



# **Ram Handbook**

**2015 – 2016**

**DEVELOPING  
COMPETENT  
CONTRIBUTING  
CITIZENS**

Woodrow Wilson High School  
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Tacoma, Washington 98406  
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## **Wilson High School Mission Statement**

Develop Competent Contributing Citizens

## **Woodrow Wilson High School Code of Conduct**

We seek to create an environment that fosters quality learning, helps students develop a sense of respect, and promotes accountability for actions.

We are opposed to all forms of discrimination, including slurs, jokes, labeling, and aggressions.

We believe everyone has the right to be treated in a fair manner with dignity and respect.

We believe our school must be free of violence, intimidation, discrimination, and harassment.

We support freedom of expression without infringing upon the rights of others.

We believe that enforcing the Wilson discipline policy in an impartial manner is necessary to maintain a successful learning environment.

We will support and cultivate a positive learning environment.

# Students – Did You Know?

Each year students leave their mark behind to inspire other students to reach higher than they have before. Below you will find many of the ways you may do that and be recognized for your accomplishments.

- A **3.2 GPA** or higher gets you a red and white **Honor Cord** to wear at graduation
- A **3.8 to a 4.0 GPA** gets you a **Gold Honor Cord** to wear at graduation
- A **GPA of 4.0** allows you the privilege of being a **Wilson High School Valedictorian**
- **3.2 to 3.79 GPA** gives you the title of **Wilson High School Commended Scholar**
- Earn a **3.8 GPA** and you are a **Superintendent's Scholar** and your name is put on a perpetual plaque hanging on the wall by the Career Center.
- Outstanding male and female student awards
- Male and female Athletes of the Year Awards
- You can aspire to be a National Merit Scholar and/or a Washington State Scholar!
- Hundreds of scholarship dollars available to you through the Career Center.

## FIGHT SONG

Onward for colors true  
Hail to red, white, and blue.  
Hail, hail O Wilson High  
The leaders and the best  
Proudly we fight for fame  
To win this and every game  
Hail, Hail to Wilson High  
The champions of the West  
R – A – M – S yes

## ALMA MATER

Oh, we love our Alma Mater, this we vow today;  
Joys and sorrows we have shared are in our hearts to stay.  
When we leave your hallowed halls, footsteps soon grow dim;  
Voices echo and depart, but memories will live.

We salute the bold red, white, and blue with its heritage of old;  
We will ne'er forget them, truth and honor they uphold.  
Soon our journey must begin, then we'll all depart;  
Wilson loyalty will live deep in every heart.

**School Mascot:** The Ram

**School Colors:** Red, White & Blue

## Principal's Greeting

Dear Students,

The high school years have the potential of being some of the best years of your life. Wilson High School is a wonderful place to live, work, and learn. We have a staff that is committed to helping you learn at the highest level to become the best you can be. Our student body has life, spirit, and pride. Our parents will do almost anything to make our school even better and our community has blessed us with unparalleled support and resources. These attributes make Wilson one of the best high schools anywhere! You are indeed fortunate to be a part of the history, the honor, the tradition, and the excellence that is Wilson High School.

This handbook is provided to you to assist your organization and learning for the school year. My hope is that each student understands and realizes each day that Wilson is a very special place to be at a very special time in their lives. Too often, people look back on high school and find out that they had some unbelievable opportunities to learn and prepare for life that went untapped. As a student, take full advantage of every opportunity that Wilson provides in academics, student activities and athletics. At Wilson, each individual student is important, matters, and belongs. Each student has a special place and a personal connection here. However, you are responsible to find where that "fit" is for you. It may take a while, but keep looking until your personal and positive place within our student body is found. Take pride *right now* in your school. Take responsibility *right now* for your learning. Make each day of school a part of your preparation for life, *right now*. Remember to respect yourself, respect others and respect your school. "*Our school IS GREAT!*" Do your part, everyday, to keep it that way.

Sincerely,  
Dan Besett  
Principal

# DAILY BELL SCHEDULE

## 6 PERIOD DAY

<b>WARNING BELL</b>	<b>7:25</b>
<b>1<sup>ST</sup> PERIOD</b>	<b>7:35 – 8:30</b>
<b>2<sup>ND</sup> PERIOD</b>	<b>8:35 – 9:30</b>
<b>3<sup>RD</sup> PERIOD</b>	<b>9:35 – 10:30</b>
<b>1<sup>ST</sup> LUNCH</b>	<b>10:35 – 11:05</b>
<b>4<sup>TH</sup> PERIOD</b>	<b>11:10 - 12:05</b>
<b>4<sup>TH</sup> PERIOD</b>	<b>10:35 – 11:30</b>
<b>2<sup>ND</sup> LUNCH</b>	<b>11:35 – 12:05</b>
<b>5<sup>TH</sup> PERIOD</b>	<b>12:10 – 1:05</b>
<b>6<sup>TH</sup> PERIOD</b>	<b>1:10 – 2:05</b>
<b>HALL/CAMPUS CLEARED</b>	<b>2:30</b>

# RIGHTS AND RESPONSIBILITIES



## RIGHTS OF STUDENTS

- To attend school unless removed under due process as specified in the Education Code.
- To attend school in a secure academic and social climate, free of fear and violence.
- To enjoy the full benefit of their teachers' efforts, undiluted by the disruptive student.
- To have ready access to a designated counselor.
- To be fully informed of school rules and regulations.

