

Bearcat

NATION

W. F. West High School Student Handbook

2024-2025

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STAY CONNECTED



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Chehalis School District No. 302



www.chehalisschools.org

WF West High School Career and College Readiness Center

<https://sites.google.com/chehalisschools.org/ccr/home>



THE W.F. WEST HIGH SCHOOL 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 trees portray the surrounding 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.

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!!

MISSION STATEMENT - *Preparing Students for the Journey Ahead*

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.
- 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.

ASB OFFICERS 2024 - 2025

President: Mackenzie Dotson

Vice President: Hudson Morgan

Secretary: Madison Teeter

Treasurer: Bryce Kuykendall

Appointed Positions

Social Media Coordinators: Ellie Clinton, Elsie Morton, Genievieve Buss

Activities Coordinators: Berkeley Varick, Grady Oien, Allie Anderson, Emma Harmanson

Assembly Coordinators: Anais Flores, Haiden Bartel, Elise Caserta, Emmalee Squibb

Drum Majors: Will Cummings, Amanda Linwood

Spirit Coordinators: Emily Mallonee, Payton Santiago

Technology Coordinators: Hunter Riley, Kyan Porter, Rock Norton









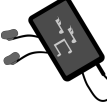
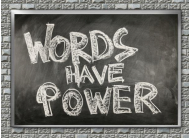

School Board Student Representative: Allie Anderson, Henry Etue

Staff List and Room Assignments 2024-2025

Mr. Aldrich- Jason	207	Science, World History
Mrs. Alexander- Nancy	324	CTE-Family and Consumer Science
Miss Bailey- Kyla	715	CTE-Agriculture
Ms. Boulac- Denise	302	Educational Support
Mr. Bunker- Cy	700	CTE-Sign Making
Mrs. Burke- Teri	316	Student Support
Mrs. Ciolli- Kristin		CTE-Business, Personal Finance
Mrs. Clinton- Alison	742	CTE-Photography, Art, Yearbook
Ms. Cook - Stephanie	120	English
Mrs. Corey- Meagan	315	Educational Support, AVID
Mrs. Dalan- Gena	218	Science
Mr. Elam- Jesse	224	Health
Mrs. Elder- Jessica	205	Sports Med, Medical Term
Mrs. Fralick- Chrissy	109	English, AVID
Mr. Garbe- Bryce	107	English/Leadership
Ms. Gegen- Mary Claire	116	French
Mrs. Gilbert- Angela	420	Choir
Mr. Giuliani- Michael	423	Music/Strings (1st period only)
Mr. Guenther- Chris	713	CTE-Voc. Ag.
Mr. Hergert- Josh	103	English
Mr. Hill- Dan	Gym	P.E.
Mrs. Jordan- Emily	216	Science
Mr. Judd - Andy	425	Band
Mr. Karnofski- Kyle	105	English
Mr. Klovdahl- Matt	314	Student Support-CATS
Mr. Lamoreaux- Paul	112	Spanish
Mrs. LeBoeuf- Andrea	108	English
Ms. Lieseke- Caty	304	Math
Mrs. McGreal- Kelly	126	Social Studies
Mr. Mendez- Max	118	Social Studies
Mrs. Mora- Emily	213	Science, Freshman Seminar
Mr. Mora- Trevor	125	Social Studies
Ms. Poole- Jennifer	111	Spanish
Mrs. Price- Whitney	308	Math, AVID
Mr. Rakevich- Jamie	221	Math
Mr. Smith-Randy	735/737	CTE-Auto/Metal-Fab/CAD
Mr. Stratton- Mike	210	Science
Mrs. Taylor- Jennifer	Gym	P.E./ Leadership
Mr. Taylor- John	Gym	P.E.
Mr. Wagar - Mark	732	CTE-Woodworking/Construction
Mr. Warner- Josiah	306	Math
Mr. White- Chris	311	Math
Mrs. Wilks- Krista	222	Science
Mrs. Williams- Janelle	110	English
Ms. Young- DeeDe	704	CTE- Graphic Arts

Principal- Regina Carr **Assistant Principals-** Christine Voelker(10/12), Don Bunker(9/11) **Athletic Director-** Tommy Elder
Counselors- Adrian Jimenez (Freshmen Transition Specialist), Libby Rakevich(A-G), Shawna Goble(H-N), Jessica Boeck(O-Z), Brian Adams (At Risk Counselor), Kerri Chaput (College and Career Counselor) Becky Moon(SAIA-Student Achievement)
Secretaries- Annie Vasilauskas, Darlene Weeks (Athletics), Kirstin Toynbee (ASB Bkpr), Kelsi Stiltner (Registrar), Susan Russell(Counseling Center), Serena Schoelkopf (Attendance), Shayla Davis
Educational Assists.- Shannon Becker, Teresa Mitchell, Stacy Cummings (Baby Bearcats), Cheryl Evans (APEX), Pat Goodrich, Jan Martin, Alicia Walters (ML), Sandy McAllister, Julie Sennes, Kristi Shewfelt, Quinton Roberts, Tammy Rasku, Ryan Nelson, Brandi Dean
Security- Todd Thornburg and Troy Thornburg **Dist. Tech.Sup.-** Daniel Bryant
District Nurse- Jamie Roundtree **WFW School Nurse-** Somer Smith, **1/1 Nurse -** Kathy Harmon **Nurse -** Lisa Davis
Kitchen- Aaron Bradford(Dir), Janet Charlton(Op. Mgr), Bridget Roy(Sup), Wilma Ruhnau, Carolyn Lansing-Courrier, Tessa Bradford, Melinda Arredando
Custodians- Rick Walters, Joey Kerr, Travis Gardner, Shane Henderson, Henry Jordan, Austin Alexander

updated 09/02/24

	<p>10- 10: During the first 10 minutes and last 10 minutes of class; no one in the hallways.</p>
	<p>1:1 Devices: Bring Chromebook everyday charged and ready to use for class assignments.</p>
	<p>Cell Phones: With one to one devices, students' cell phones should be <i>off and put away</i> in the classroom setting. Phones that are taken may be picked up in the office at the end of the day. Progressive steps will be taken for repeat incidents. No Cell, Bell to Bell!</p>
	<p>Hallways and Hall Pass: Must have hall pass at all times if in the hallways during class time. Vending Machines are only available before/after school and lunch. Students wandering or in hallways without hall pass will be put on the <i>"NO FLY"</i> list.</p>
	<p>Sign In/Out: If you are leaving campus or coming to campus after school starts, (except during lunch) YOU MUST SIGN IN TO THE FRONT OFFICE.</p>
	<p>Open Campus: Is a privilege, not a right! Campus is ONLY open for Juniors and Seniors during lunch; Freshmen and Sophomores must remain on campus. <i>If you are late back from lunch or transport underclass students you will lose your open campus privileges.</i></p>
	<p>Parking Lot: Spots painted with a painted paw are reserved parking for students. Parking tags are required for all vehicles in the parking lot. <i>Staff parking spaces are outlined with yellow and white, please keep these free for staff.</i></p>
 <p>NO HOODS</p>	<p>Dress Code: Read and reread the dress code in the student handbook...IT IS NOT UP FOR NEGOTIATION. If you choose to come dressed in something that violates the dress code, you will be asked to change and/or offered a loaner; remember no hoods up in the school. Repeat incidents will be considered defiance/insubordination.</p>
	<p>Headphones: In the hallways, you may have <u>ONE ear bud</u> in at any given time. In the classroom, headphones are to be put away and turned off before and during instruction. Bluetooth speakers are prohibited.</p>
	<p>Academic Language: During school hours, academic language will be practiced and reinforced. While on campus, derogatory language is not acceptable. This includes: swearing, slurs, and all discriminatory and/or hate speech ect.</p>
	<p>Late to Class: Great things happen at the beginning of class. Being on time for things is an important skill. Being on time shows others that you respect them and their work. Your first Tardy referral will result in 30 min lunch detention. Progressive steps will be taken for repeat incidents.</p>

TBW: The Bearcat Way

The Bearcat Way (TBW) describes the standards of the program that we will govern and carry ourselves by. Our belief is to create a first-class program that is focused with clear expectations on academics, behavior, culture, commitment. *The Bearcat Way* is the standard that we will continually refer to and use as a guide for creating the kind of attitude that represents Chehalis and W.F. West High School with class, dignity, pride, passion, excitement, integrity, and personal growth.

The term “*The Bearcat Way*,” or what is more commonly seen and heard as *TBW*, will be something that is used as our motto or slogan. We believe that this will be put on t-shirts, handouts, school murals and be a part of our team and clubs core beliefs. It is the overarching standards that we, as a Staffulty and school family, will use to create a culture that will be both successful and enjoyable. We believe that *TBW* will be used by parents and community and define the image of our school and help create a supportive, positive, and trustworthy atmosphere for our students, friends and family members to be involved in.

