it a try.

The following things need to be taken care of before you turn out for that first practice. This list looks long, but it doesn't take much time.

## Attendance

A student/athlete who is not in attendance for ALL of the regularly scheduled classes is not eligible to compete or practice on that day, unless permission is granted through the Athletic Director's office or the Principal's office. In case of doctor or dental appointments, funerals, school trips, etc., normal attendance procedures are to be followed.

## Scholarship

In order to be eligible for participation in a co-curricular activity, you must maintain passing grades (a "D" or better) in all six classes. Details of the Academic Standard are located in the Chehalis School District Co-Curricular Activities Code. If you have questions, see Mr. Johnson.

## ASB Card & Athletic Fee

If you are turning out for sports, you are required to pay the athletic fee (\$20) along with a transportation fee (\$15), and purchase an ASB card (\$20). The money collected from these sources pay a portion of the bills for the sports programs. If these fees pose a financial hardship, contact Mr. Chamberlain.

## Physical

You must have passed a physical examination within twelve months of your sports season.

## Insurance

You must have adequate insurance coverage. If you aren't covered by an insurance plan, check out the school plan. Information is available in the office.

### BEARCAT FIGHT SONG

On Chehalis, On Chehalis,  
fight on for our fame.  
Show the rest that we're the best,  
'cause we're from W. F. West,  
Rah, Rah, Rah.  
On to Victory, On to Victory,  
fight on for our fame.  
Fight Bearcats, Fight, Fight, Fight  
to win this game, Rah, Rah!

## Releases & Athletic Code

Your parents must sign various releases and agreements. You and your parents must also sign the Athletic Code, which is outlined in the following section. Get these forms from Mrs. Weeks in the main office.

## PEP ASSEMBLIES

During the fall and winter sports seasons, you can anticipate several pep assemblies a season. Special assemblies may be held during tournament season. At pep assemblies, seating is by grade. All students need to be either in the assembly or the commons and behaving properly. Almost everyone goes to the assembly - not only to show their school spirit, but because you just never know what will happen at pep assemblies.

**Please help save our gym floors** -- don't walk on the main playing floor in the gym unless you have clean tennis shoes on.

## Athletic and other field trips

If you are going to a sporting event or other school activity as a participant, you will need to ride to and from the event in school-approved transportation. For liability reasons, you cannot drive yourself to a school sponsored event. You may be released to **YOUR** parents if they request so in writing. Check with Mr. Chamberlain for more information. Violations of this policy will result in sanctions.

## SPORTSMANSHIP

Not only does W. F. West display school pride, we are also on top of it with sportsmanship at athletic events! The Evergreen Conference sportsmanship rules will be enforced. This tradition of sportsmanship comes from our winning teams. Winning teams develop winning fans and winning fans make winning teams! We get into the game, but we don't lower our standards to what the other team's fans may do to "try to get our goat." Just because other schools have tacky fans doesn't mean we have to counter them! Cheer our players on, don't worry about their players . . . their fans will have to worry about them! Inappropriate yelling and profanity will not be tolerated. Think about this . . . If you were the only person watching the game, what would you do and say? Enjoy the game and take care to not let the power of the group change what you would do.

Inappropriate student fan behavior will result in removal from the event and possible discipline, suspension, or expulsion. A student removed from an event may be suspended from subsequent events as determined by the administration.

# CHEHALIS SCHOOL DISTRICT

## Co-Curricular Activities Code

The opportunity to participate in co-curricular activities in the Chehalis School District is a privilege available to all students. Because of the public nature of athletic and activities programs sponsored by the Chehalis School District, students choosing to participate are expected to conduct themselves in a manner that will reflect the high standards and mission of the Chehalis School District. Students will be held to the standards of this activities code beginning the first day of participation in an activity and/or the first day of school through the last day of school, as well as all summertime school-sponsored activities. These high personal standards for conduct promote maximum achievement, safe performances, commitment to excellence in health and conditioning, and fulfill responsibilities as student leaders by setting a positive example for other students.

The following rules, regulations and procedures have been adopted by the Chehalis School District:

### Article I – ELIGIBILITY

A student must meet and comply with the requirements for athletic participation set forth by the Washington Interscholastic Activities Association (W.I.A.A.).

### Article II – ACADEMIC STANDARDS

Students must be passing in all classes to participate in any activity. Grade checks will be made every four weeks. Students failing one class at grade check will be on probation until the next grade check. This probation will begin on the Monday following the issuance of the grade. If still failing at the next grade check, he/she will be held out of games, shows, banquets, competitions and/or conferences until passing in all classes. The student will become eligible immediately after bringing a passing grade report to the athletic director or the activities director.

### Article II - ATTENDANCE REGULATIONS

#### A. School Attendance

A student/athlete who is not in attendance for ALL of the regularly scheduled classes is not eligible to compete or practice on that day, unless permission is granted through the Athletic Director's office or the Principal's office. In case of doctor or dental appointments, funerals, school trips, etc., normal attendance procedures are to be followed.

#### B. Practice Attendance

Prompt and regular attendance at practice is mandatory. A student/athlete who is either late or absent, should notify the coach in advance or shall have a valid excuse upon return.

## Article III - SPECIAL REGULATIONS

#### A. General Conduct

A student/athlete is expected to be a good citizen at school and in the community.

#### B. Training Code

1. Theft of, and/or malicious damage to, property of the Chehalis School District, property of another school district, or property of another student at a time when such property is on a school district premises will result in the following discipline:

**1<sup>st</sup> Offense:** The student will be suspended from athletic/activity participation for thirty (30) calendar days reducible to a minimum of ten (10) calendar days provided the student requests an appeal in writing to the Activities Review Board.

**2<sup>nd</sup> Offense:** The student will be suspended from athletic/activity participation for forty-five (45) calendar days.

**3<sup>rd</sup> Offense:** The student will be suspended from all athletic/activity programs for the remainder of the school year.

2. The unlawful use, possession or consumption of tobacco and E-Cigarettes (use and possession) is prohibited.

**1<sup>st</sup> Offense:** The student will be suspended from athletic/activity participation for thirty (30) calendar days reducible to a minimum of ten (10) calendar days provided the student requests an appeal in writing to the Activities Review Board and agree to obtain assessment and follow the recommendations.

**2<sup>nd</sup> Offense:** The student will be suspended from athletic/activity participation for forty-five (45) calendar days.

**3<sup>rd</sup> Offense:** The student will be suspended from all athletic/activity programs for the remainder of the school year.

3. The unlawful use, possession, distribution or consumption of alcohol or marijuana is prohibited.

**1<sup>st</sup> Offense:** The student will be suspended from athletic/activity participation for sixty (60) calendar days reducible to a minimum of twenty (20) calendar days provided the student requests an appeal in writing to the Activities Review Board and agrees to obtain an assessment, follow the recommendations and get a UA. (All assessments and UA's will be at a cost to the student/parent). Negative results of a second UA will be required at the end of the suspension for the student to become eligible.

**2<sup>nd</sup> Offense:** The student will be suspended from athletic/activity participation for ninety (90) calendar days.

**3<sup>rd</sup> Offense:** The student will be suspended from all athletic/activity programs for one (1) calendar year.

4. Under Washington State law, the possession, sale, and/or use of legend drugs (drugs obtained through prescription) and controlled substances, including anabolic steroids, is prohibited.