## RESPONSIBILITIES OF STUDENTS

- To attend school and classes regularly and on time.
- Participate in Ram Team.
- To be prepared for class with the appropriate materials and work.
- To know and obey school rules and regulations.
- To respect the rights of school personnel, fellow students, and the public in general.
- To demonstrate pride in the appearance of Wilson High School buildings and grounds.

## RIGHTS OF PARENTS

- To expect that their children will spend their time at school in a safe, wholesome, stimulating atmosphere engaged in productive activity under the care and direction of a dedicated staff.
- To have assurance that school personnel will at no time preempt parental prerogative.
- To be informed of District policies and regulations and school rules.
- To review their child's record with a staff member providing assistance.

## RESPONSIBILITIES OF PARENTS

- To visit school periodically to participate in conferences with teachers, counselors, or administrators regarding the academic and behavioral status of their children.
- To provide supportive action by making sure that your child has enough sleep, adequate nutrition, and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children and to approve of reasonable control measures as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
- To provide the school with current information regarding legal address, phone number(s), medical data, and other facts which may help the school to serve their children.
- To become familiar with District policies and school rules and regulations.

### **RIGHTS OF TEACHERS**

- To expect and receive the attention, effort, and participation of the students attending their classes.
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate.
- To teach with interruptions held to an absolute minimum.
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.

### **RESPONSIBILITIES OF TEACHERS**

- To consider the personal worth of each individual student as a single, unique, important human being.
- To attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced, non-biased manner.
- To keep parents and students informed with timely and periodic reports, including all pertinent data related to the student's school experience.
- To consistently critique their own performance with the objective of an ever growing professional stature
- To initiate and enforce individual classroom rules consistent with school and District policies.

### **RESPONSIBILITIES OF ADMINISTRATORS**

- To provide leadership that will establish, encourage, and promote quality teaching and effective learning.
- To promote student achievement as the primary goal of Wilson High School.
- To establish, publicize, and enforce school and District policies and rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To request assistance from the District's support services and community agencies and resources in all cases indicating such action.
- To make a determined effort to stay attuned to expressions of students/staff/parent/community concerns and to react with sensitivity toward them.

### **Tacoma School District Website Information**

**District Web Site Address:** <http://www.tacoma.k12.wa.us/>  
**Classroom web sites:** under **For Students Classroom Websites** under Wilson  
**Home Access Center:** under **"Students" Or "Parents"**, then **"Login To HAC"**

### **Wilson High School Website**

Wilson High School Web Site [www.wilsonrams.org](http://www.wilsonrams.org)



## Administration and Support Staff

<b>Principal</b>	Dan Besett		dbesett@tacoma.k12.wa.us	571-6010
<b>Assistant Principals</b>	Bernadette Ray	9 <sup>th</sup> Grade	bray@tacoma.k12.wa.us	571-6076
	Shane Sliva	10 <sup>th</sup> - 12 <sup>th</sup>	ssliva@tacoma.k12.wa.us	571-6158
<b>Counselors</b>	Rich Coleman	9-12 <sup>th</sup> A-E	rcoleman@tacoma.k12.wa.us	571-6151
	Geri Gibson	9-12 <sup>th</sup> F-LI	ggibson@tacoma.k12.wa.us	571-6060
	Kari-Ellen Elsdon	9-12 <sup>th</sup> LO-RI	kelsdon@tacoma.k12.wa.us	571-6119
	Matthew Burns	9-12 <sup>th</sup> RO-Z	mburns@tacoma.k12.wa.us	571-6005
<b>Career Counselor</b>	Nancy Sprick	Career Center #142A	nsprick@tacoma.k12.wa.us	571-6021
<b>College Prep Advisor</b>	TBA			571-6019
<b>HERO Advisor</b>	Korey Strozier	Office # 217	kstrozi@tacoma.k12.a.us	571-6127
<b>Nurse</b>	Dolores Apostle	Office #119	dapostl@tacoma.k12.wa.us	571-6112
<b>Psychologist</b>	Nannette Johnson	Office #138	njohnso1@tacoma.k12.wa.us	571-6067
<b>Speech Therapist</b>	Lisa Fernando	Office #132	lfernan2@tacoma.k12.wa.us	571-6013
<b>ASB Advisor</b>	Rindi Hartman	ASB Room	rhartm1@tacoma.k12.wa.us	571-6176
<b>Athletic Director</b>	John Portenier		jporten@tacoma.k12.wa.us	571-6069
<b>Librarian</b>	Hallie Johnston	Library	hjohnst@tacoma.k12.wa.us	571-6054
<b>Security</b>	Eddie Edmond		eedmon@tacoma.k12.wa.us	571-6028
	Tracy Brazzle	Room #300	tbrazzl@taocma.k12.wa.us	571-6084
<b>Police Officer</b>	Keith Miner	Office #125	kminer@tacoma.k12.wa.us	571-6011
<b>Chief Custodian</b>	David Burnson	Boiler Room	dburnso@tacoma.k12.wa.us	571-6115
<b>Head Cook</b>	Sue Peterson	Kitchen	speters@tacoma.k12.wa.us	571-6169
<b>Secretaries</b>	Charlott McFarland	Office Coordinator	cmcfarl@tacoma.k12.wa.us	571-6070
	Marge Beardemphl	Main Office	mbearde@tacoma.k12.wa.us	571-6113
	Robin Brooks-Johnson	Para Professional	rjohnso@tacoma.k12.wa.us	571-6023
	Cindy Cail	Attendance 9 <sup>th</sup> -11 <sup>th</sup>	ccail@tacoma.k12.wa.us	571-6114
	Jeannette Chantler	Attendance 12 <sup>th</sup>	jchantl@tacoma.k12.wa.us	571-6100
	Bridget Pong	Guidance/Transcripts	bpong@tacoma.k12.wa.us	571-6160
	Sandy Brooks	Scheduling	sbrooks@tacoma.k12.wa.us	571-6020