Students of the W.F. West High School family will conduct themselves with dignity, respect, and self-control at all times. We shall be aware of our surroundings while at school, on the bus, around town, and at all competitive events. Our expectations of our Students include following school policies, no use of foul language, and being helpful. Whether or not you think someone is watching, you are representing yourself, your family, classmates, and also the image of the school community. WF West is a part of the community, which means if something inappropriate happens, it also has an effect on not only yourself, but many others around you. Before acting, think to yourself, “could what I’m about to do or say disappoint or hurt me, my friends, my family, or my school family?”

This motto will ultimately govern how we as a high school act and carry ourselves in a way that is respected, highly thought of, and demonstrated in all areas with class. These are *THE BEARCAT WAY* principles that we believe in and work together to achieve as a family.

GENERAL INFORMATION

ASB Card	\$35
Annual	\$55 Fall & \$70 Spring
Athletic	\$35 Per Sport
Football Fee	\$70 (includes Helmet fee)
<i>Transportation Fee</i>	<i>\$15 Per Sport (Waived for 22/23 SY)</i>
Reserved Parking Spot	\$20 with ASB, \$25 without ASB

BELL SCHEDULE

REGULAR SCHEDULE

- 1st Period	7:40 - 8:30
- 2nd Period	8:35 - 9:25
- 3rd Period/CCR	9:30 - 10:00
- 4th Period	10:05 - 10:55
- 1st Lunch	10:55 - 11:25
- Early 5th	11:00 - 11:50
- 2nd Lunch	11:50 - 12:20
- Late 5th	11:30 - 12:20
- 6th Period	12:25 - 1:15
- 7th Period	1:20 - 2:10
- Passing Time	2:10 - 2:15

PAWS SCHEDULE

1st Period	7:40 - 8:25
2nd Period	8:30 - 9:10
3rd Period/CCR	NO CCR
4th Period	9:15 - 9:55
1st Lunch	9:55 - 10:25
Early 5th	10:00 - 10:40
2nd Lunch	10:40 - 11:10
Late 5th	10:30 - 11:10
6th Period	11:15 - 11:55
7th Period	12:00 - 12:40

DAILY STUDENT LIFE

Lockers - Lockers are for your personal use. *The school officials reserve the right to inspect the contents of your locker when there are reasonable grounds to believe that it contains items contrary to school rules and detrimental to the conduct of the school, the educational process or the students' and employees' welfare.* All student installed padlocks will be removed without student notification.

Inappropriate writing will be removed by the student and materials confiscated by school personnel. *Lockers are school property and any damage will be repaired at student expense.* Those students who don't plan on using a locker do not need to check a locker out. Locks are provided for all physical education students and varsity lockers. The use of locks for security purposes is the responsibility of each student.

Textbooks - Basic texts are loaned to students for their use during the school year. Some workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Please be sure your name and your grade are written on the book labels in case the books are misplaced. A fine will be imposed based on the teacher's judgment of abuse, misuse, or lost books.

Lost and Found - Students who find lost articles are asked to take them to the main office where they can be claimed by the owner.

Visitors - The school policy is to accept only those visitors who have legitimate business at the school. ALL guests, parents and visitors must register and get a visitor identification Badge in the office. *We discourage student visitations because of the disruption and limited space available in some classes.*

Office Phone - A phone for student use is located in the office area. You are welcome to use it to make necessary calls (parents, attendance, emergency, etc.) before/after school or during passing time. The phone will not be in service during class time unless it is an emergency discussed with the main office.

Bus Regulations - All school rules and regulations apply on the bus and at the bus stop. Specific Chehalis School District bus riding rules and bus discipline information may be obtained from the director of transportation at 360-330-7628.

Nurse - A nurse is on staff at WF West High School every day located in the main office..

Daily Bulletin - All student announcements must be signed by a faculty member and approved by an administrator. Emergency or special announcements will be made over the public address system with administrative approval.

Inclement Weather - When the weather is inclement prior to school opening, notification of cancellation or change of schedule will be broadcast on local radio stations as soon as possible. These can also be found on our [website](#) and social media accounts.

Open Containers - *Students who have open containers at school or at school-sponsored activities may have them checked, confiscated, or removed at the discretion of WFW staff.*

Passes/Passing Periods/Tardy - Students must have a hall pass signed by a faculty member when arriving past the allotted time or a hall pass lanyard in the hallways during class periods (unless accompanied by a staff member).

Library - The WFW Library is open from 7:00 a.m. to 3:00 p.m. Enrollment in WFW automatically gives you the privilege of checking out library materials.

1. Books may be checked out for 3 weeks, and may be renewed unless there is a hold placed on the book by another student. Overdue books must be returned before other materials are checked out.
2. Fees are assessed for lost or damaged books.
3. Chromebooks are available to check-out for day-use only and must be returned before leaving school. Fees are assessed for lost or damaged technology.
4. Students may use the library either for independent work or group projects. Noise is expected to be kept at a level that is respectful of other activities that may be happening in the library at the same time.
5. If you request permission to come to the library during class you must have a hall pass from that teacher.
6. All students must sign-in at the circulation desk when using the library during class times.

Closed/Open Campus Policy - *WF West High School is a closed campus during class hours including assemblies and special schedules. Open campus is during LUNCH ONLY and is available to Juniors and Seniors. All Sophomores and Freshmen must remain on campus during lunch. During the rest of the day, students may not leave campus without checking out through the attendance office. Failure to contact the office prior to the student's departure will be treated as an unexcused absence and may receive detention and or suspension. Students with excessive attendance and/or disciplinary issues may have their open campus privilege revoked.*

Voter Registration - Students turning 18 years of age are encouraged to register to vote as their civic duty. See Mrs. Russell in the counseling office to get a mail-in registration form.

Emergency Drills - Schools are required to have at least **one drill per month**, including summer sessions with students. Drills must practice four basic functional threat or hazard responses:

1. **Shelter-in-place** - to limit the exposure of students and staff to hazardous materials, such as chemical, biological, or radiological contaminants, released into the environment by isolating the inside environment from the outside; fire alarm procedure
2. **Lockdown** - to isolate students and staff from threats of violence, such as suspicious trespassers or armed intruders, that may occur in a school or in the vicinity of a school;
3. **Evacuation** - to move students and staff away from threats, such as fires, oil train spills, or tsunamis
4. **Earthquake** - to practice the “drop, cover, and hold” protocol. The annual October Great Washington ShakeOut provides an excellent opportunity to practice drop, cover and hold on

Dances - 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. Dance behavior and expectations are listed below:

→ **NO REFUNDS on dance tickets.**

→ **Doors close at 9:30 pm** (when the dance is from 8:00pm - 11:00pm.)

◆ Once a student leaves the dance, no re-entry will be allowed.

→ **No backpacks.**

→ **No masks.**

→ **All school rules and sanctions apply to the event.**

→ **Specific Dance Rules:**

◆ Dancers have fun, face to face, leaving some space.

◆ Lewd or obscene behavior will not be tolerated.

◆ *This dance contract serves as your first warning.* Subsequent warnings will result in dismissal from the dance and possible future dances.

◆ Dress and appearance must not present health or safety problems or cause disruptions. Students who choose attire that is overly revealing will be required to change or be dismissed from the dance.

◆ Students who appear to be under the influence of alcohol and/or a controlled substance will be subject to an evaluation by a police officer. **(A police officer will be present/on call at all school dances.)**

→ **You are responsible for your behavior and conduct at the dance. Please help to make W.F. West High School safe and enjoyable for all students who attend. *Failure to abide by these rules will result in disciplinary action.* In the case of a student being sent home, there will be no refund of the ticket price.**

→ When guests are allowed, they must be preapproved and have the appropriate forms signed and turned in to the ASB Office.

→ ***Signing the student handbook means that you have read and understand the above information. Purchase of a ticket means you agree to abide by the Dance Behavior Expectations and Rules.***

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!

Need Help? - W. F. West has certified a Mental Health counselor to assist you with information or help with any problems. The office is near the library. 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 stop by and see our Mental Health 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. Help can also be requested anonymously by using the information on the back of your W. F. West student ID card.

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.

Safety & Security - We have Todd and Troy Thornburg as campus and district security, and the Chehalis Police Department is available on a moment's notice.

ATHLETIC AND EXTRACURRICULAR INFORMATION

<u>Fall:</u>	<u>Winter:</u>	<u>Spring:</u>
Football	Boys Basketball	Baseball
Boys Golf	Boys Wrestling	Boys Soccer
Boys Tennis	Girls Basketball	Track (Boys & Girls)
Cross Country (Boys & Girls)	Girls Bowling	Girls Golf
Girls Soccer	Girls Wrestling	Fastpitch
Girls Swim	Winter Cheer *	Girls Tennis
Volleyball		
Fall Cheer *		

*The Cheer squad is chosen by a try-out that takes place in the spring of the previous school year.

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. All of these forms can be filled out by going to [W. F. West High School website](#) and click Athletics/Activities then click *Fill Out Athletic Forms*.

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. Elder for more information. Violations of this policy will result in sanctions.

Sportsmanship - Not only does W. F. West displays 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.*

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. See above for a list of activities during each sports season.

Student/Athlete 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.

Academic - 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. Elder.