**1<sup>st</sup> Offense:** The student will be suspended from athletic/activity participation for ninety (90) calendar days or one sports season (WIAA 18.26.2), whichever is longer, reducible provided the student requests an appeal in writing to the Activities Review Board.

**2<sup>nd</sup> Offense:** The student will be suspended from all athletic/activity programs for one (1) calendar year.

**3<sup>rd</sup> Offense:** The student will be permanently suspended from all athletic/activity programs.

5. There may be other types of student conduct not covered in the Co-curricular Activities Code that calls for disciplinary action. Upon confirmation by building administration the following discipline will be administered. The student will be suspended from athletic/activity participation for ninety (90) calendar days reducible provided the student requests an appeal in writing to the Activities Review Board.

### **SPORTS SCHEDULE**

Students are encouraged to participate in extra-curricular activities. The following is a list of what sports are played in which season.

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Football	Basketball	Baseball
Cross Country	Cheer	Fastpitch
Volleyball	Wrestling	Track
Tennis-Boys		Tennis-Girls
Soccer-Girls		Golf-Girls
Golf-Boys		Soccer-Boys
Swimming-Girls		
Cheer		

### **Evergreen Conference Sportsmanship Code**

As members of the Evergreen Conference we will use only positive cheers, signs and chants, as directed by cheerleaders, that encourage and support the players, coaches and officials. Example of, but not limited to, acceptable behavior:

- a) Appropriate face painting.
- b) Appropriate standing during games.
- c) Posters that promote school spirit.

Spectator conduct at all athletic events should be of a positive nature and not disruptive to the contest. Some examples of disruptive behavior would include, but are not limited to:

- a) The throwing of objects onto the playing areas, fields or courts.
- b) Non-participants coming onto the playing areas, fields or courts.
- c) The use of profanity.
- d) Use of artificial noisemakers or booing.
- e) Derogatory or uncomplimentary statements or chants aimed at individual players, coaches or officials.

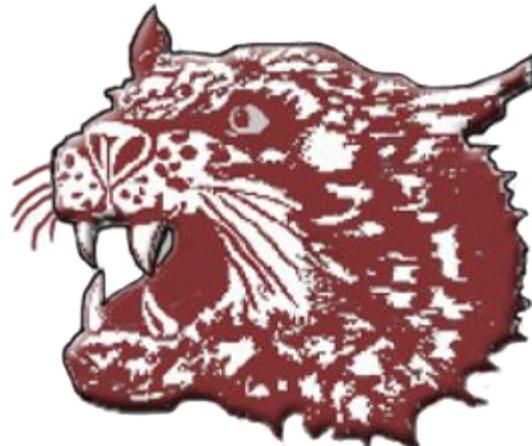
All spectators and fans will sit in the second row, no first row seating, for all Evergreen Conference court events.

Visiting teams may have an official school banner only in the designated fan section.

Fan lines are permissible in front of that school's fan section for court events, if approved by game management. No fan tunnels will be permissible at football games.

Fans will be expected to dress in appropriate attire for a public school event.

All spectators are subject to game management expectations.



# Student Rights & Responsibilities

## SUBSTANTIVE STUDENT RIGHTS

In addition to other rights established by law, the following shall be substantive rights of students in the Chehalis School District:

1. No school district shall deny any pupil equal educational opportunity or discriminate against any pupil because of national origin, race, religion, economic status, or sex. No pupil shall be denied such opportunity solely because of pregnancy, marital status, previous arrest or incarceration.
2. Pupils shall have the rights to freedom of speech and of the press and the rights to peaceably assemble and to petition the government and its representatives for redress of grievances.
3. Pupils shall have the right to be secure in their persons, papers, and effects against unreasonable searches and seizures.
4. No student shall be deprived of educational opportunity by a school without due process.

The rights mentioned above are subject to the Chehalis School District's authority to make reasonable rules and regulations safeguarding the health, safety, and rights of students, teachers, administrators, parents and the community at large. More specific details regarding each of the above rights can be found in the Chehalis School District Policy Manual

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## DUE PROCESS

Students have the rights of citizenship as defined by the U.S. Constitution and its amendments. These rights may not be abridged, obstructed, or in other ways altered, except in accordance with the due process of law. School authorities must show that actions of students are a detriment to themselves, interfere with the rights of others, or create a disruption of the educational process. The rules, regulations and due process procedures of the Chehalis School District are designed to protect all members of the educational community -- students, teachers, parents, and administrators in the exercise of their rights and duties. Administrators and teachers are charged with the following duties:

1. to maintain an environment that is healthy and safe;
2. to see that what goes on has a legitimate educational purpose;
3. to minimize property loss or damage; and
4. to eliminate any serious disruption of the educational process.

Definitions of discipline, suspension, expulsion, and due process limitations and conditions are spelled out in detail in the *Chehalis School District Policy Manual*.

## Student Conduct

Students are recognized as having rights and responsibilities like any other citizen of the U. S. Their right to an education and rights of citizenship are respected by the Chehalis School District. It shall be the responsibility and duty of each student to pursue his/her course of studies, and to comply with written rules of the Chehalis School District.

The rules, regulations and due process procedures of the Chehalis School District are designed to protect all members of the educational community, students, teachers, parents, and administrators in the exercise of their rights and duties.

Pursuant to chapter 392-400 of the Washington Administrative Code, the following rules governing the conduct of all students enrolled at W. F. West High School, including special programs, have been adopted. All pupils who attend W. F. West shall comply with these rules and regulations as well as the Chehalis School District "Policy Defining Student Conduct,

Student Rights and Student Disciplinary Sanctions" (copies available in the district office), and shall submit to the reasonable directions of school employees. Refusal to comply with such directions of school authorities shall constitute cause for discipline, suspension, or expulsion. Such rules shall apply:

- a. On the school grounds before, during, or after school hours.
- b. On the school grounds at any other time when the school is being used by a school group.
- c. Off the school grounds at a school activity, function or event, including while students are participating in or representing the school in school- sponsored events.
- d. **Off the school grounds when the prohibited behavior is a consequence of, or directly related to, causes or events which occurred or originated on school grounds.**
- e. **Off the school grounds when the student is en route between home and school, including bus stops.**

# Student Misconduct

**Misconduct:** The following acts of misconduct are judged to be a breach of student conduct at W.F. West High School. Students involved in any of these acts are subject to discipline, suspension or expulsion as defined by district policy and state law. In addition, engaging in these acts may involve notification of civil authorities.

**Exceptional Misconduct:** Exceptional Misconduct means misconduct other than absenteeism, which is judged to be so serious in nature and/or as serious in terms of the disruptive effect upon the operation of the schools, as to warrant an immediate resort to short-term suspension, long-term suspension, or expulsion. **In this handbook, any discipline offense marked with an asterisk (\*) has been determined to be an exceptional misconduct offense.**

**Bus Behavior:** Students are expected to conduct themselves appropriately while a passenger on a school bus. Rules are posted and/or explained on each bus. Violation of the above rules may render pupils immediately liable for temporary or permanent suspension of riding privileges. Fighting, endangerment of other students, or violation of the rule regarding smoking, chewing tobacco, lighting matches or lighters or using any type of flame or spark device, are an automatic one-week suspension of riding privileges. On all other rule violations, the procedures in place with the Chehalis/Centralia Pupil Transportation Cooperative will be enforced.