## Telephone/E-mail List of Teachers

<b>Name</b>	<b>Phone #</b>	<b>E-mail</b>	<b>Rm#</b>	<b>Subject</b>
Aardal, Mark	571-6185	maardal@tacoma.k12.wa.us	202	Social Studies
Alwert, Dave	571-6006	dalwert@tacoma.k12.wa.us	Wt. Rm.	PE
Arneklev, Dorraine	571-6038	darnskl@tacoma.k12.wa.us	222	Math
Baurichter, Paul	571-6120	pbauric@tacoma.k12.wa.us	Gym	PE
Birge, Michelle	571-6125	mbirge@tacoma.k12.wa.us	204	LAP Math
Blazey, Pilar	571-6040	pblazey@tacoma.k12.wa.us	210	Spanish
Brandfas, Janet	571-6110	jbrandf@tacoma.k12.wa.us	801	Art
Chantler, Brent	571-6050	bchantl@tacoma.k12.wa.us	304	English
Chase, Cathy	571-6155	cchase3@tacoma.k12.wa.us	807	Glassblowing
Clegg, Don	571-6049	dclegg@tacoma.k12.wa.us	203	Social Studies
Corley, Louisa	571-6068	lcorley@tacoma.k12.wa.us	102	FACSE
Davies, Steve	571-6187	sdavies@tacoma.k12.wa.us	206	Social Studies
Dommer, Kathleen	571-6097	kmille2@tacoma.k12.wa.us	311	Special Education
Ebert, Audrey	571-6085	aebert@tacoma.k12.wa.us	802	Health Department
Erickson, Charlene	571-6093	cericks@tacoma.k12.wa.us	902	Autism-Special Education
Fokes, Brian	571-6117	bfokes@tacoma.k12.wa.us	223	Math
Fountain, Rebecca	571-6096	rfounta@tacoma.k12.wa.us	226	Business Math/English
Friel, Jenni	571-6061	jfriel@tacoma.k12.wa.us	109	Science
Gordon, Claire	571-6077	cgordon@tacoma.k12.wa.ua	106	Science
Gunns, Danielle	571-6075	dgunns@tacoma.k12.wa.us	104	Plant Biology
Hanson, Aaron	571-6074	ahanson@tacoma.k12.wa.us	107	Science