ASB Card & Athletic Fee - If you are turning out for sports, you are required to pay the athletic fee, transportation fee and purchase an ASB card. The money collected from these sources pay a portion of the bills for the sports programs. If these fees pose a financial hardship, contact the Athletic Office.

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.

CHEHALIS SCHOOL DISTRICT - EXTRA-CURRICULAR ACTIVITIES CODE

The opportunity to participate in extracurricular 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.), the Evergreen Conference and W.F. West High School.

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.

Special Provision: Students who only pass four or fewer classes at the end of the Spring Semester will be ineligible to participate for the first three weeks of the Fall Sports Season.

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, funeral, 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:

- **1st 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.
- **2nd Offense:** The student will be suspended from athletic/activity participation for forty-five (45) calendar days.
- **3rd 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.

- **1st Offense:** The student will be suspended from athletic/activity participation for thirty (30) calendar days reducible to a minimum to 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.
- **2nd Offense:** The student will be suspended from athletic/activity participation for forty-five (45) calendar days.
- **3rd 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.

- **1st 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.
- **2nd Offense:** The student will be suspended from athletic/activity participation for ninety (90) calendar days.
- **3rd Offense:** The student will be suspended from 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.

- **1st 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.
- **2nd Offense:** The student will be suspended from all athletic/activity programs for one (1) calendar year.
- **3rd 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 extra-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 all athletic/activity participation indefinitely, reducible provided the student requests an appeal in writing to the Activities Review Board.

ACADEMICS AND COUNSELING

Graduation Requirements

1. The W. F. West diploma requirement is 24 credits. A one semester course is worth .5 credit. A year-long course of two semesters is worth 1.0 credit.
2. The W. F. West Honors Program has specific subject area requirements.
3. Graduation requirements include fulfilling testing/pathways, culminating project, service to school, community service requirements, and High School & Beyond Plans.

Academic Area	Semesters	Credits
English/Language Arts	8	4.0
Mathematics (4yrs is HIGHLY recommended)	6	3.0
Science	6	3.0
Social Studies	6	3.0
Career and Technical Education	2	1.0
Health	1	0.5

Lifetime Fitness	3	1.5
Fine Arts	4	2.0
World Language	4	2.0
Electives	8	4.0
TOTAL:	48	24

Credit Recovery/APEX

The Chehalis School District wants to encourage students to pass the courses they are enrolled in to earn credit. In situations where this does not occur, W. F. West students are eligible to make up courses they have taken in person and failed using the APEX Credit Recovery Program and earn .50 credit for each half-year (semester) class they complete, or 1.0 credit for each full-year class they complete. Students can earn a limited number of APEX credits while still remaining eligible to graduate and earn a diploma from W. F. West high school. Parents are encouraged to contact the school directly to determine graduation requirements as they plan their student's high school course of study and can email Cheryl Evans (cevens@chehalisschools.org) to be updated on their student's progress in APEX.

W. F. West APEX Guidelines:

1. In order to qualify to take an APEX course, a student must have received a final grade of F, W, INC or U in their traditional high school class. The APEX retrieval class must be of equal content to the failed class except in the case of electives, which can be retrieved in any elective APEX class. Students may take 1 APEX course at a time.
2. APEX is not offered to students as a substitute for the original class with the exception of Running Start, New Market Skills Center, transfer students, and new upperclassmen who need specific courses for graduation.
3. Administrators may place students with discipline, attendance, and/or academic issues in an APEX course as replacement for their original course.
4. APEX assessments must be taken at W. F. West High School under the supervision of a proctor.
5. In order to pass the APEX class, students are expected to progress at least 10% weekly in their enrolled APEX course; students who are enrolled in before/after school APEX must progress at least 5% weekly in order to pass the class. Students who do not meet minimum progress requirements may be removed from the class.
6. Students who do not make adequate progress during their APEX class period will be enrolled in after hours APEX for the following semester; they will no longer be eligible to take APEX during the school day.
7. Students in 12th grade must complete their APEX courses one month prior to graduation.
8. APEX courses will be clearly marked on student transcripts as online credit recovery, and students will earn a "P" (pass) for completed APEX courses.
9. Cheating on an APEX course will result in the student's removal from the W. F. West APEX program and courses will have to be made up in person.

10. Cell phone use will not be allowed in class; phones must be in backpacks at all times.
11. Students cannot take more than 6 APEX credit retrieval classes (3 credits) when earning a WF West diploma. Students needing more credits can request to be transferred to Turning Point for graduation, or will enter a graduation contract overseen by WFW administrators. Students needing to recover more than 6 courses (3 credits) will work with their administrator and family to create a plan for how excess credits will be recovered outside of APEX. If the contract is not upheld, students can choose between making up needed credits in person at WF West during a 5th year, transferring to Turning Point, or independently enrolling in a different high school completion program.

Culminating Project - Students will complete an integrated learning project in Senior English or another designated program. This project will create a connection between high school and post-high school options. Seniors will present their project to teachers and community members. All project requirements are available on the W. F. West webpage.

Service to School and Community Service

COMMUNITY SERVICE:

Minimum of 24 hours total over four years – hours must be done with a non-profit organization and performed outside of school hours. If students are receiving credit for hours through another organization/class, they may not use these hours for this project.

SERVICE TO SCHOOL:

Minimum of 3 points in 2 different areas per year – see list below:

- Curricular club and/or team participation/1 year commitment (1 pt.)

Robotics	Knowledge Bowl	Equestrian Team
Rifle Team	Forensics	

- Participation in a theater production (1 pt. per production)
- Participation in a musical performance (1 pt. per year)
- Participation in an elite musical group (1 pt. per year)

Chamber Choir	Jazz Band	West Singers
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- Marching Band and Pep Band (1 pt. per season)
- Placing at a musical competition (1 pt.)
- Presenting for Advanced Molecular Genetics, Advanced Physics or participating in STEM Academy (1pt.)
- Athletic participation (1 pt. per season)

- Great attendance for a school year - No unexcused/5 or less excused (1 pt.)
- Discipline free for a school year - No infraction listed on Skyward (1 pt.)
- School Community Service: (1 pt. for every 2 hours of service) Service must be done at or for the school outside of school hours. Hours must be unpaid. Examples of service would be (but not limited to) an unpaid activity worker for a sporting event. The adult in charge will sign off on work.
- Non-curricular Clubs/Activities (1pt. per year)

National Honor Society	ASB/Student Government	Class Officer
Leadership Class	Key Club	Club Officer
FFA	FCCLA	FBLA
Latino Club		
**Curricular/Non-curricular clubs may vary		

Honor Roll - Honor Roll is open to all students enrolled in at least six classes at W .F. West High School. Selection is based upon the grade point average achieved by the student during the current semester. This grade point average must be equal to at least 3.25.

W. F. West High School Academic Honors Program - The Honors Scholar Award is W. F. West High School’s esteemed recognition for completion of rigorous college preparatory academic study. Our Honors program is designed to provide highly motivated students the opportunity to achieve their highest intellectual and creative potential. Honor Scholar Awards are offered for four pathways:

- STEM
- English
- Humanities (Social Studies & World Language)
- Performing Arts
- Overall Honors
- Students may earn Honors in more than one pathway.

Academic Requirements

- Meet qualifications for entrance into a four year college or university. This standard is the W. F. West graduation standard as published in the curriculum guide.
- Course completion grades of B or above in Honors Program pathway(s).
- Must be enrolled as a full-time student on the W. F. West High School campus in the earned Honors Pathway.

Schedule Changes - Schedule changes are made based on a student's post high school planning in the guidance office. These folks have a vast amount of training and experience in helping students through most every problem imaginable. When in doubt, ask. Schedule or class change requests will be considered on an individual basis during the first three (3) days of first semester and last 4 days of first semester for second semester class changes. Schedule changes will not be made based on teacher preference.

Any exceptions must be appealed through the Administration.

Teacher Communication - Your teacher's email address (with few exceptions) is the teacher's first initial followed by the last name, then "@chehalisschools.org". I.e. Johns Smith's email address would be: jsmith@chehalisschools.org

APEX - Credit Recovery - APEX 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.

DRIVING INFORMATION

Drop-Off & Pick-Up - Parents are encouraged to drop-off and pick-up their child on 16th Street or in front of the main entrance to the school.

Citizenship and Safe Driving - In an effort to encourage safe driving, we will work with local residents, the City of Chehalis and the Chehalis Police Department to monitor and enforce driving rules and good citizenship expectations for students. Students are expected to follow all laws and speed limits when off campus during the school day. Students who do not follow these expectations will face disciplinary consequences, including loss of off campus privileges.

Driving and Parking - Parking Permits are required for all students. You can register your car and get a permit from the Main Office.

Parent/Visitor Parking - Designated spaces in the first parking island directly across from the main entrance to the school.

Staff Parking Areas - Designated staff is designated by a double yellow and white stripe. They are placed throughout the main parking lot.

Student Parking - Register your car prior to using the WFW parking lot. You may also reserve a parking space prior to school starting. Spaces are limited and marked with a white paw. See ASB office for more information.