**Cheating/Plagiarism and Alteration of Records:** Any student who shall knowingly submit any work of others fraudulently represented as his/her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others, the use or preparation of written, pictorial, or other materials not authorized by the instructor during any test or assignment, the use of testing materials obtained previous to the test date, alteration of records and/or changing of grades, plagiarism of any kind, etc. Students found cheating shall be subject to a conference. After that conference, consequences could range from receiving a failing score on the test or assignment(s) in question to failure of the class. A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action/disciplinary sanctions.

**Disobedience:** Students shall not fail to comply with policies or rules or with directions of teachers or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel. Violators will be subject to discipline, suspension, or expulsion from school.

**Disruption of School:** This is the use of noise, force, threats (verbal or written), violence, or any other conduct, causing the disruption or obstruction of the educational process or any function of W.F. West High School. Violators will be subject to discipline, suspension, or expulsion from school.

**Dress and Appearance:** Dress and appearance of students is primarily the responsibility of parents. Dress and appearance should be clean and neat and not cause the disruption of the educational process or present health and safety problems. Dress should not promote use of illegal substances or inappropriate sexual behavior. Students inappropriately dressed or with an unacceptable appearance (including profanity) will be sent home until the matter is corrected.

**\*Explosive and Incendiary Devices - Fireworks:** Any student possessing and/or using any explosive device or fireworks will be subject to a minimum of detention time up to suspension. Continued use can result in long-term suspension or expulsion. Bomb threats will result in expulsion from school.

**Fire Alarms and Extinguishers:** Pulling of fire alarms and/or discharge of fire extinguishers for non-emergency reasons is subject to immediate suspension and notification of civil authorities for further action. Such acts not only disrupt the educational process, but are against state law and potentially create dangerous conditions.

**Forged or Altered Notes, etc.:** Any student writing and/or attempting to pass a forged or falsified note or document, telephone message or other communication will earn a one-day in-house suspension as well as any discipline as a result of this action. A second occurrence of this type will result in a longer suspension.

**Gangs, Gang Activity:** A gang is defined (RCW 28A.600.455) as a group of people (3 or more) who interact among themselves; have identifiable leadership; take upon themselves an identity and/or a group name; claim a physical territory; and engage together in one or more forms of anti-social behavior and/or criminal activity on a regular or ongoing basis. The Chehalis School Board is aware of the public existence of gangs which are involved in illegal, intimidating and harassing conduct, and hereby determines that such gangs and the expression of such gang membership cause, or are likely to cause, disruption in the school environment and present a threat to the health and safety of students and school personnel. Any such activity or expression by students is prohibited while they are subject to the disciplinary control of the school district. Therefore, no student on or about school property or in any place involving a school related activity:

1. Shall wear, possess, distribute or display any clothing such as, but not limited to: bandanas, jewelry, graffiti, sign or any other thing, which by virtue of its color, arrangement, symbol, or any other attribute, is evidence of membership or affiliation in such a gang;
2. Shall commit any act or omission, or use any speech or gesture, or any personal "grooming" style, or conduct evidencing membership or affiliation in such a gang;
3. Shall use any speech, gesture, conduct, or commit any act or omission in furtherance of the interests of any such gang or such gang activity, including, but not limited to:
  - a. soliciting others for membership in any such gang;
  - b. pressuring, intimidating, threatening or harassing any person, individually, or creating an atmosphere or environment of undue pressure which can reasonably be expected to interfere with the physical or mental well-being of others;
  - c. committing any other illegal act or other violation of school district policies;
  - d. inciting or provoking or actively seeking other students to act with physical force or violence or mental harassment of others.

Individuals displaying such behavior are subject to discipline, suspension or expulsion.

**Harassment, Intimidation and Bullying:** Harassment (to disturb, torment, or pester), intimidation, threatening, etc., will result in disciplinary action deemed appropriate to the situation. No one should be subjected to harassment at school for any reason. All students will deal with all persons in ways which convey respect and consideration for individuals regardless of race, color, national origin, creed, religion, marital status, familial status, gender, sexual orientation, including gender identity, age or disability. If you feel you are a victim of harassment, or if you know a victim of harassment, see your counselor.

Harassment, intimidation, and bullying in the form of, but not limited to, name-calling, taunting, gestures, intimidation, conduct, jokes, pictures and slurs are prohibited. Chehalis School District Policy also prohibits "cyberbullying," which is defined as harassment using an electronic device. Such conduct referencing or directed at an individual or group that demeans that person/group on the basis of race, ethnicity, religion, gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action.

Disciplinary action for students guilty of harassment will be dependent upon, but not limited to, the student's attitude, intent, the effect on other students and/or staff, mitigating circumstances, and the student's disciplinary history. Based on these factors, discipline may be imposed up to and including suspension or expulsion.

**Sexual Harassment** (Board Policies 5011, 3210, & 6590): Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance at school or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is a form of sex discrimination which is prohibited by Title IX of the Education Amendments of 1972. There are three main types of sexual harassment identified by the Federal Equal Employment Opportunity Commission:

1. Sexual Advances: Sexual advances include assault and battery, rape, uninvited kisses, hugs, patting or pinching, phone calls and letters, or brushing against another person's body.
2. Requests for Sexual Favors: Requests for sexual favors include subtle or overt requests for sexual intercourse or other sexual contact but can also include repeated requests for a date or other social events.
3. Verbal or Physical Conduct of a Sexual Nature: Verbal conduct of a sexual nature includes, but is not limited to, such acts as comments about a person's body, physical appearance, clothing, or sex life; wolf whistles, sexual jokes, and sexual innuendos; comments about the perpetrator's sex life; and sexual remarks (not necessarily about the victim). Physical conduct of a sexual nature includes exposing oneself, leering, kissing, hugging, making physical gestures of a sexual nature, looking or attempting to look down a woman's dress, displaying nude pictures, and touching or adjusting the victim's clothes.

These categories should be used as guidelines for determining whether conduct constitutes sexual harassment. However, unwelcome conduct that does not clearly fall into one of these categories may still constitute sexual harassment.

Students should be aware of behaviors, remarks, jokes, etc., that may embarrass or cause others to be uncomfortable. They should monitor their behavior and language. Sexual harassment will not be tolerated in this setting. Any student found to be sexually harassing another student will be subject to discipline, suspension or expulsion. In addition, the complainant is eligible to participate in the complaint procedure that applies to the general conditions of Chehalis School District policy & pro-

cedure #3210 regarding nondiscrimination. Information regarding this policy and procedure is posted in each classroom.

Some steps to take to stop sexual harassment are:

1. Tell the harasser to stop.
2. Tell an adult and your counselor.
3. Report the harasser to the office (with documentation, if possible).

**Initiation/Hazing:** Any behavior that is abusive or humiliating and marks initiation or acceptance into a group will not be tolerated. This behavior may be either physical or verbal. Anyone with knowledge of such an incident must report it to an adult.

**Insubordination/Disrespect/Intimidation of Staff:** Disrespectful language, signs or acts, intimidation or threatening of school personnel will not be tolerated. Punishment will vary according to the offense and will range from apologies to recommendation for permanent expulsion from that particular class/teacher and/or school.

**Misuse of Equipment - Safety:** Misuse of equipment, supplies, or facilities, including failure to follow safety rules established for the lab instructional areas will not be tolerated. Violators will be subject to discipline, suspension, or expulsion from school.