Harkness, David	571-6099	dharkne@tacoma.k12.wa.us	229	Special Education
Hartman, Rindi	571-6026	rhartm1@tacoma.k12.wa.us	116	Family Science
Herb, Mike	571-6101	mherb@tacoma.k12.wa.us	1001	Band/Orchestra
Hockman, Annette	571-6109	ahockma@tacoma.k12.wa.us	144	Instructional Coach
Hollingsworth, Sam	571-6036	shollin@tacoma.k12.wa.us	228	Business Education
Jankanish, Mike	571-6051	mjankan@tacoma.k12.wa.us	205	Social Studies
Johnson, Liu	571-6055	ljohns@tacoma.k12.wa.us	207	Social Studies
Judson, Rob	571-6034	rjudson@tacoma.k12.wa.us	224	Math
Leach, Gregg	571-6183	gleach@tacoma.k12.wa.us	P3	Math
Marlowe, Daniel	571-6073	dmarlow@tacoma.k12.wa.us	103	Science
Mueller, Susi	571-6186	smuelle@tacoma.k12.wa.us	305	English
Neely, Christine	571-6018	cneely@tacoma.k12.wa.us	P1	Math
Neely, Colonel David	571-6178	dneely@tacoma.k12.wa.us	900	JROTC
Nguyen, Quoc	571-6037	qnguyen@tacoma.k12.wa.us	308	English
Nino, Anthony	571-6056	anino@tacoma.k12.wa.us	208	Social Studies
Orlando, Kristen	571-6059	korland@tacoma.k12.wa.us	309	English
Oviatt, Marilyn	571-6088	moviatt@tacoma.k12.wa.us	808	Woodshop
Pham, Cuong	571-6014	cpham@tacoma.k12.wa.us	802	ESL
Purdin-Golding, Sarah	571-6095	spurdin@tacoma.k12.wa.us	101	Health
Quintana, Kacee	571-6148	kquinta@tacoma.k12.wa.us	904	Multimedia Production
Raymond, Jacque	571-6087	jraymon@tacoma.k12.wa.us	302	Special Education
Rehberg, Virginia	571-6071	vrehber@tacoma.k12.wa.us	105	Science
Richardson, Ken	571-6072	krichal@tacoma.k12.wa.us	108	Science
Robinson, Amad	571-6184	arobin2@tacoma.k12.wa.us	211	Special Education
Rogers, Cameron	571-6042	crogers@tacoma.k12.wa.us	303	English
Seago, Billy	571-6033	bseago@tacoma.k12.wa.us	231	American Sign Lang.
Sieg, Chris	571-6013	csieg@tacoma.k12.wa.us	120	World of Work
Shelton, Courtney	571-6191	cshelt@tacoma.k12.wa.us	1001	Orchestra
Shepherd, Wendy	571-6156	wshephe@tacoma.k12.wa.us	1002	Vocal Music
Simmons, Joshua	6107/6108	jsimmon@tacoma.k12.wa.us	803	Art
Solmiren, Yvonne	571-6044	ysolmir@tacoma.k12.wa.us	P2	Math
Springer, Tom	571-6188	tspring@tacoma.k12.wa.us	312	English
Stanley, Bettina	571-6106	bstanle@tacoma.k12.wa.us	209	French
Svinth, Kevin	571-6058	ksvinth@tacoma.k12.wa.us	201	Social Studies
Tabares, Isis	571-6041	itabare@tacoma.k12.wa.us	225	Spanish
Turnbull, Kirk	571-6045	kturnbu@tacoma.k12.wa.us	221	Math
Twitchell, David	571-6057	dtwitch@tacoma.k12.wa.us	310	English
VanRy, Kimberly	571-6063	kvanry@tacoma.k12.wa.us	306	English
Whitley, Major James	571-6142	jwhitle@tacoma.k12.wa.us	900	JROTC
Woodard, Kathy	571-6094	kwoodar@tacoma.k12.wa.us	220	Special Education

## COUNSELING CENTER

Wilson High School has four counselors who look forward to getting to know you personally. Students are assigned a counselor based on the first letter of their last name.

### Last Name Begins With:

A-E 9 <sup>th</sup> -12 <sup>th</sup>	Rich Coleman	571-6151
F-LI 9 <sup>th</sup> -12 <sup>th</sup>	Geri Gibson	571-6060
LO-RI 9 <sup>th</sup> -12 <sup>th</sup>	Kari Ellen Elsdon	571-6119
RO-Z 9 <sup>th</sup> - 12 <sup>th</sup>	Matthew Burns	571-6005
Career Counselor:	TBD	571-6019
College Prep Advisor:	Nancy Sprick	571-6021
HERO Advisor:	Korey Strozier	571-6127
Guidance Secretary:	Bridget Pong	571-6160

The counseling staff provides the following services to all students:

- Enrollment and orientation for students who are new to Wilson.
- Assistance to students in the development of their educational plans, class selection, and graduation requirements.
- Support in dealing with personal issues, concerning self-esteem, relationships, communication, motivation, problems, abusive situations, and chemical dependency.
- Information and assistance regarding career and college planning.
- Information and assistance to students and families in need of services from community agencies.
- Timely credit reviews.
- Assistance in exploring available educational options when having difficulty in the regular school program.

We also encourage parents to phone or e-mail to confer with the counselors regarding any concerns they may have. **Please be sure to call for an appointment to see a counselor.**

## STUDENT GOVERNMENT

Wilson High School's student council is made up of students who are elected to represent the student body to ensure student input in the planning of student activities and the distribution of student body funds that are raised through activity card sales and other fundraisers. All expenditures of ASB student funds require the approval of the student council. The student council officers and representatives must take a leadership class for a grade and credit.