- Staff and visitors spaces in front of the WFW main entrance.
- If the parking lot is full, students may park on 16th Street or 19th Street.
- Parking in designated fire lanes and handicapped spaces will result in notification of the Chehalis Police Department/Code Enforcement.
- Areas marked as reserved or double white and yellow stripes are no parking areas.
- Reserved student parking spaces.
- Vehicles parked inappropriately may be subject to citations and/or impound/towing at owner's expense.
- Students may not park in the bus loading area.

Parking and driving on the WFW campus is a privilege and requires each vehicle to be registered with the school through the attendance office. The parking permit must be hung from the rear view mirror or placed in the bottom corner of the driver's side windshield. Unregistered vehicles, vehicles inappropriately or illegally parked, or vehicles creating a safety hazard will receive a parking violation notice and may be subject to impound/towing at owner's expense. Once parked on school grounds, students may not take cars off the premises except at lunch or at the end of their scheduled day unless they have **a note from the attendance office** issued by the attendance office. **Under no circumstances are student vehicles to be parked in the faculty parking lot or visitor parking lot.** Students are responsible for maintaining cleanliness in the parking lot areas.

A search of a motor vehicle on campus may be made based on reasonable suspicion when related to a possible school violation.

Parking Lot Rules:

1. Students will park in their designated spots.
2. No parking in Staff or Visitor spots.
- 3. Students may not loiter or sit in vehicles during the school day.**
4. Obey the speed limit (10 mph).
5. No double parking.
6. No littering.
7. Treat the end of each aisle like a 4-way stop.
8. No vandalism to any vehicle.

Consequences:

First Offense - May result in a \$10 parking citation, warning, and/or removal of parking privileges at owner's expense.

Second Offense - Will result in the LOSS OF PARKING PRIVILEGES. *Privileges may be reinstated at semester with Principal's approval.*

Third Offense - Violation of Rule #8 above will result in immediate suspension of parking permit and may result in school discipline action.

NOTE: *WFW Administrators reserve the right to bypass steps as necessary.*

STUDENT LEARNING EXPECTATIONS

We have four **CORE BELIEFS** at WF West High School:

1. Learning how to learn serves students for a lifetime.
2. All students are unique individuals who have the potential to become positive contributing members of society.
3. Co-Curricular activities enhance learning and develop self worth, pride, and leadership.
4. Students have a responsibility to commit to learning in order to achieve their full potential.

As a student at WF West High School, you are expected to strive for excellence, to develop and improve your individual capabilities and potential, and to be accountable for their education. In addition, you are expected to accept and increase your share of the responsibility for learning as you develop, maintaining a positive attitude for a lifetime of learning and helping to generate a positive learning environment.

This can best be accomplished when you:

- Complete all homework and classwork assignments on time and actively participate in classroom activities.
- Set aside a regular time and place for homework, study, and reading improvement.
- Set challenging goals and work to reach them.
- Arrive in class, on time, and aim for perfect attendance.
- Listen to, and carry out, directions in class.
- Support and contribute to the classroom and campus behaviors that create an atmosphere for learning.
- Encourage and help others to learn, contribute to a good learning atmosphere
- Treat yourself and others with dignity and respect.

RIGHTS AND RESPONSIBILITIES FOR STUDENTS

Student responsibilities – students have the responsibility to:

- Pursue their required course of studies.
- Attend school daily and be on time to class
- Be aware of and comply with all rules governing student behavior.
- Submit to the authority of school district personnel, subject to such disciplinary or other action as determined by school officials.
- Express their ideas in a respectful manner so as not to libel or slander others.
- Dress in a manner which is not disruptive to the educational process
- Conduct themselves in a manner that will not disrupt their education nor disrupt or deprive others of their education.
- Respect the rights of others and exercise self-discipline.
- Follow established procedures in seeking change to policies, rules or regulations which affect them and with which they disagree.
- Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school sponsored events or on school buses.
- Comply with reasonable requests of District employees while in the performance of their duties.
- Keep personal property/valuables secure. Students are discouraged from bringing large sums of money or other valuables to school.

STUDENT RIGHTS

In addition to other rights established by law, each student served by or on behalf of a common school district shall possess the following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

1. No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental, or sensory handicap.
2. All students possess the constitutional right to freedom of speech and press and the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievance, subject to reasonable limitations upon the time, place, and manner of exercising such rights.
3. All students possess the constitutional right to be secure in their persons, papers, and effects, against unreasonable searches and seizure.
4. All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
5. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law. The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the State of Washington or the rights retained by the people.

GENERAL RULES AND REGULATIONS

The school is a community, and the rules and regulations of a school are the laws of the community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of citizens is to respect the laws of the community and comply with its rules and regulations (RCW28A.600.040). The list of rules is not exhaustive, and general practices and expectations in a public-school setting will be our overarching guide.

ALL RULES APPLY TO STUDENTS:

1. On the school grounds or within reasonable proximity to school grounds during and immediately before or immediately after school hours.
2. On the school grounds at any other time when the school is being used by a school group.
3. Off the school grounds, on school buses, at a school activity, function, or event.
4. 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.

Whenever the misconduct has a real and substantial relationship to the lawful maintenance and operation of the school district, including the health and safety of the students and employees, and what is conducive to the process of learning.

School Attire - Our Dress Code Statement

The aim of W. F. West High School is to prepare the whole student for career and life readiness. W. F. West respects the individuality of ALL students while expecting all students to dress in a manner that shows respect to self and others. This includes clothing choices and personal hygiene care which is conducive to a positive learning environment.

ALL students must wear:

Tops (no midriffs showing above the belly button)

Bottoms

Shoes at all times.

These items are non-negotiable and will not be allowed:

Blankets

Pajamas

Earbuds, AirPods, or other electronics (during instructional time)

*Adjustments may be made for students with an approved 504 and/or IEP plan.

Any head covering (ie; hoods, stocking caps, etc.) which may conceal identity and/or prohibited items (earbuds, etc.)

Attire of any kind which involves images and/or words that relate to: violence, weapons, sexually explicit or implied themes, threats toward others, racism, alcohol, tobacco, drug use, and gang affiliation (colors and symbols) will not be tolerated under any circumstance.

Typical consequences for a violation of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. A student may be instructed to leave their classroom briefly to change clothes. Assistance is available at any time should a student request or demonstrate a need for appropriate clothing or personal hygiene products.

Cell Phone and Electronic Digital/Devices - All electronic/digital devices (cell phones, iPods, MP3's, gaming devices etc.,) must be put away, turned off and out of sight during class time. If students choose to bring them to school, it is at their own risk and the school district will not be responsible if they are lost or stolen. ***Students may not have more than one earbud/headphones in, during passing time. If earbuds are taken from a student, they will be returned at the end of the school day.**

“No cell, bell to bell”

● **1st Cell Phone Incident**

Student given options: Place on desk and get back at the end of the period or take down to office and get back at the end of the day. ****Teacher writes referral for documentation only***

● **2nd Cell Phone Incident**

Student takes the phone down to the office. The phone can be picked up by the student at the end of the day. Admin conversation. ****Teacher writes referral for documentation only***

● **3rd Cell Phone Incident**

Student takes the phone down to the office. Parent phone call. The phone will be picked up at the end of day by the parent. ****Admin writes referral for follow up with the parent/guardian***

Failure to give the requested device to a teacher or administrator will be considered defiance/insubordination.

Attendance - We believe regular class attendance is paramount to the educational process. Participation in class activities and interaction among students and teachers is vital to the learning process. Tests, homework, and assignments are only some of the criteria for earning credit. All student absences may hinder mastery, achievement, and participation. Involvement in school activities is a choice. It is the responsibility of the student to be aware of his/her choices and prepare to make accommodations with teachers to be successful in class.

Attendance Policy:

The following are the three types of absences recognized by WF West High School:

1. **Excused Absence** —Work may be made up for full credit and faculty assistance will be available where needed.
 - a. illness or a health condition
 - b. medical and dental appointments
 - c. death in immediate family
 - d. other designated by principal
 - e. suspension from school

2. **Prior Approval** —Work may be made up for full credit and faculty assistance will be available where needed but the absence must be prearranged. Prearranged absence forms available from the Attendance Office and must be signed by parent and teachers and returned to the Attendance Office prior to the absence.
 - a. school approved activities
 - b. other designated by principal

3. **Unexcused Absences** —The School District and staff are released of all responsibility to the student. Credit may not be granted for makeup work.
 - A. Truancy — non-attendance in any portion of a class or more without prior permission of parent, guardian, or school personnel.
 - B. Leaving school without checking through the Attendance Office, except at lunch time.
 - C. Students that are in the building, but not in their assigned class, will be considered unexcused from class
 - D. Attending a CCR class without teacher approval
 - E. Oversleeping
 - F. Missing the bus or your ride
 - G. Nail, hair or tanning appointments
 - H. Anything other than excused or pre-arranged
 - I. Using a hall pass and not returning promptly
 - J. Failure to attend assemblies
 - K. Coffee runs

Tardies - Teachers take attendance at the beginning of each class within the first 5-10 minutes of the period. If a student arrives within those initial 10 minutes of class, the student should enter the class and be prepared to participate; the teacher will mark them tardy. If a student arrives after the first ten minutes of the class start, they should go to the main office for an admit slip and attendance will be marked by the Attendance Secretary.