**Narcotics - Drugs, including Alcohol:** Possessing, using, transmitting narcotics/drugs (including alcohol and prescription drugs); being under the influence of, or showing evidence of having used any narcotic or illegal drug (including alcohol); or possession of any narcotic/drug paraphernalia on the person, in any locker, or in a vehicle, will not be tolerated. Consequences for drug/alcohol violations are progressive and will involve drug assessment and/or suspension and will apply to students from their enrollment in grade 6 through the completion of grade 12. Trafficking in illegal or dangerous narcotic/drugs could result in long-term suspension or expulsion as well as Police referral. A second offense will result in long-term suspension or expulsion. Any distribution of prescription or non-prescription drugs or alcohol may be cause for emergency expulsion. This section also applies to drug/narcotic/alcohol "look-alikes". Information about any drug and alcohol counseling, rehabilitation and re-entry programs is available in the Counseling Center.

If you choose to use, consume, or appear "under the influence" at school or a school activity, the following sanctions are put into place:

1. You will be referred to the police.
2. You will receive a long-term out-of-school suspension from school and all school sponsored activities.

3. You and your parents will be given the option of having you meet with a state certified drug and alcohol agent (at your cost) for a formal assessment. If this option is selected and you meet and follow through with the recommendations, the suspension will be reduced to five days.

If you are caught a second time during your school career, you will again be referred to the police and put on a long-term suspension. That means you will be gone until the end of the semester or until you are granted an appeal from the Superintendent.

If you choose to come to school or a school activity after consuming alcohol, you will be referred to an administrator who will contact the police. You will be asked a few questions, including "have you consumed any alcohol recently?"

If you are involved in sports, you will face additional penalties as listed in the Athletic Code.

Students can be suspended for use of alcohol without taking a breath test if the administrator has reason to believe the student has consumed alcohol.

**Physical Injury, Assault, Aggressive Behavior, Fighting:** Causing or attempting to cause physical injury or behaving in such a way as could cause physical injury to any person is strictly prohibited. Students found encouraging or promoting fighting will be subject to disciplinary action. Aggressive or reckless behavior including horseplay, which jeopardizes the health, safety, or welfare of other students or staff members, will be subject to discipline.

Threats and/or harassment that is clear or ambiguous through writings such as but not limited to poems, notes or assignments will not be tolerated. Students will be subject to disciplinary action.

Fighting by students is subject to out-of-school suspension, parent contact, and possible legal action and medical costs. A second offense will result in suspension, and a third offense within the year will result in long-term suspension.

**Profanity/Obscenity:** The use of profanity or inappropriate words in either written or oral expression or the use or possession of profane, indecent or obscene language, literature, writing, pictures, posters, or any actions judged as obscene (including accessing of inappropriate internet content) are prohibited. On the first offense, the student will earn a minimum of a one-hour detention. Continued violations can lead to suspension or expulsion.

**Refusal to Comply:** All students shall submit to the reasonable directions or disciplinary actions of teachers, administrators, or others authorized to supervise students. Refusal to comply with such rules or regulations or to submit to disciplinary actions shall constitute cause for discipline, suspension, or possible expulsion. Blatant disrespect may result in immediate removal from school. Students will not be allowed to return to school until a conference with the parent(s)/guardian(s), teacher, student, and an administrator has taken place.

**Refusal to Identify One's Self to School Personnel:** Any teacher, administrator, or other school district personnel has the legal right to request that persons on school grounds or at school-related activities identify themselves. No student shall fail to provide his name and other pertinent information to any school personnel. Violators will be subject to discipline, suspension, or expulsion from school.

**Smooching:** Showing your affection without regard to your fellow students has its place, and that place isn't in school. Please contain your demonstration of affection to what most of the school can handle. You can hold hands, give that good ol' hug, a short good-bye peck, but please . . . no lip locks, superglue, or all-in-one hugs and passionate embraces.

If you have a difficult time understanding what and when it is OK to show your affection, see your counselor. If you are a guilty perpetrator of smash-mouth in the hall, you will be referred to an administrator. Discipline for repeat offenders will range from detention time, parent conference or suspension.

**Theft:** Stealing (or assisting in stealing) private property, school district property, or information (this would include, but is not limited to tests, quizzes, school keys, gradebooks, computer disks, etc.) will be firmly dealt with. First occurrence consequences include 1 - 5 days of suspension, restitution, and probable referral to the Chehalis Police Department. Subsequent occurrences may result in long-term suspension or expulsion.

**Tobacco Possession/Usage:** W. F. West High School is a "tobacco free" campus. Students are not permitted to use or possess tobacco products at any time on school district property. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices or

chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances; and any other smoking equipment, device, material or innovation. This policy extends to vehicles on campus. The driver bringing a vehicle on campus is responsible for any tobacco products in the vehicle. It is also against state law to use tobacco products on school property. Lighters are not allowed on campus. Any tobacco product (or look alike) or accessory, as listed above, will not be returned and will be disposed of.

There is no health benefit from the use of tobacco. The only people who benefit from tobacco products are the tobacco companies, their suppliers, and the medical industry. Make a smart decision and choose not to dip, spit, chew, or smoke!

**District Trespass:** Students attending W.F. West High School may not visit the middle school or any other district building unless they are on official school business (for example but not limited to games, transportation, picking up siblings etc.). Violators will be subject to discipline, suspension, or expulsion from school.

**Unauthorized Areas/Loitering:** Being in an unauthorized area of the campus or building (including unlawful entry) is prohibited. Loitering is not allowed in any hallway or on campus during the day or before or after school hours. After school, a student is expected to go promptly home, unless attending a school activity. Students are not to loiter on school grounds. Students may not return to campus for any reason. Violators of this policy will be subject to disciplinary action, suspension, or expulsion from school.

**Vandalism:** Causing or attempting to cause damage to school, staff or student property will not be tolerated. This can include defacing signs or posters in the building and the intentional misuse of electronic devices at school. Violators will be subject to discipline, suspension, or expulsion from school.

**Weapons (Board Policy 4210):** No student shall possess any object that can reasonably be considered a weapon or dangerous instrument while on school grounds or at a school function. This also applies, but is not limited to any explosives, firecrackers, bullets, pocket knives, chains, lasers, and lighters. These items are not to be brought to school. Violators will be subject to discipline, suspension, or expulsion from school.

For more information, see Chehalis School District policies & procedures #3240 & #3241 and RCW 9.41.280 & RCW 28A.600.420.

The superintendent or designee must promptly notify law enforcement and the student's parent(s) and/or guardian(s) regarding any allegation or indication of such violation.

**Guns, be they loaded or unloaded, air projected or bullet projected, paintball, "BB", and even anything that looks like a gun will not be tolerated. Possessing a gun means an automatic minimum one-year expulsion. Expulsion means you don't get to come back to school until a school superintendent will let you return – if ever.**

## INFORMATION RELATED TO STUDENT MISCONDUCT

**Detention Time:** Students that receive detention time from the office or a teacher for any reason should complete the time by the assigned date. Students should be prompt in completing detention time. If the time is not completed by the assigned date, the student will have chosen in-house suspension for at least one day. Further failure to make up detention time by the assigned due date will result in additional suspension.

Referrals for inappropriate behaviors within the school setting may result in the consequences listed in the table in this handbook.

Detention time can be completed at lunch time or after school in the in-house room. When time has been assigned by a teacher, the ORIGINAL detention time should be completed with that teacher unless there is a time conflict.

**Excluded Students to Remain Away from Campus:** Any student who has been excluded from school as a result of discipline of any type is not permitted to return to the school campus at any time during the period of the disciplinary action, unless he has specific permission from the building principal where the action originated. Violators will be

subject to possibly more severe disciplinary action as well as trespass charges being filed.