To serve on the student council a student must:

- Follow all attendance and behavior rules of the Athletic & Activity Contract.
- Be a full-time student at Wilson, taking at least 4 classes
- Class officers must maintain a 2.5 GPA
- ASW officers must maintain a 3.0 GPA
- Have an ASB Card

## ASSOCIATED STUDENTS OF WILSON (ASW)

### ASW OFFICERS

President:	TJ Hazen
Vice President:	Alexis Gamble
Treasurer:	Andrew Stephenson
Secretary:	Anna Handford

### SENIOR CLASS OFFICERS

President:	Katelyn Butler
Vice President:	Alice Siegel

### JUNIOR CLASS OFFICERS

President:	Elina Schmauch
Vice President:	Sophia Baye

### SOPHOMORE CLASS OFFICERS

President:	Mike Menefee
Vice President:	Yapheh McMichael

## ASSOCIATED STUDENT BODY CARD

The Wilson ASB card is the main source of income for the Associated Student Body. Students who purchase ASB cards receive reduced admission to events, games, and dances, parking stickers, and "Wilson" gear. Since revenue for athletic uniforms and student activities are derived from the sale of ASB cards, every member of any school sponsored team or organization is required to purchase an activity card. No refunds for any reason.

Your ASB card will get you into all Tacoma Public high school games FREE!! Discounts are given for tickets to every WHS casual, semi-formal, and formal dances. ALL students who participate in any clubs, athletics, cheerleading, drama, choir, band, orchestra, etc. must purchase an ASB card. ASB and fundraisers provide revenue to these clubs and sports.

## CLUBS AND ACTIVITIES OFFERED AT WILSON

ASL Club	JROTC Club
Book Club	Jr. Statesman Club
Cheerleading	Key Club
Daffodil Pageant	Knowledge Bowl
Drama	Robotics
Environmental Club	Running Club
FCCLA	Student Council
French Club	Students for Life
GSA	Youth Leading Change
Honor Society	Waterpolo - Boys

## **ATHLETICS**

Athletic participation is completely voluntary and a privilege. Involvement in the athletic program does require you to give a lot of yourself. You must be willing to make a commitment of your time and energy beyond the normal school day. Turning out for a sports team requires duties on your part. You must maintain a 2.0 G.P.A. in order to participate in competition and attend all classes regularly. It is expected that your conduct will be appropriate at all times. To assume lesser standards would be an injustice to you and a disservice to Wilson High School.

Student athletes must purchase an ASB card and have on file with the Athletic Director a current medical physical, parent permission and contract form. Student athletes must have medical insurance and also submit an Emergency Medical Information form. These forms are available in the main office, from the athletic director located up in the gym or on the School District web site [www.tacomashools.org](http://www.tacomashools.org).

The number of teams each program has depends on the number of participants. Some of the programs will have a selection process. Coaches have the responsibilities to evaluate and select students for participation. Only the coach is authorized to make selections for team membership and playing time.

### **SPORTS AVAILABLE AT WILSON & COACHES**

#### **Fall**

##### Sport

Cross Country (Boys & Girls)  
Football  
Soccer – (Girls)  
Swimming – (Girls)  
Tennis – (Boys)  
Volleyball  
Cheer Squad

##### Head Coach

Sam Ring/Linda Gramento  
Don Clegg  
Brian Lawson  
Danielle Gunns  
Quoc Nguyen  
Jessica Stella  
Nina Stauffer

#### **Winter**

##### Sport

Basketball (Boys & Girls)  
Swimming – (Boys)  
Wrestling  
Bowling – (Girls)

##### Head Coach

Dave Alwert/Michelle Birge  
Don Higgins  
Quoc Nguyen  
Ken Richardson

#### **Spring Sports**

##### Sport

Baseball – (Boys)  
Golf (Boys & Girls)  
Soccer – (Boys)  
Fast pitch  
Tennis – (Girls)  
Track (Boys & Girls)  
Waterpolo – (Girls)

##### Head Coach

TBD  
Mike Fabiani  
Jason Gjertsen  
Jess Wicker  
Josh Dickerson  
Sam Ring/Linda Gramento  
Danielle Gunns

## CODE OF CONDUCT

### ASSEMBLIES

Wilson students have the **PRIVILEGE** of attending assemblies, concerts, dances, field trips, sports and other out of class activities. In order for students to continue to have these **PRIVILEGES**, they are required to adhere to the following:

1. No rude, disruptive, insubordinate, obnoxious, or disrespectful behavior.
2. When the lights go down, or the speaker steps to the microphone, or the conductor/director steps on stage, the audience should immediately become quiet and attentive.
3. No talking, noises, gum cracking, side conversations, etc. It is appropriate to carry on a side conversation with someone near you during the applause, but you should immediately become quiet and attentive after the applause is over.
4. During the performance, there should be no moving around the venue. If there is a need to move, wait until the selection has ended and move during an appropriate applause time.
5. Applause for performance and appreciation should be appropriate. There should be no obnoxious clapping, or continued clapping when the majority of the audience is finished.
6. No yelling out performers' names or comments of any kind.
7. No behaviors that take any attention off of the planned program, the performers on stage or the right of the audience to focus their enjoyment and attention on the activity.
8. If a student member in the audience brings undue attention on him or herself, he/she will be removed from the assembly. Depending on the reason for removal from an assembly, a student may be subject to missing future out of class activities, including dances, concerts, plays, field trips, sporting events etc.