When a student has 3 tardies, the teacher makes a discipline referral in Skyward for that tardy and each subsequent tardy.

Per class/per semester

3 Tardies/1st Tardy Referral	30 minute lunch detention *Teacher makes referral
4 Tardies/2nd Tardy Referral	2 lunch detentions/Admin/Teacher & student conversation*
5 Tardies/3rd Tardy Referral	4 lunch detentions/Admin-Parent Conference/Contract*
6 tardies/4th Tardy Referral	Defiance (See Handbook for Defiance/Insubordination)

Students tardy after lunch will receive an automatic 30 min lunch detention. Excessive tardies after lunch will also result in loss of off-campus privileges

Clearing an Absence - When you have an unexcused absence from class your name will appear on a Daily Attendance Report. When this occurs you must clear the absence within three days with the Attendance Office by parental phone call/note. This may be done before or after school, or during the second period, and is the student's responsibility.

1.If you leave during the school day you must check out through the Attendance Office. Failure to do so may result in an unexcused absence regardless of reason (this absence may not be cleared by a parent).

2. In the event that a student is absent, parents are encouraged to call the Attendance Office on each and every day of absence.

Attendance Reporting Procedures - It is important that parents contact WFW when their student is absent (807-7235). In the event that the student/ parent does not abide by WFW policies regarding the reporting of absenteeism and truancy, an absence may be considered unexcused if it is not cleared within 3 days of its occurrence unless it is extenuating circumstances as determined by the Assistant Principal.

Consequences for Unexcused Absences

- 1) 1-2 hrs Detention**
- 2) 2-4 hrs Detention; Loss of Privilege**
- 3) 3-5 hrs Detention; Loss of Privilege; Social Service**

Consequences for unexcused absences will be handled in a progressive manner. The consequences listed above may also include: conference with staff member, parent notification, truancy petition filed, loss of credit, schedule change and counseling.

Although absences are totaled by the semester for grade/credit, unexcused absences for truancy petition purposes will be totaled by the year for each student.

Notification of Attendance/Discipline Infractions - When a disciplinary consequence is assigned, the student will receive a written or verbal notification specifying the dates and times of the detention or other consequence. *There will be **NO** reminders sent to students; each student is responsible for fulfilling his/her disciplinary consequences on the date assigned.*

A student may NOT change the time of an assigned disciplinary action unless the request is made by a parent prior to the assigned time and the change is for exceptional circumstances.

Assemblies - All WF West High School assemblies are considered part of the educational process and are mandatory for students and teachers. An absence from an assembly must meet excused absence criteria.

Compulsory Attendance Law - Washington House Bill 2449 regarding student absenteeism directly affects the way schools work with absentees and their families. It is critical that all administrators and staff be aware of the new requirements as the new school year begins.

The bill requires each school to:

1. Inform students and parents about the compulsory attendance law each year.
2. Inform a juvenile's parent/guardian in writing or by phone if the juvenile has one unexcused absence within any month during the school year.
3. Schedule a conference with the parent/guardian and juvenile after two unexcused absences within any month during the current school year; if a regularly scheduled parent-teacher conference day is to take place within thirty days of the second unexcused absence, the district may schedule the conference on that day.
4. Permits a school to take one of the following actions after five or more unexcused absences:
5. Attendance officers may intervene by requiring the student to work with the community truancy board.
6. Attendance officers may petition the juvenile court to assume jurisdiction for the purpose of alleging a violation of the compulsory attendance law by the parent.
7. A petition alleging a violation of the compulsory attendance law by a child may be filed with the juvenile court by the child's parent or the school attendance officer at the parent's request.
8. This petition authorizes the court to order the child to be punished by detention or alternatives to detention such as community service hours or participation in dropout prevention programs, or referral to a community truancy board if available.

WF WEST HIGH SCHOOL ACADEMIC INTEGRITY POLICY

Philosophy - The desire of the WF West High School community is to behave with honesty and integrity. Honesty is a value that holds each person to tell the truth and to defend the truth. Honesty supports intellectual growth and creates a fair learning environment. Integrity is firm adherence to our values with or without the presence of others. In an environment of honesty and integrity the work we turn in as our own is our own. Teachers and administrators at WFW understand that pressure to get good grades can sometimes create the incentive to cheat. However, we firmly believe that cheating denies the value of education, damages the ethical character of the individual student, and undermines the integrity of our school community. The Academic Integrity Policy affirms that we value learning for its own sake, and that we therefore demand personal integrity

and intellectual honesty in all academic work.

DEFINITION - Having academic integrity means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (i.e. intellectual property)
- THE BEARCAT WAY (TBW)

You are acting with academic integrity to the extent that you demonstrate these values, and in particular:

- Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized.
- Report breaches of academic integrity to a teacher, counselor, or administrator.

We believe that academic dishonesty and lack of integrity fall under two categories:

Cheating and Plagiarism.

CHEATING includes, but is not limited to:

- Copying test answers OR providing test answers
- Discussing aspects of the test prior to the teacher giving you permission
- Possessing or using crib or cheat sheets and body art
- Deliberately missing a class period to avoid an assignment or test
- Acquiring a test, or removing it from the room when not permitted
- Copying all or part of another person's homework
- Presenting another person's work as your own
- Providing/allowing the copying of homework
- Using Cliff/Spark Notes instead of reading text
- Using solution websites, applications, and/or Artificial Intelligence apps to complete any assignment
- Receiving help on an assignment designated as only to be done by you
- Using electronic devices for any of the purposes listed above

PLAGIARISM includes, but is not limited to:

- Using another writer's words and/or without proper citation. If you use another writer's words and/or ideas, you must place quotation marks around the quoted material and include a footnote or other indication of the source of the quotation.
- Citing your source but reproducing the exact words of a printed source without quotation marks. You must use quotation marks when using or incorporating the exact words from a printed text.
- Borrowing all or part of another student's paper or outline to be used for your own.
- Using a paper-writing "service" or having a friend write the paper for you.

TEACHER, STUDENT, PARENT, AND ADMINISTRATOR RESPONSIBILITIES

Students' Responsibilities

- Read and know the school's Academic Integrity Policy.
- In addition to observing the WFW Academic Integrity Policy, observe all course-specific rules and consequences established by your teachers.
- Report to the teacher if cheating is taking place and how it is being done.
- Only work with others when the teacher has specifically given permission.
- Seek only appropriate help from parents, tutors, or other students; check with the teacher prior to receiving the help to know what help and assistance is appropriate.
- Take responsibility for doing your fair share on a collaborative assignment.
- On papers, do not summarize, paraphrase or quote without proper documentation
- During tests and quizzes, keep your paper covered and your eyes on your own paper.
- When in doubt, clarify with the teacher what aids may be used.
- Do not talk during a test except to the teacher.

Teacher Responsibilities

- Be precise about expectations for students by clearly stating the Academic Integrity Policy.
- Communicate the range of consequences for Academic Integrity violations to the students.
- Address the use of study aids (e.g., SparkNotes, tutors, etc.) in course work.
- Clearly specify when collaboration with other students is permitted on an assignment.
- Review student work regularly for violations of the Academic Integrity Policy.
- Report violations of the Academic Integrity Policy regarding your own class assignments to an administrator.
- Report violations of the Academic Integrity Policy regarding another teacher's class assignments to that teacher.
- Tell students when they are allowed to discuss a test after it has been given.

Parent Responsibilities

- Read and know the school's Academic Integrity Policy.
- Help the student understand you value academic integrity and expect the student to comply with the school's Academic Integrity Policy.
- Support the imposition of consequences if the Academic Integrity Policy is violated.
- Require students to do their own work.
- When helping students with assignments, ensure that their work remains their own.

Administrator Responsibilities

- Make available to all students, teachers and parents a copy of the school's Academic Integrity Policy.
- Facilitate ongoing conversations and reflection about the Academic Integrity Policy.
- Administer fair and consistent consequences for offenses of the Academic Integrity Policy.
- Maintain records of Academic Integrity Policy offenses.

Procedures and Consequences

First Offense in a Course

1. The student may earn a grade of zero on the assignment or test.
2. The teacher notifies the appropriate administrator through a written referral, which will become part of the students cumulative record.
3. The teacher and administrator work together to notify the parent/guardian of the incident and the consequences.
4. The teacher keeps documentation of the incident for future reference.

Second Offense in a Course

1. The student may earn a grade of zero on the assignment or test.
2. The teacher notifies the appropriate administrator through a written referral, which will become part of the students cumulative record.
3. The teacher and administrator work together to notify the parent/guardian of the incident and the consequences.
4. The teacher keeps documentation of the incident for future reference.

Third Offense in a Course

1. The student receives a grade of Failing (F) for the semester in that course.
2. The teacher notifies the appropriate administrator through a written referral, which will become part of the students cumulative record.
3. The teacher and administrator work together to notify the parent/guardian of the incident and the consequences.
4. The teacher keeps documentation of the incident for future reference.