**Fines/Obligations:** Any student who has acquired a fine/obligation (including detention time) is responsible for satisfying that obligation by the end of the semester. Students who have not satisfied all of their fines/obligations will have any requests for records/transcripts, and report cards held, and they will not be allowed to register for the next semester until all obligations have been met.

**In-School Suspension:** ISS is designed to keep students in a formal learning environment when they have been suspended for disciplinary reasons. It is a rigid program, with strict supervision, in a self-contained classroom. Students must keep busy working on assignments related to their suspension and regular classroom work. They are expected to be cooperative and respectful at all times. Any violations could result in further disciplinary action. Students assigned ISS will be apprised of rules and expectations.

## CRIMINAL ACTS DEFINED

In addition to the serious misconduct described in this section, the following are among those defined as criminal under the laws of the State of Washington:

**Arson:** The setting of a fire.

**Extortion, blackmail, coercion:** Obtaining money or property by violence or threats, or by forcing someone to do something against his will by force or threats.

**Trespass:** Being in an unauthorized place or refusing to leave when ordered to do so. Students on suspension or expulsion are excluded from school property and from all school functions.

**Unlawful interference with school authorities:** Interfering with school personnel in the performance of their duties.

**Weapons:** It is unlawful for any person to carry onto public or private elementary or secondary school premises or school-provided transportation any firearm or dangerous weapon as defined in law.

# Attendance

## Why Do I Have To Be Here?

There are various reasons that schools place such an emphasis on attendance. School is like a job. If you show up and do your work, you dramatically increase your chances of success. Any student who misses class regularly misses the opportunity to participate actively in classroom activities. Lack of attendance affects learning, which affects your grades, and eventually may influence credit earned. In short, learning is dependent upon being in class.

State law requires you to be enrolled in school. If you are under eighteen years old, Washington State Law allows for prosecution if you have excessive unexcused absences.

## How to Stay Out of the Assistant Principal's Office!

If you want to keep out of hot water, follow these simple steps when you have to miss school:

1. If you are absent, bring a note, signed by your parents, **within 48 hours** of your return to school or have your parent call the attendance office (807-7235) at the time of your absence. If you don't, your absence will be considered unexcused, and you will be assigned detention time!
2. If you leave school during the school day, stop by the attendance office, present a note signed by a parent (or get a parent on the phone for the attendance secretary to talk to), and sign out. If you don't, your absence will be considered unexcused!
3. If you miss class because you were in the counseling center, nurse's office, or other school office, sign in and out of these offices. If you don't, your absence may be considered unexcused!
4. An absence may not be excused if it causes a serious adverse effect on your educational process as determined by an assistant principal.
5. If, after the first month of school, you are absent more than 20% of the time in any class and your academic progress is being adversely affected, parent contact will be made, counselors will be involved in the process, and you will be put on an attendance contract.

## Hey, I am 18 . . .

Being 18 gives you privilege as well as responsibility. If you have filled out proper paperwork from the office, you may be able to sign your own attendance notes to leave school for family emergency, appointments, etc., but upon your return, you must bring a note from the doctor, dentist, parent or guardian confirming knowledge of you leaving campus.

## TARDY . . .

If you arrive to class after the final bell sounds, you are tardy. A tardy can be excused if you have a note from the staff member who detained you, or a note from the office excusing your tardy for a legitimate reason.

Consequences for tardies are outlined in this handbook, and will be classroom-based for the first two. If you have more than three tardies in a class in one semester, you will be referred to the office.

## PLANNED ABSENCE

If you know you will be absent from school due to parent requests, medical appointments, religious observances, etc., make the necessary arrangements with the Attendance Office prior to departing. A form is available to be signed by your teachers, parents, and administration.

## UNEXCUSED TRUANCY/ABSENCE

No, this isn't a new rule in baseball, it is the steps taken to deal with unexcused absences. Unexcused absences are dealt with in a four-step process.

1. The first two time we deal with an unexcused truancy/absence it will result in one to two hours of detention.
2. A third and fourth unexcused truancy/absence will get you three to four hours of detention.
3. A fifth and six unexcused truancy/absence results in one to three days of ISS, parent contact, possible modification of schedule and Becca.
4. Further unexcused absences will result in more ISS time, possible court action, and possible long-term suspension with loss of credit.

## It's the Law

Be careful not to have unexcused absences. A law, called the "Becca Law" lays out the following guidelines which all schools in the state must follow. "Becca" was a girl from the Spokane area who often skipped school and was killed one day while skipping school. The Washington State Legislature passed this attendance law to let parents and guardians know of an attendance problem. (RCW 28A.225.010-140 and Board Policy 3122)

1	If you have one unexcused absence of more than three periods in a day, the school must notify your parents or guardian.
2	If you have more than two unexcused absences in a month, the school must schedule a conference with you and your parents or guardian to determine a plan to stop your unexcused absences.
5/10	If you have five unexcused absences in a month or ten in a year, the school must file a petition with the juvenile court. You will receive a summons to appear in court where a judge will determine what actions to take. You could be "jailed", or fined up to \$40 a day for each day you aren't in school.
20	A student who misses twenty consecutive days will be automatically withdrawn. (WAC 392.121.108)

## **W. F. West Discipline Chart**

The WFW Discipline charts are designed to provide progressive discipline structure for students and staff. For general and minor classroom infractions, teachers can use the preliminary progressive discipline structure outlined in **CHART 1 as a guideline** as they work to develop positive working relationships with students prior to referring a student to an administrator. Administrators use CHART 2 to guide them in their efforts to deal with more severe infractions and for students who struggle with correcting their minor classroom behaviors.

### **Chart 1**

<b>STEP</b>	<b>INTERVENTION</b>
1. Classroom Interventions	Includes: one-on-one conversations discussing the problem with the student to identify ways to help the student successfully meet expectations, modifications of classroom, simple in-class behavior plans/agreements, time out, teacher supervised detentions during CORE/FLEX, before or after school, lunch detention in ISS room, teacher tools, relationship building activities.
2. Team Discussion/Interventions and calls to parents	Includes: input from other teachers, call parents to provide information about student behavior, ask parent for help and suggestions, inform parent of in-school consequences.
3. Parent Meeting	Invite parents in to discuss (observe) behaviors and make a plan to correct the behavior. The meeting should (at minimum) include teacher, parents, and student. Counselors and administrators will attend any meeting when a teacher requests their presence. Any teacher who may feel uncomfortable with meeting alone with a parent and/or student should request the presence of a counselor or administrator.
4. Referral to Administrator	Administrator will counsel and administer consequences on a step basis. Parents will be notified for each step. See discipline chart.
5. Administrator initiated parent meeting	Inform and present parents with all of the prior discipline documentation. Discuss a plan to correct behavior. The plan could include a behavior contract. Provide parents with written information about past behavior and potential future consequences.
6. Administrative Action	Short-term suspension. Long-term suspension.
7. Last straw	Recommendation for alternative placement.

The above chart applies mostly to students who are displaying low level disruptive tendencies, such as, talking out of turn, bothering others, constantly off-task, excessive talking, not working on assignments, poor grades, out of seat, etc. The process is not intended for more serious violations of the WFW Discipline Policy, such as the behaviors listed on Chart 2. The process on Chart 1 is not intended to burden teachers and administrators. It is intended to produce school-wide consistency in handling discipline matters, assist students in changing behavior, use all of the in and out of school resources available, and assist us all in dealing with parents and students in a proactive and positive manner.