***Wilson High School has a positive reputation. We take great pride in our assemblies, concerts and other performances. Let's keep it that way!***

### DANCE CODE OF CONDUCT AND RULES

1. Wilson casual dances are for **Wilson students only**. Students must show Wilson I.D. at the door to be admitted.
2. Guests may be admitted to formal dances provided the guests comply with the Tacoma School District rules including smoking and alcohol/drug use. The guest must be approved by the administration. Guests not in school must provide proper identification.
3. To attend a dance, students must be free of debt.
4. No water bottles or beverages may be brought into the dance. The Tacoma School District rules regarding alcohol beverages will be enforced and administrators will call parents when appropriate.
5. Attendees must show picture ID card with ASB to get the ASB ticket price.
6. Students may not leave the dance and return. Once a student goes outside, he/she will not be readmitted or sold another ticket.
7. No loitering or waiting for friends outside the dance area or parking lots. Police officers will ask people to leave.
8. No inappropriate dancing is allowed. (SEE DANCE CODE OF CONDUCT/RULES PAGE 14) Students must dance in an upright position. Students whose dancing behavior endangers others (moshing) will be asked to leave by the adult chaperones. No refunds will be given. Students may be denied admission to future dances.
9. Clothing with offensive messages or clothing with alcoholic beverages or drug use symbols or messages may not be worn at school dances or activities. Offenders will be sent home without refund.

## **DANCE CODE OF CONDUCT AND RULES (continued)**

10. Casual and semi-formal dance attire require girls to have skirts/dresses at knee length.
11. Girl's dresses for senior ball can be no shorter than calf length.
12. Boy's attire for senior ball will be full suit (business/professional attire) or tuxedos.
13. Dance photos must be ordered and paid for at the dance prior to the photo being taken. Any photo containing gang signs or obscene hand gestures, will not be delivered and no refunds will be given.
14. Please arrange for prompt transportation home **prior** to the end of the dance.
15. Secure your valuables. The school cannot be responsible for purses etc. left unattended.
16. For safety reasons, **no infants or small children** may come to school dances with students.
17. Students removed from a dance will not be able to attend the next dance.

### **ACCEPTABLE DANCE BEHAVIORS**

- **WHEN DANCING FRONT TO FRONT** MAKE SURE TO KEEP BOTH FEET IN CLOSE CONTACT WITH THE FLOOR AT ALL TIMES! NO PELVIS TO PELVIS CONTACT OR THRUSTING!
- **WHEN DANCING BACK TO FRONT**, MAKE SURE TO KEEP BOTH FEET ON THE FLOOR AT ALL TIMES! NO PELVIS TO BUTTOCKS CONTACT OR THRUSTING!
- KEEP YOUR HEAD ABOVE YOUR WAIST.
- HAVE A GOOD TIME WITHOUT VULGAR CONNOTATIONS OR GROUPING.
- OBEY AUTHORITY FIGURES (ADMINISTRATORS, SECURITY, PARENT CHAPERONES, OTHER ADULTS)

### **UNACCEPTABLE DANCE BEHAVIORS**

- ALCOHOL, DRUGS, SMOKING
- GRABBING OF THE ANKLES
- LAP DANCES
- TRAINS THAT INVOLVE THRUSTING OF PELVIS
- DANCING ON THE SPEAKERS OR OTHER PROPS
- DANCING UP AGAINST THE WALLS
- PUTTING HANDS ON THE GROUND
- DANCING PRONE ON THE FLOOR
- OR ANY OTHER BEHAVIOR(S) FOUND UNACCEPTABLE BY THE ADMINISTRATION, SECURITY OR CHAPERONES.

**IMPORTANT TICKET NOTE: THERE WILL BE NO DANCE TICKET REFUNDS**



## GENERAL INFORMATION

### **ASSISTANTS (STUDENT ASSISTANTS)**

Junior/Senior students are allowed to be student assistants if they have met all graduation requirements. All student assistances are expected to be an asset to teachers and help out as requested. Only one assistant per class per semester is allowed. All exceptions must have administrative approval.

### **ATHLETIC/PHYSICAL EDUCATION EQUIPMENT**

Athletic/physical education equipment is provided in the physical education classes and by sports teams. Students **ARE NOT ALLOWED** to bring personal items of this nature to school. Basketballs, baseballs, footballs, etc. will be confiscated by staff and returned to the student at the end of the school day. Continued violations will result in progressive discipline.

### **BUS TRANSPORTATION**

Bus passes will be issued to all students who are eligible. It is necessary that students submit a signed bus application to Mrs. Brooks-Johnson in the main office. Misbehavior on the bus may result in detention, suspension from school, and/or loss of privilege of riding the bus. School ID cards are required to ride the school bus.