STUDENT DISCIPLINE

All students shall yield to the reasonable discipline of the superintendent or his designees, and refusal to comply with written policies, rules and regulations established for the governing of the schools shall constitute cause for further discipline and suspension; however, no student shall be disciplined, suspended or expelled except for sufficient cause.

For purposes of all disciplinary policies and procedures, the following definitions will apply:

1. **Behavioral violation:** means a student's behavior that violates the district's discipline policies.
2. **Classroom exclusion:** means the exclusion of a student from a classroom or instructional or activity area for behavioral violations, subject to the requirements of WAC 392-400-330 and 392-400-335. Classroom exclusion does not include action that results in missed instruction for a brief duration when:
 - (a) a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and

(b) the student remains under the supervision of the teacher or other school personnel during such brief duration.

3. **Culturally responsive:** has the same meaning as “cultural competency” in RCW 28A.410.270, which states "cultural competency" includes knowledge of student cultural histories and contexts, as well as family norms and values in different cultures; knowledge and skills in accessing community resources and community and parent outreach; and skills in adapting instruction to students' experiences and identifying cultural contexts for individual students.
4. **Discipline:** means any action taken by a school district in response to behavioral violations.
5. **Disruption of the educational process:** means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.
6. **Emergency removal:** means the removal of a student from school because the student’s statements or behavior pose an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in WAC 392-400-510 through 392-400-530
7. **Expulsion:** means a denial of admission to the student’s current school placement in response to a behavioral violation, subject to the requirements in WAC 392-400-430 through 392-400-480
8. **Length of an academic term:** means the total number of school days in a single trimester or semester, as defined by the board of directors.
9. **Other forms of discipline:** means actions used in response to problem behaviors and behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency removal, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035. The following is a list of examples, but not limited to “other forms of discipline”
 - Reminder/Verbal Correction
 - Reminder/Visual
 - Parent contact (Call/Email parent to request support)
 - Parent Conference
 - Proximity
 - Private Check-In
 - Treatment Program
 - 1 on 1 Conference
 - Revisit Classroom Norms
 - Reflection Time or Reflection Sheet
 - Restorative Justice Practices
 - Seat Change
 - Detention
 - School/Community Service
10. **Parent:** has the same meaning as in WAC 392-172A-01125, and means (a) a biological or adoptive parent of a child; (b) a foster parent; (c) a guardian generally authorized to act as the child’s parent, or authorized to make educational decisions for the student, but not the state, if the student is a ward of the state; (d) an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the student lives, or an individual who is legally responsible for the student’s welfare; or a surrogate parent who has been appointed in accordance with WAC 392-172A.05130. If the biological or adoptive parent is attempting to act as the parent

and more than one party meets the qualifications to act as a parent, the biological or adoptive parent must be presumed to be the parent unless he or she does not have legal authority to make educational decisions for the student. If a judicial decree or order identifies a specific person or persons to act as the “parent” of a child or to make educational decisions on behalf of a child, then that person or persons shall be determined to be the parent for purposes of this policy and procedure.

11. **School board:** means the governing board of directors of the local school district.
12. **School business day:** means any calendar day except Saturdays, Sundays, and any federal and school holidays upon which the office of the Superintendent is open to the public for business. A school business day concludes or terminates upon the closure of the Superintendent’s office for the calendar day.
13. **School day:** means any day or partial day that students are in attendance at school for instructional purposes.
14. **Suspension:** means the denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency removals. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented, or controlled by the district.
 - a. In-school suspension: means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
 - b. Short-term suspension: means a suspension in which a student is excluded from school for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
 - c. Long-term suspension: means a suspension in which a student is excluded from school for more than ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400- 475.

Definitions of Offenses - *This is not an exhaustive list*

1. **Arson** - The intentional setting of fire.
2. **Assault (physical)** - A student shall not physically attack another person causing or
3. threatening physical injury.
4. **Knife/Dagger/Other Weapons** - Refer to definition 4, as defined by RCW
5. **Handgun/Rifle** - A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or instrument that may create a danger to self or others, or cause a disruption of the learning environment. In accordance with RCW 9.41.270-280, it is unlawful for a person to carry onto public or private, elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:
 - A. Any firearm; or
 - B. Any dangerous weapon as defined in RCW 9.41.250; such as, but not limited to, slingshot, sand club, metal knuckles, or spring blade knife; or
 - C. Any device commonly known as "non-chu-ka sticks," consisting of two or more lengths of wood, metal plastic or similar substance connected with wire, rope, or other means; or
 - D. Any device commonly known as "throwing stars," which are multi-pointed, metal objects

- designed to embed upon impact from any aspect; or
- E. Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile
- F. Any look-a-like weapon g. Any knife, dagger, sword, or other cutting or stabbing instrument, or
- G. Ammunition or explosive devices; or
- H. Any object used in a manner to resemble a dangerous weapon

Any violation of the above subsections by students constitutes grounds for expulsion from the state's public schools in accordance with RCW 28A.600.010. However, any violation of subsection (a) of this section by a secondary school student shall result in expulsion for not more than one year under WAC 392-400-275 and the superintendent of the school district may modify the expulsion of a student on a case by case basis (RCW 28A.600.420). An appropriate school authority shall promptly notify law enforcement and the student's parents or guardian regarding any allegation or indication of such violation.

- 6. **Harassment (sexual, racial, bullying, intimidation, electronic)** - Harassment, including, but not limited to, the intimidation of another student or a staff member or any other malicious act intended to substantially harm the physical or mental health of the person(s) threatened. This also includes racial comments, slurs, statements (written or verbal)

Additionally WF West High School adheres to Washington State Harassment, Intimidation, and Bullying Bill defined by:

- RCW 28A.300.285 defines harassment, intimidation and bullying as any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:
 1. Physically harms a student or damages the student's property.
 2. Has the effect of substantially interfering with a student's education.
 3. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
 4. Has the effect of substantially disrupting the orderly operation of the school.
 5. Bullying is repeated negative behavior toward a less powerful person or persons. Hitting, name-calling, shunning, and shaming are all forms of bullying. Spreading rumors, gossiping and making threats are also forms of bullying. This includes cyber bullying.
- 7. **Cheating/Plagiarism/Forgery** – see policy described under Academic Integrity Policy
- 8. **Theft** - A student shall not steal school property or personal property. Nor shall a student be in possession of stolen school property or stolen personal property.
- 9. **Disruptive Dress** - see policy described under School Attire. Students are to observe modesty, appropriateness, neatness, and cleanliness in clothing and personal appearance. Students may express individuality in their dress and grooming, within reasonable bounds. Students are not appropriately dressed or groomed if their appearance causes a disruptive influence either to

themselves or to others while in the pursuit of the educational process, or if their appearance presents a health or safety problem.

- i. Social or secret clubs and/or gangs are prohibited in the WF West Schools. In keeping with this policy, students shall not be permitted to wear clothing, insignia or markings that identify them as members of such organizations.
- ii. Students are not permitted to wear clothes, hats, pins, buttons, patches, other insignia, or any other article of clothing that is profane, lewd, or would cause disruption, or interference with school operation.
- iii. Students are not allowed to wear clothes, hats, pins, patches, buttons or any other article of clothing that advertises alcohol, tobacco products, marijuana, illegal drugs, and/or illegal activities.

10. Disruptive Behavior – Students should not engage in willful disobedience or disruptive conduct which materially or substantially interferes with the educational process. This includes causing an incident which affects the school attendance of other students. Students should be discouraged to use noise, coercion, threat, bullying, intimidation, disrespectful action (including gestures), passive resistance, gang activity including hand signals or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Students shall engage in such a conduct that does not cause substantial and material disruption, or obstruction of any lawful mission, process, or function of the school, if such a disruption or obstruction is reasonably certain to result.

Students should urge other students not to engage in such conduct for the purpose of causing the substantial and material disruption nor obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result from his urging.

- 11. Defiance/Insubordination** - Refusal to comply with reasonable instruction of school authority, including refusal to identify oneself.
- 12. Internet/Technology Abuse** – Any attempt to view inappropriate sites, information, or any violation to the network policy which includes but is not limited to attempting to bypass security filters set by the school district (i.e. proxies, and loop around searches) or *any use for any reason other than school* assignments is forbidden resulting discipline and loss of privileges.
- 13. Immoral Conduct** – Conduct which is willfully, flagrantly, or shamelessly which shows a moral indifference to the opinions of the good and respectable members of the staff, students, and community.
- 14. Fighting** – A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person.
- 15. Fight Promotion**--Students shall not promote fighting by encouraging or watching/spectating *or by recording in any fashion*.
- 16. Use/Possession/Sale/Deliver Alcohol**
- 17. Possession/Use/Sale/Delivery of Controlled Substance**
- 18. Sale/Deliver Drugs**

19. Possession Drug Paraphernalia The school official in charge will immediately remove the pupil suspected of possession, selling, or being under the influence of drugs or alcohol on school property from contact with other pupils. Every attempt will be made to contact the parents or legal guardian. Law enforcement officers may be notified.