### **Chart 2**

#### **ATTENDANCE**

Tardies	1 <sup>st</sup> Offense 2 <sup>nd</sup> - 4 <sup>th</sup> Offense 5 <sup>th</sup> - 6 <sup>th</sup> Offense 7 <sup>th</sup> + Offense	Teacher Warning 1/2 Hour lunch detention. Administrator contact parent/guardian 1 Hour lunch detention. Administrator contact parent/guardian 2 Hours lunch detention. Administrator contact parent/guardian
Truancy	1 <sup>st</sup> - 2 <sup>nd</sup> Offense 3 <sup>rd</sup> - 4 <sup>th</sup> Offense 5 <sup>th</sup> - 6 <sup>th</sup> Offense 7 <sup>th</sup> + Offense	1-2 Hours detention, conference with administrator, phone call to parent 3-4 Hours detention, ISS, conference with administrator, phone call to parent 1-3 Days ISS and parent conference, possible modification of schedule, Becca 1-5 Days ISS and parent conference, possible modification of schedule, possible loss of credit, Becca

#### **GENERAL BEHAVIOR**

Disruption of the Learning Environment, Defiance, Disobedience	1 <sup>st</sup> Offense 2 <sup>nd</sup> , 3 <sup>rd</sup> Offense 4 <sup>th</sup> -5 <sup>th</sup> Offense 6 <sup>th</sup> Offense	Teacher and administrator intervention, SEE CHART 1 1-3 Days ISS for period of infraction, community service, after school detention, lunch detention 1-3 Days ISS for period of infraction, community service, after school detention, lunch detention 1-5 Days OSS, alternate placement considered
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### W. F. West Discipline Chart

Inappropriate Language (Profanity or vulgar language)	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense 4 <sup>th</sup> Offense 5 <sup>th</sup> Offense	1-2 hours detention, conflict mediation 1-5 days ISS, conflict mediation, community service, lunch detention 3-5 days ISS 5-10 days ISS 5-10 days OSS
Failure to Identify Self when asked by Staff	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	Community service, lunch detention, 1-10 days OSS long-term suspension
Insubordination or Disrespect toward Staff	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense 4 <sup>th</sup> Offense	Community service, lunch detention, apology 1-5 days OSS/ISS, apology 3-10 days OSS, apology Long-term suspension, removal from class, loss of credit
Lewd Conduct	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	Emergency expulsion; 1-10 day OSS; written apology to victim Emergency expulsion; long-term suspension Expulsion
Public Displays of Affection	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense 4 <sup>th</sup> Offense	Warning to students of appropriate behavior, parent contacted by Administrator Community service, lunch detention Community service, lunch detention 1-10 day OSS
Theft	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	Restitution, 1-5 day OSS, police involvement Restitution, 5-10 day OSS, police involvement Restitution, long-term suspension, police involvement
Using Wheels or Rollers on campus	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense 4 <sup>th</sup> Offense 5 <sup>th</sup> Offense	Warning Confiscated until the end of the day Some form of detention, confiscated until the end of the day for parent pick up Some form of detention, confiscated until the end of the day for parent pick up 1-5 days OSS, not allowed to bring item to school
Vandalism or Inappropriate Care of School Property	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	Restitution, 1-5 days OSS, police involvement Restitution, 6-10 days OSS, police involvement Restitution, Long-term suspension, police involvement
Parking Lot Inappropriate Care/Use	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense 4 <sup>th</sup> Offense	(individual) some form of detention, loss of privileges, restitution. (school) Reminder of policy (individual) 1-3 days ISS, restitution (school) reminder of policy, loss of sections of parking lot (individual) 3-5 days ISS, restitution (school) closed campus (Individual) Long-term suspension, restitution (school) closed campus

### ACADEMIC

Cheating or Unauthorized Collaboration or Plagiarism	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	Follow department policy. Most departments give a zero on assignment or exam, parent contact Student receives an "F" for the course for that quarter/semester **** (department policies supersede these consequences)
Failure to Pursue Studies	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense 4 <sup>th</sup> Offense 5 <sup>th</sup> Offense	Counselor and parent intervention Contract, some sort of detention ISS, some sort of detention, reevaluation of study contract, parent contact ISS, parent contact OSS, removal from class, loss of credit

## DRUGS AND ALCOHOL

Distribution of a Controlled Substance	1 <sup>st</sup> Offense	Emergency expulsion; police contacted
Under the influence of in the possession of drugs and/or alcohol including paraphernalia	1 <sup>st</sup> Offense	Long-term suspension (45 days); can be reduced to 10 days with D/A assessment and compliance upon appeal, police contacted
	2 <sup>nd</sup> Offense	Emergency expulsion; investigation; police involvement; long-term suspension or expulsion
Tobacco & E-Cigarettes (use and possession)	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense 4 <sup>th</sup> Offense	1 day ISS, Counselor referral 1-5 days OSS, Counselor referral 6-10 days OSS, Counselor referral Long-term suspension
Dress and Physical Appearance	1 <sup>st</sup> Offense 2 <sup>nd</sup> - 3 <sup>rd</sup> Offense 4 <sup>th</sup> Offense	Change clothes. If student refuses, he/she will be sent home. Change clothes. If student refuses, he/she will be sent home <b>and</b> community service or detention assigned 1-5 days ISS

## HARASSMENT, INTIMIDATION AND BULLYING

To Other Student(s)	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> -Offense 4 <sup>th</sup> Offense 5 <sup>th</sup> Offense	Harassment/Incident form completed, conference, mediation, possible separation Harassment/Incident form completed, mediation, 1-3 days ISS, investigation Harassment/Incident form completed, mediation, 1-5 days OSS, investigation 5-10 days OSS, harassment/incident form completed Long-term suspension or expulsion, Harassment/incident form completed
To Staff	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	Emergency expulsion, long- or short-term suspension or expulsion (determined by the severity of the harassment) Expulsion (determined by the severity of the harassment)

## CELL PHONES, INTERNET, and OTHER ELECTRONICS

Inappropriate use of cell phones. Cells are to be out of sight and sound during a class period - bell to bell.	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> - 4 <sup>th</sup> Offense 5 <sup>th</sup> - 6 <sup>th</sup> Offense	Immediate confiscation. Warning issued. Immediate confiscation. Offense recorded by office, and a parent must pick up the phone. Immediate confiscation. Phone is sent to office for parent pick up. Detention time is assigned by office. Immediate confiscation. 1-5 days ISS. Phone is sent to office, and a parent must pick up the phone.
Computer or internet infractions (using the computer or internet for non-educational purposes during educational time).	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense 4 <sup>th</sup> Offense 5 <sup>th</sup> Offense	Contract w/student. Lunch detention. Loss of access for 1-2 weeks Loss of access for one month Loss of access for remainder of semester Loss of access for remainder of school year or permanently

### **VEHICLES**

Driving Violations (unsafe driving practices)	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	1 week loss of parking privilege, appropriate police involvement 30 days loss of parking privilege, appropriate police involvement 1 calendar year loss of parking privilege, appropriate police involvement
Parking Violations (unauthorized, unsafe)	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense 4 <sup>th</sup> Offense	Written warning, parent contact Parent contact, one week loss of parking privilege Loss of parking privileges for 30 days, parent contact Loss of parking privilege for one calendar year, parent contact

### **VIOLENCE**

Assault	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense	Emergency expulsion; investigation; further consequences determined. Police involvement Emergency expulsion; investigation; further consequences determined. Police involvement
Fighting or instigation of a fight (promoting, video taping)	1 <sup>st</sup> Offense 2 <sup>nd</sup> Offense 3 <sup>rd</sup> Offense	3-5 day OSS; possible emergency expulsion; conflict mediation 5-10 day OSS; possible emergency expulsion; conflict mediation Emergency expulsion; expulsion or long-term suspension

### **WEAPONS**

In possession of or use of a non-gun weapon	1 <sup>st</sup> Offense	Emergency expulsion; investigation; further consequences determined. Law requires 24-hour jail time and psychological analysis.
In possession of or use of a gun or gun look-alike	1 <sup>st</sup> Offense	Expulsion. Law requires 24-hour jail time and psychological analysis.