### **CAFETERIA/LUNCH**

The cafeteria at Wilson is designed for student comfort and use. We have considerable pride in the services of the cafeteria as well as the attitude of Wilson students in keeping the tables and the floor clean. Students should clean up the table when they are finished eating and throw away their garbage in the garbage cans. **WILSON HIGH SCHOOL HAS A CLOSED CAMPUS POLICY. STUDENTS ARE NOT ALLOWED TO LEAVE THE CAMPUS DURING LUNCH OR ANY OTHER TIME DURING THE SCHOOL DAY WITHOUT PRIOR PARENT PERMISSION AND THE APPROPRIATE DOCUMENTATION FROM THE NURSE OR ATTENDANCE OFFICE.**

### **CAREER CENTER**

The Wilson High School Career Center is the hub of the school. It is a valuable resource that contains the latest information concerning post-high school training opportunities and occupations. The resources include catalogs from local and national schools, colleges, universities, and technical sites and apprenticeship programs, occupational handbooks, videos, and software to assist students in their planning.

The Career Center hosts scholarships, visits from colleges, universities, military academies, and technical schools, as well as representatives from a variety of occupations. Students are encouraged to attend a variety of presentations to help them make informed choices for beyond high school. Depending on availability, students may use the Career Center during lunch to study.

### **CLASS SCHEDULE & CHANGES TO SCHEDULE**

Students register for course selections in May for the full year (both semesters). These requests are then entered into a student data base program that will assign periods and teachers. **The administration and/or school counselors must approve any subsequent requests for class changes.** Students are expected to follow the assigned schedule, and administrator and/or counselor must approve all schedule changes.

### **CLOSED CAMPUS & ADJACENT PROPERTIES**

All Tacoma Schools observe a closed campus policy. *Once you have boarded a school bus, you are considered at school.* Students are to stay on the school grounds, in the designated areas, from the time they arrive until dismissed. ***Students must have a parent call or bring a written parent request to the attendance office, PRIOR TO LEAVING, in order to leave campus for any reason.*** Special off campus passes will be limited and must have administrative approval. Students will be subject to disciplinary action for leaving campus without permission.



## **CLOSED CAMPUS & ADJACENT PROPERTIES CONTINUED**

To maintain an "optimum learning atmosphere" and for the safety and security of our students, staff, and the community, students are not allowed to gather in groups on sidewalks/easements, including bus stops around residences near Wilson High School before, during, or after school. THIS MEANS ALL HOMES IN THE AREA. Additionally, students are not allowed to possess tobacco and/or smoke on school grounds. This rule also applies within sight of the school grounds, near neighborhood homes and bus stops.

## **DIGITAL RESOURCES** (Computers, internet access, data base, etc.)

Policy No. 6973 states that sending, receiving, and storing digital data using Tacoma School District resources (computers, telecommunications and /or networking equipment) represent powerful educational resources and potential for greater efficiency in delivering district services. The district encourages information dissemination, collaboration, innovation and experimentation through the ***ethical*** use of technology, and requires its staff and students to adhere to federal and state laws and district policies. Do not use digital resources for illegal, harassing, antisocial, or indecent purposes; do not access or process obscene, pornographic or other inappropriate materials. Any use of digital resources that violates school district policy will constitute disciplinary action.

**DRESS CODE** – Please come to school appropriately dressed for the business of learning. Short skirts, revealing tops, exposed underwear, are disruptive to the learning environment. Clothing with offensive language or intent that promotes alcohol, drugs, or gangs are prohibited. Students out of dress code will be asked to change or face disciplinary action. See Page 55 #7 Under Student Responsibilities

## **EXTRACURRICULAR ACTIVITIES**

Students must be passing in at least five full-time subjects the previous and current semester and maintain a 2.0 G.P.A. in order to participate in athletics and school activities. Students who are absent one or more periods on the day of an extracurricular activity in which they are scheduled to take part will not be allowed to participate. This policy affects all extracurricular activities, i.e., athletics, student council, cheerleading, music, and drama.

### **FEES (All fees are subject to change)**

ASB Card (required of all athletes & student activities/clubs)	\$30.00 (\$5.00 for replacing lost cards)
Nova (Yearbook)	TBA – Online purchases begin 8/18/15
Parking Permit	\$5.00

**Instrument use fee:** A yearly non-refundable fee will be assessed for students who use school instruments. This fee will cover basic maintenance of instruments such as annual chemical bath for wind instruments or replacing strings on orchestra instruments. Additional charges will be assessed to students if the instrument is returned in a damaged condition. See your band or orchestra teacher for procedures to apply to use a school instrument.

## **Narrows League Athletic Admission Prices:**

2015-2016 Athletic Pass*	\$ 60.00
Adults & High School Students without ASB	\$ 6.00
Senior Citizens	\$ 4.00
Visiting Students with ASB card	\$ 4.00
Middle School Students with ASB	FREE
Tacoma High School Students with ASB at TPS HS only	FREE

***Other fees (shop, art, fines, etc.) should be paid to the Office Coordinator, Ms. McFarland.***

***\*Funds for Athletic Passes, when purchased at the school, go directly to the Wilson Athletic Department, which benefits all sports greatly.***

## **FOOD SERVICE**

Effective September 2015, cost for High School breakfast \$1.65, cost for reduced priced lunch .40 and full price \$3.00. Milk is 55 cents. Forms for Free or Reduced Lunch are in the main office and should be returned to Nutrition Services at 3321 S. Union Ave. Phone number is 571-3370.