If the school official in charge cannot contact the parents or legal guardian, said official will take whatever action is deemed necessary in the interest and welfare of the pupil, e.g., calling the physician listed by the parents or calling 911. If law enforcement officers are notified, then an attempt will be made to notify the parents or legal guardian so that they might be present at the law enforcement interview or might give their permission for an interview without their presence.

If the school official suspects the use, sale, or have hard evidence to support that suspicion, the school official may contact the parents of the pupil relative to that suspicion. Law enforcement officers may be notified.

- 20. Use/Possession Tobacco/e-cigarettes** – Students are not permitted to use or possess nicotine, tobacco or tobacco “look-alikes” in any form at any time in the school building, or on the school grounds. This applies to all school sponsored activities on or off the school campus as well as during the regular school day. Violation of this rule constitutes a serious offense and immediate disciplinary action will be taken. Sanctions will be applied to anyone who violates this rule or serves as a “look out” or in any other way abets the use of tobacco on or about the school grounds. *Confiscated items that are not allowed on campus will not be returned. Selling of contraband is also not allowed on school property.*
- 21. Vulgarity/Profanity** – Racial, ethnic or religious slurs and profane, vulgar or lewd language is not allowed.
- 22. Verbal Abuse**
- 23. Vandalism School Property** - Students who damage school district or student- owned property shall be responsible for their actions. Parents or guardians shall be liable for damages and will pay restitution.
- 24. Truancy/Unexcused absences** - Students shall be punctual and regular in attendance and are expected to be in class on time.
- 25. Criminal Act** – As defined by the law.
- 26. Mind-Altering Substances**—Substances not generally thought of as drugs, but intended to alter one’s normal state of being are not allowed and will be treated as drugs.
- 27. Interference by force or violence with district staff member, student, or any other person** - Neither shall a student singly or in concert with others, interfere by force or violence with any administrator, teacher, classified employee, person under contract with the school or school district, or student of any common school who is in peaceful discharge or conduct of his or her duties or studies.
- 28. Repeat Violations/Aggravating Factor** - Students who consistently violate various school policies, rules and regulations will be subject to suspension regardless of seriousness of the violation.
- 29. Intimidation/Threats to Staff** – No student will be allowed to intimidate or threaten staff members in any fashion. This includes use of social media to disparage in any way, any member of the Chehalis School District staff.
- 30. Pornography** in any form is not allowed, including electronic form.

Level 1

Disruptive Behavior; Disruptive Dress; Profanity/Vulgarity; Disrespect to Peers; Out of Bounds; Public Displays of Affection; Internet/Technology Abuse; Truancy

Suggested Steps:

- 1) Meeting with Admin; 30 min-1 hrs Detention; Parent Conference
- 2) 1-2 hrs Detention; Parent Conference
- 3) 2-3 hrs Detention; Team Meeting

Alternatives to be considered: Social Service; Loss of Privileges; Behavior Contract; Mediation; Counseling; No Fly List

Level 2

Fight Promotion; Verbal Abuse; HIB; Defiance/Insubordination; Forgery

Suggested Steps:

- 1) 2-3 hrs Detention; Parent Conference;
- 2) 1-3 days ISS; Parent Conference; Behavior Contract
- 3) 2-3 days ISS; Team Meeting;

Alternatives to be considered: Social Service; Loss of Privileges; Mediation; Counseling; Apology; Change of Schedule; Short Term Suspension; No Fly list

Level 3

Vandalism; Theft; Immoral Conduct; Pornography; Fighting; Tobacco/E-cig

Suggested Steps:

- 1) 1-3 days ISS; Team Meeting; Behavior Contract; Social Service
- 2) 2-4 days ISS; Team Meeting; Behavior Contract; Loss of Privilege
- 3) 2-5 days OSS; Team Meeting; Behavior Contract; Loss of Privilege

Alternatives to be considered: Combination of ISS/OSS and Counseling Services; Social Service; Change of Schedule; Mediation; Counseling; Restitution; Short Term Suspension; Long Term Suspension; Emergency Removal; No Fly List

* Depending upon the severity law enforcement may be contacted

Level 4

Alcohol, Drugs, Controlled Substances, Paraphernalia and Mind Altering Substances and the use, possession, sale, delivery; Criminal Act; Handgun/Rifle; Arson; Assault; Knife/Dagger or Other Weapons; Intimidation/Threat to Staff; Discrimination based on Sex/Gender/Race

Suggested Steps:

- 1) Contact of local law enforcement; Counseling; Possible Short Term/Long Term/Emergency Removal;

Alternatives to be considered: Combination of ISS/OSS and Counseling Services; Social Service; Threat Assessment Protocol; Restitution; Change of Schedule; Loss of Privileges

* *WF West Administration will continually look for alternative discipline consequences for all students for all levels or infractions.*

* *All types of counseling will always be evaluated as a substitute for all or a portion of suspensions, removals, and/or expulsions.*

* *The discipline outlined in this handbook is not exhaustive.*

* *WFW Administrators reserve the right to bypass steps as necessary.*

Technology Access Release

The Chehalis School district technology network (district network) includes services to and on the local area network. These services include, but are not limited to, printing, storing documents and file sharing. The district network 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 district network services.

1. I will abide by the district network Acceptable Use Agreement.
2. Network administrators have the right to view any material stored on any district network 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. The 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 district network, including access to public networks, without limitation.
4. The Chehalis School District, nor its providers, warrants that the function of district network, nor any networks accessible through district network, 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 district network. This includes, but is not limited to, data or information loss.
6. Use of the district network 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 may 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 district network.

I hereby certify that I will abide by the conditions set forth in this document, as well as the district network 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 network and its resources. These resources include access to data storage servers, staff email, online resources 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, safe 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 users. The Chehalis School District reserves the right to revise, modify and update the Acceptable use Agreement.

GUIDELINES / GENERAL INFORMATION

Network Usage

1. Use of the district network 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 district network.
2. Any use of the system must be in conformity to state and federal laws, network provider policies and licenses, and district policies and license.
3. Personal use of district network 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 district network resources for commercial solicitation is prohibited. The superintendent or designee must approve use of the system for charitable purposes in advance.
4. The district network system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
5. 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.
6. Malicious use of the district network 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.
7. Use of the district network system to access, store or distribute obscene or pornographic material is prohibited.
8. 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.
9. District network resources may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Security

10. 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.
11. 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.
12. Communications may not be encrypted so as to avoid security review.
13. Users should change passwords regularly and avoid easily guessed passwords.

Personal Security

14. Personal information, such as addresses and telephone numbers, should remain confidential when communicating on the district network 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.
15. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
16. 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

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

Filtering and Monitoring

18. Filtering services are in use for all district owned computers with access to the Internet for all users.
19. 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

20. 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.

21. Diligent effort must be made to conserve system resources. For example, users should frequently delete email and unused files.

22. 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 the district network.
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 district network 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 the district network. The district will not be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.

Media Recognition of Students

During the school year, our students are often involved in activities that we consider newsworthy. Some stories shared publicly include students' names and images.

Some platforms that may contain students' names and images include but are not limited to:

- School newsletters
- School or District printed materials
- School and district web pages
- Social media

- Local news outlets both in print and digital online platforms
- Video tapings such as music programs, assemblies, and other school activities.

Please notify the office in writing or by email if you wish your child’s name and picture not to appear in any or all public-facing outlets. This relates only to school events during school hours. Events open to the public outside of regular school hours do not apply.

Student Handbook Language | English

NONDISCRIMINATION

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

Debby Gregory, Civil Rights Coordinator, dgregory@chehalisschools.org, 360-807-7200
 Tom Elder, Title IX Coordinator, telder@chehalisschools.org, 360-807-7235
 Katie Howell, 504 Coordinator, khowell@chehalisschools.org, 360-807-7245

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

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district’s sexual harassment policy and procedure, contact your school or district office, or view it online at 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 Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

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

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | OCR Website

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | Human Rights Commission Website

Student Handbook Language | Spanish

NO DISCRIMINACIÓN

El distrito escolar **Chehalis School District** no discrimina a las personas en ninguno de sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano o militar, orientación sexual, expresión o identidad de género, discapacidad o por el uso de perros guía o un animal de servicio, y proporciona igual acceso a los niños exploradores (*Boy Scouts*) y otros grupos juveniles designados. El (los) siguiente(s) empleado(s) han sido designados para manejar preguntas y denuncias de supuestos casos de discriminación:

Debby Gregory, Civil Rights Coordinator, dgregory@chehalisschools.org, 360-807-7200

Tom Elder, Title IX Coordinator, telder@chehalisschools.org, 360-807-7235

Katie Howell, 504 Coordinator, khowell@chehalisschools.org, 360-807-7245

Puede denunciar una situación de discriminación y acoso discriminatorio ante cualquier miembro del personal de la escuela o al Coordinador de Derechos Civiles del distrito, anteriormente mencionados. También tiene el derecho de presentar una denuncia (consulte la información a continuación). Para obtener una copia de la política y el procedimiento sobre la no discriminación de su distrito, comuníquese con la oficina de su escuela o distrito o consulte en línea en la siguiente dirección. www.chehalisschools.org

ACOSO SEXUAL

Los estudiantes y el personal están protegidos contra el acoso sexual proveniente de cualquier persona durante los programas o actividades escolares, incluso si se produce en el campus y el autobús escolar o fuera del campus mientras se realiza una actividad patrocinada por la escuela.