The following categories of offenses carry cumulative progressive consequences from year to year:

**Drugs and Alcohol**  
**Weapons**  
**Harassment, Intimidation, Bullying**

The Chehalis School District technology network (CATNet) includes services to and on the local area network. These services include, but are not limited to, printing, storing documents and file sharing. The CATNet also includes services provided through the K20 network, such as access to public networks, including the Internet. I understand, and agree with, this document as a condition of my right to use the CATNet services.

1. I will abide by the CATNet Acceptable Use Agreement.
2. Network Administrators have the right to view any material stored on any CATNet device. Network Administrators have the right to edit or remove any material they, or their superiors (in their sole discretion), believe may be unlawful, obscene, abusive, or otherwise objectionable. I hereby waive any right of privacy, which I may otherwise have, to such material.
3. Chehalis School District, nor any of its providers, will be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the CATNet, including access to public networks, without limitation.
4. The Chehalis School District, nor its providers, warrants that the function of CATNet, nor any networks accessible through CATNet, will meet any specific requirements, or that access will be error free and uninterrupted.
5. The Chehalis School District, nor its providers, shall be held liable for damages, direct or indirect, incidental or consequential damages while using the CATNet network. This includes, but is not limited to, data or information loss.
6. Use of the CATNet is a privilege, not a right, and can therefore be revoked by Network Administrators at anytime for violation of this, or the Acceptable Use Agreement. Network Administrators will consult with District Office and /or Building Administrators to determine what constitutes a violation.
7. The Chehalis School District reserves the right to revise, modify and update the Technology Access Release and /or the Acceptable Use Agreement.
8. I hereby release the Chehalis School District, Network Administrators, operators and any institution, which they may represent, from any and all damages, or claims, that may arise from my use, or inability to use, the CATNet network. I understand that by signing this agreement, I will be granted the privilege of using the Chehalis School District's CATNet network, as well as access to public networks.
- 9.

I hereby certify that I will abide by the conditions set forth in this document, as well as the CATNet Acceptable Use Agreement.

## Technology Acceptable Use Agreement

It is our pleasure to offer the staff and students of the Chehalis School District access to the district CATNet network and its resources. These resources include access to data storage servers, staff email, on-line resources (NovaNET, Virtual Academy, Accelerated Reader, etc.) and the Internet. For network operation to remain successful, it is the responsibility of the users (you) to conduct themselves in a responsible, lawful, ethical and polite fashion. The user is ultimately responsible for his/her actions. The following guidelines are not intended to define all required or proscribed behavior of its

### GUIDELINES / GENERAL INFORMATION

#### Network Usage

9. Use of CATNet must be in support of education and research, and consistent with the mission of the district. The Chehalis School District reserves the right to prioritize use and access to CATNet.
10. Any use of the system must be in conformity to state and federal laws, network provider policies and licenses, and district policies and licenses.
11. Personal use of CATNet resources shall not be at the cost of the district, shall not interfere with the performances of the users' official duties, must be brief in duration and must not disrupt the conduct of the District's business. Use of CATNet resources for commercial solicitation is prohibited. The superintendent or designee must approve use of the system for charitable purposes in advance.

12. The CATNet system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
13. No use of the system shall serve to disrupt the operation of the system by others, including the compromising of security or the integrity of district information; system components including hardware or software shall not be destroyed, modified or abused in any way.
14. Malicious use of the CATNet system to harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
15. Use of the CATNet system to access, store or distribute obscene or pornographic material is prohibited.
16. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited.
17. CATNet resources may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

#### **Security**

18. System accounts are to be used only for the authorized purpose. Users must not share their account access or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
19. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
20. Communications may not be encrypted so as to avoid security review.
21. Users should change passwords regularly and avoid easily guessed passwords.

#### **Personal Security**

22. Personal information, such as addresses and telephone numbers, should remain confidential when communicating on the CATNet system. Students should never reveal such information without permission from their teacher or another staff member. No user may disclose, use or disseminate personal identification information regarding minors without authorization.
23. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
24. Students should notify their teacher or other staff member whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable on the web or when using the system.

#### **Copyright**

25. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited. All users of CATNet shall comply with current copyright laws and Chehalis School District copyright policy BP2025.

#### **Filtering and Monitoring**

26. Filtering services are in use for all district owned computers with access to the Internet for all users.
27. Educational staff will, to the best of their ability, monitor minor's use of the Internet in school, and will take reasonable measures to prevent access by minors, to inappropriate material on the Internet, and restrict their access to materials harmful to minors.

**General Use**

28. Use of educational, computer-based games must be approved by a supervising teacher and must be in support of District Learning Goals. All other computer-based games are prohibited.
29. Diligent effort must be made to conserve system resources. For example, users should frequently delete email and unused files.
30. No person shall have access to the system without having received appropriate training.
31. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

From time to time, the district will make a determination on whether specific use of the system is consistent with the regulations stated above. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate their use furthers the purposes and goals of the district. For security and administrative purposes, the district reserves the rights for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity. Violation of any of the conditions of use may be cause for disciplinary action.

**District Rights**

**Chehalis School District reserves the right to:**

1. Monitor all activity of CATNet
2. Determine whether specific uses of the network are consistent with these acceptable use guidelines
3. Log network use and monitor bandwidth usage and/or storage disk space utilization by users
4. Deem what is appropriate use
5. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Agreement
6. Cooperate fully with any investigation concerning or relating to any CATNet activity
7. Prioritize use and access to the system.

**District Responsibilities / Limitations**

1. The district will take prudent steps to develop, implement and maintain security procedures to insure the integrity of individual and district files. The district will not guarantee that information on any computer system will be inaccessible by other users.
2. The district will attempt to provide error free and dependable access to technology resources associated with CATNet. The district will not be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.
3. The district will not deny or remove a user's right to use CATNet resources without just cause.

**Material / Pictures on the Web**

**Student pictures and material are published on the World Wide Web.**

## Public Legal Notices

### Complaint Procedure:

You can report discrimination, discrimination harassment and 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 at [www.chehalisschools.org](http://www.chehalisschools.org).

### COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

### Complaint to the School District

#### Step 1. Write Our Your Complaint

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

#### Step 2: School District Investigates Your Complaint

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

#### Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### Appeal to the School District

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

### Complaint to OSPI

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

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: [Equity@k12.wa.us](mailto:Equity@k12.wa.us)      Fax: 360-664-2967

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

For more information, visit <http://www.k12.wa.us/Equity/Complaints.aspx>, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### Other Discrimination Complaint Options

*Office for Civil Rights, U.S. Department of Education  
206-607-1600 - TDD: 1-800-877-8339  
[OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)*

*Washington State Human Rights Commission  
1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)*

### Nondiscrimination Statement/Equal Opportunity Employment Notice

Chehalis School District is an equal opportunity education system and employer that does not discriminate on the basis of race, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, or qualified individuals with disabilities including 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, and provides equal access to designated youth groups (i.e. Boys Scouts). (Board Policies 3210 and 5010)

El Distrito Escolar en Chehalis es un sistema escolar con igualdad de oportunidades en la educación y trata a todos por igual sin discriminación racial, religión, color, origen nacional, edad, sexo, orientación sexual, expresiones del género, identidad, estado matrimonial, ó individuos incapacitados, ó con impedimentos sensoriales, mentales, ó impedimentos físicos ó impedimentos que requieran la asistencia de perros guías, ó personas que utilizan los servicios de mascotas y proporcionamos igual acceso a grupos juveniles designados (i.e. Boy Scouts).

The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/Affirmative Action Officer Mary Lou Bissett, Assistant Superintendent 310 SW 16th Street Chehalis, WA 98532 (360) 807-7200 Section 504/ADA Officer Director of Student Support Programs 1265 SW Pacific Ave. Chehalis, WA 98532 (360) 807-7245

## **Title I, Part A, Highly Qualified Teachers**

Notification to parents informing them that they can request the following information regarding instructional staff who work with their children:

- Whether or not the child's teacher has met state certification for the grades and subjects s/he is teaching.
- Whether or not the teacher is working with an emergency or conditional certificate where state-certification criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held, including field of discipline of the certificate or degree.
- If the child receives instructional services from a paraeducator, the paraeducator's qualifications.

(Board Policy 4130)

## **Technology Acceptable Use Agreement**

Students may use the school's computers/network and the internet connection for teacher-assigned, educational work. All students need to have an Acceptable Use Agreement (AUA), signed by both student and parent, on file in order to use school computers.

## **Child Find**

The ChildFind program conducts activities for the purpose of locating, evaluating and identifying students with a suspected disability. Activities apply to students ages birth through 21. Formal screenings and assessments, which could include the areas of hearing, vision, social skills, language, learning and motor skills, are available for preschool students. For parent(s)/guardian(s) concerns about their child's development or questions about the ChildFind program, please contact the district Student Support Services office at (360) 807-7245. Board policies 2161 and 2162.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities. Section 504 requires that schools provide a full range of special accommodations/services, so that student may participate and benefit from public education programs and activities. Students may be considered disabled under 504 even though they may not require Special Education services pursuant to the Individuals with Disabilities Education Act (IDEA). (Board policy 2162)

### **Parent/Student Rights in Identification, Evaluation and Placement**

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling conditions.
2. Have the school district advise you of your rights under federal law.
3. Receive prior notice with respect to actions regarding the identification, evaluation, or placement of your child. Parent consent must be obtained before initial evaluation and placement.
4. Have your child receive a free appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate.
5. Have your child educated in facilities and receive services comparable to those provided nondisabled students.
6. Have your child receive special education and related services if he/she is found to need them under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act and provide transportation as a related service when necessary as part of a student's accommodation plan.
7. Have evaluation, educational program, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of your child's education records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Director of Student Support Services.
15. Ask for payment of reasonable attorney fees if you are successful on your claim.
16. File a local grievance.
17. Have your child receive accommodations under a Section 504 plan, if he/she has a physical or mental impairment that substantially limits a major life activity.

The person in this district who is responsible for assuring that the district complies with Section 504 is the Director of Student Support Services, phone number (360) 807-7245. The Director of Student Support Services can provide 504 ADA information. (Board Policy 2162)

## **SPECIAL EDUCATION SERVICES**

The Special Education Services Department provides services to students with a wide range of disabilities from mild learning difficulties to severe disabilities. Services may include psychological assessments, counseling, communication disorder services, vision and hearing screening, occupational and physical therapy, infant/toddler preschool programs for children birth to six years of age, home-based or center-based programs. (Board policy 2161)

#### **Prohibition of Harassment, Intimidation and Bullying (BP 3207)**

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional 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, or mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- 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).

#### **Behaviors/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

#### **Training**

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers.

#### **Prevention**

The District will provide students with strategies aimed at preventing harassment, intimidation, and bullying.

#### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The District will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

#### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of District policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

#### **Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

Compliance Officer: Mary Lou Bissett, Assistant Superintendent  
310 SW 16th Street, Chehalis, WA 98532, (360) 807-7200

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

#### **Pesticide Notification**

The Chehalis School District complies with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities and such records are available upon request. At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application by posting a notice in a prominent place in the building and grounds. Following application, a sign shall be posted at the location of the application. The notice shall state the product name, date, time and specific location of the application, the pest for which the application was made, and a contact name and telephone number. The notice shall remain posted for 24 hours or longer, if required by the label of the pesticide. (Board Policy 6895)

#### **Asbestos Notice**

In compliance with federal EPA rules, the Board of Directors of Chehalis School District hereby notifies patrons that asbestos containing materials are present in Chehalis school buildings. The condition of the asbestos is monitored every six (6) months to ensure that it does not pose a threat to children, staff and patrons. The locations of friable (able to crumble and release fibers) asbestos and encapsulated (sealed) asbestos may be obtained by contact the Director of Business and Operations, Heather C. Pinkerton, at the District Office, (360) 807-7200. (Board Policy 6890)

### **Keeping Our Schools Safe**

**Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall receive a one year mandatory expulsion for firearms. RCW 28A.600.420**

**The Superintendent or designee must promptly notify the student's parent(s) and law enforcement concerning the firearms violation.**

**The expulsion may be modified by the chief school district office or designee on a case-by case basis. (Board Policy 4210)**



## 2016-17 ASB Officers

President	Hunter Snyder
Vice-President	Shasta Lofgren
Secretary	Kate Balmelli
Treasurers	Megan Wilks Alyssa Ely Emma Moon Morgan Lakey
Public Relations:	Abby Link Jordan Waring
Assembly Coordinator:	Bern Berg Brayden Yoder
Spirit Coordinator:	Kendall Hoffman Drew Mann
Senior Class President	Andrew Painter
Junior Class Presidents	Haley Simmons
Sophomore Class President	Megan Pallas
Freshman Class President	TBD

# W. F. West High School

## MISSION STATEMENT

W. F. West High School exists to provide all students a superior education so they may discover and achieve their full potential.

### Core Beliefs

Teachers inspire and challenge all students, guiding them toward knowledge and the achievement of their full potential.

Students have a responsibility to commit to learning in order to achieve their full potential.

All students are unique individuals who have the potential to become positive contributing members of society.

Learning how to learn serves students for a lifetime.

A positive school climate enhances learning.

Co-curricular activities enhance learning and develop self worth, pride, and leadership.

Schools are most effective when parents and the community are integral parts of the educational process.

Be a  
**BEARCAT GREAT**

Follow the Eight!

The easiest way to  
feel good about yourself  
is to treat others with  
kindness!

Step up,  
so others won't get  
stepped on!

Take a stand.  
Lend a hand!

Online??  
Think twice before you  
type!

It isn't BIG to make  
others feel SMALL!

Read!  
Lead!  
Succeed!



Education is bitter but the  
fruit is sweet!

Be cool in our school!  
It's Bully Free,  
and so are we!!!