El acoso sexual es una conducta o comunicación no deseada que es de naturaleza sexual cuando:

- Se le hace creer a un estudiante o empleado que debe someterse a una conducta sexual o verbal no deseada con el fin de obtener algo a cambio, tales como una buena calificación, un ascenso, un lugar en un equipo deportivo o cualquier decisión en materia educativa o laboral, o
- La conducta interfiere de manera considerable con el desempeño académico del estudiante o crea un ambiente intimidante u hostil en la escuela o en el trabajo.

Ejemplos de acoso sexual:

- Presión ejercida sobre una persona para obtener favores sexuales
- Contacto físico indeseado de naturaleza sexual
- Escritura de grafitis de índole sexual
- Distribución de mensajes de texto, correos electrónicos o fotos de contenido sexual explícito
- Bromas o insinuaciones de carácter sexual, o creación de rumores
- Violencia física, incluidas la violación y la agresión sexual

Puede informar sobre una situación de acoso sexual a cualquier miembro del personal de la escuela o al Oficial del Título IX del distrito, quien fue mencionado con anterioridad. También tiene el derecho de presentar una denuncia (consulte la información a continuación). Para obtener una copia de la política y el procedimiento sobre el acoso sexual de su distrito, comuníquese con la oficina de su escuela o distrito o consulte en línea aquí. www.chehalisschools.org

OPCIONES DE DENUNCIA: DISCRIMINACIÓN Y ACOSO SEXUAL

Si considera que usted o su hijo han experimentado discriminación ilegal, acoso discriminatorio o sexual en la escuela, tiene derecho a presentar una denuncia.

Antes de presentar una denuncia, puede discutir sus inquietudes con el director de su hijo o con el Coordinador de la Sección 504 del Distrito Escolar, el Oficial de Título IX o el Coordinador de Derechos Civiles, que fueron mencionados con anterioridad. A menudo, esta vía es la más rápida para atender sus preocupaciones.

Denuncia ante el Distrito Escolar

Paso 1. redacte su denuncia

En la mayoría de los casos, las denuncias deben presentarse dentro de un año a partir de la fecha del incidente o conducta que es objeto del caso. Las denuncias deben presentarse por escrito. Asegúrese de describir la conducta o incidente, explique por qué considera que la discriminación, el acoso discriminatorio o sexual ocurrió y describa qué acciones cree que el distrito debe tomar para resolver el problema. Envíe su denuncia por escrito (por correo, fax, correo electrónico o entrega en mano) al superintendente de distrito o el coordinador de cumplimiento de derechos civiles.

Paso 2: el distrito escolar investiga su denuncia

Una vez que el distrito recibe su denuncia por escrito, el coordinador le entregará una copia del procedimiento de denuncia y se asegurará de que se lleve a cabo una investigación rápida y exhaustiva. El superintendente o persona designada le responderá por escrito dentro de 30 días calendario, a menos que usted acuerde un período diferente. Si su denuncia incluye circunstancias excepcionales que requieren una investigación más extensa, el distrito le notificará por escrito y especificará por qué el personal necesita la extensión del plazo y una nueva fecha para su respuesta por escrito.

Paso 3: el distrito escolar responde a su denuncia

En su respuesta por escrito, el distrito incluirá un resumen de los resultados de la investigación, la determinación de si el distrito cumplió o no con las leyes de derechos civiles, la notificación de que usted puede apelar esta determinación y cualquier medida necesaria para que el distrito cumpla con las leyes de derechos civiles. Las medidas correctivas necesarias se implementarán dentro de 30 días calendario después de esta respuesta por escrito, a menos que usted haya acordado un período diferente.

Apelación ante el Distrito Escolar

Si no está de acuerdo con la decisión del distrito escolar, puede apelar ante su junta directiva. Debe presentar una notificación de apelación por escrito al secretario de la junta escolar dentro de los 10 días calendario después de recibir la respuesta del distrito escolar a su denuncia. La junta escolar programará una audiencia dentro de los 20 días calendario después de recibir su apelación, a menos que usted acuerde un cronograma diferente. La junta escolar le enviará una decisión por escrito dentro de los 30 días calendario después de que el distrito recibió su notificación de apelación. La decisión de la junta escolar incluirá información sobre cómo presentar una denuncia ante la Oficina del Superintendente de Instrucción Pública (OSPI).

Denuncia ante la OSPI

Si no está de acuerdo con la decisión de apelación del distrito escolar, la ley estatal ofrece la opción de presentar una denuncia formal ante la Oficina del Superintendente de Instrucción Pública (OSPI). Este es un proceso de denuncia por separado al que puede recurrir, si se presenta una de estas dos condiciones: (1) completó el proceso de denuncia y apelación del distrito o (2) el distrito no siguió el proceso de denuncias y apelaciones correctamente.

Cuenta con 20 días calendario para presentar una denuncia ante la OSPI a partir de la fecha en que recibió la decisión sobre su apelación. Puede enviar su denuncia por escrito a la Oficina de Equidad y Derechos Civiles de

la OSPI:

Correo electrónico: Equity@k12.wa.us | **Fax:** 360-664-2967

Envío por correo o entrega personal: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Para obtener más información, visite nuestro [sitio web](#) o comuníquese con la Oficina de Equidad y Derechos Civiles de la OSPI al 360-725-6162/TTY: 360-664-3631 o por correo electrónico a equity@k12.wa.us.

Otras opciones de denuncia por discriminación

Departamento de Educación de Estados Unidos, Oficina de Derechos Civiles (Office for Civil Rights, OCR) al 206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | Sitio web de la OCR

Comisión de Derechos Humanos del Estado de Washington

1-800-233-3247 | TTY: 1-800-300-7525 | Sitio web de la Comisión de Derechos Humanos

Students Gender-Inclusive Schools

Required by RCW 28A.642.080

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure. The superintendent will appoint a primary 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. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI

This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying, and discrimination.

Legal References: RCW 28A.642 Discrimination Prohibition
 20 U.S.C. §1232g, 34 C.F.R., Part 99 - Family Education Rights
 and Privacy Act

Estudiantes Escuelas Inclusivas de Género

Requerido por RCW 28A.642.080

La junta escolar cree en fomentar un entorno educativo que sea seguro y libre de discriminación para todos los estudiantes, independientemente de su expresión de género, identidad de género o sexo. Con ese fin, la junta escolar reconoce la importancia de un enfoque inclusivo hacia los estudiantes transgénero y de género expansivo con respecto a los términos clave, la comunicación y el uso de nombres y pronombres, registros de estudiantes, información confidencial sobre salud y educación, comunicación, baños y vestuarios, uso y accesibilidad, deportes y educación física, códigos de vestimenta y otras actividades escolares, con el fin de brindar a estos estudiantes igualdad de oportunidades para el aprendizaje y el logro.

Esta política es un componente de la responsabilidad del distrito de crear y mantener una comunidad de aprendizaje segura, cívica, respetuosa e inclusiva y se implementará junto con la capacitación integral del personal y los voluntarios. Los requisitos de formación específicos se incluyen en el procedimiento adjunto. El superintendente designará un contacto principal para recibir copias de todas las quejas formales e informales y garantizar la implementación de la política. El nombre y la información de contacto del oficial de cumplimiento se comunicarán en todo el distrito. El oficial de cumplimiento del distrito participará en al menos una oportunidad de capacitación obligatoria ofrecida por OSPI.

Esta política y su procedimiento apoyarán ese esfuerzo al facilitar el cumplimiento del distrito con las leyes locales, estatales y federales relacionadas con el acoso, la intimidación, y la discriminación.

Public Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Chehalis School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Chehalis School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Chehalis School District to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1) The Chehalis School District has designated the following information as directory information: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended In order to exercise refusal to release directory information, the school district, within ten (10) days of the publication of this notice, shall receive written refusal by the student's parent/guardian or student if he/she has reached the age of 18. Such

written notice shall be addressed to the District's Title IX officer listed below: Tommy Elder, Chehalis School District, 310 S. W. 16th Street Chehalis, Washington 98532 360-807-7200.

Homeless Liaison Notification

Chehalis School District provides education to all students living within the district including homeless students, as part of the McKinney-Vento Homeless Act. Under this Act, homeless children are defined as "individuals who lack a fixed, regular and adequate nighttime residence." The Act provides examples of children who would fall under this definition:

- Children sharing housing due to economic hardship or loss of housing
- Children living in motels, hotels, trailer parks or campgrounds due to lack of alternative accommodations
- Children living in emergency or transitional shelters
- Children awaiting foster care placement
- Children whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations

If you or someone you know in the Chehalis School District needs more information, please contact: Brian Adams, Homeless Liaison, (360) 807-7200.

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)

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)