Tacoma Public Schools offers parents a secure, online system to manage student meal accounts. "Lunch Money Now" is a convenient, easy-to-use system that allows parents to pre-pay for meals, access meal account balances and check recent meal purchases. Visa and MasterCard transactions through "Lunch Money Now" are charged a \$1.50 convenience fee at checkout.

"Lunch Money Now" is an easy and secure way to use a debit or credit card online to pre-pay for school meals:

- Go to the district Web page and under the "for Parents" tab; click on "Lunch Money Now."
- Log in using your child's student ID number and birth date.
- Click "Get Balance."
- View "Recent Activity" or enter deposit amount in the fill-in box and click "Add to Cart."
- Click "Search/Add Another" to make deposits for additional children within the same transaction (add all your children for just on \$1.50 convenience fee).

## **GRADES**

The school year is divided into two semesters of 18 weeks each. Final grades, given at the end of each semester, are posted on the student's transcript and determine his/her grade point average (GPA). One mid-term grade report is issued at 12 weeks of the semester. In addition, parents/students may access grades on-line. Students must complete 18 weeks in a course with a minimum of D grade to earn .5 credit.

### **Online Grades – Home Access Center (HAC)**

Students and parents can stay updated on academic progress and classroom attendance by accessing online grades. Go to the Tacoma school district website, click on "Parents or Students" and then click "Login to HAC".

### **Credits needed to achieve class status:**

9 <sup>th</sup> grade	0 – 4.5	11 <sup>th</sup> grade	11 – 16.5
10 <sup>th</sup> grade	5 – 10.5	12 <sup>th</sup> grade	17 and above

## **HEALTH CENTER**

The school nurse is available to all students for health status appraisal, i.e. vision, hearing, dental, and scoliosis screening, first aid and emergency care and as a school resource for health education and prevention programs. The nurse is available for counseling regarding any health concerns students may have.

It is IMPORTANT that students with special health problems such as diabetes, epilepsy, recent surgery or hospitalization report to the nurse at the beginning of the school term.

Tacoma School District Policy does not allow the nurse to give any medications of any kind, including aspirin or Tylenol. Arrangements for medication at school must be made with the school nurse with a written parental request and a physician's prescription.

## **HOMEWORK**

Homework will be a regular part of each student's school experience. Homework is defined as relevant tasks (or assignments) to be done outside of, or in conjunction with regular class work. Students in grades 9 – 12 can expect on average to spend from 60 to 120 minutes daily on homework.

## **IDENTIFICATION CARDS**

Pictures for all students will be taken in September and an ID card will be issued. Students are strongly encouraged to keep their ID card secure. **Students are required to carry their ID card with them at all times while at school.** Replacement cards sold at a cost of \$5.00 each, not including ASB.

## **INSURANCE**

Insurance is available from an independent company each fall to all students at very reasonable rates. It is designed to cover medical and dental expenses incurred from accidents while under school supervision. We strongly urge all students of Wilson High School to take advantage of this opportunity.

## **LOCKERS**

Lockers are assigned in Ram Teams. Malfunctions or thievery should be reported to the Security Officers. ***Highly valued items should not be brought to school, nor left in a student locker; and the locker door should always be locked after use.*** Students should never tell anyone their combination, not even close friends. Students are requested to keep their belongings in their own lockers. ***Wilson High School is not responsible for lost or stolen items.***

## **LOST AND FOUND/STOLEN**

All lost items are taken to Ms. Ray's office. A brief description of the article and its contents may help regain a lost possession. **To insure prompt recover/investigation, lost or stolen articles should be reported immediately.** Students who find lost articles are expected to turn the article over to the security officer(s) or the main office. ***Wilson High School is not responsible for lost or stolen items. Students are requested not to bring valuables to school.***

## **MAKE-UP WORK**

If an absence is excused, the student shall be permitted to make up all missed assignments outside of class within a reasonable length of time. A reasonable length of time shall be considered **two days** to complete make-up work for each day of excused absence, unless the make-up period is extended by agreement with the teacher(s).

## **PARKING RULES & REGULATIONS**

Each school year students who wish to drive to school must register their cars. Parking on campus is a privilege. In order to accommodate the large number of students and staff desiring to park on school property, in accordance with TSD regulation 6550, the rules listed below have been established. Non-compliance will result in disciplinary action, and or a fine. Please park in designated student parking areas.

1. All students must register his/her vehicle with our cash register office, Ms. McFarland.
2. Students must possess a valid Washington State driver's license and show proof that there is liability and property damage insurance on the vehicle and acknowledge that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property.
3. Students must fill out the Vehicle Registration card before a parking permit will be issued.
4. The cost is \$5.
5. The parking lot is **OFF LIMITS DURING THE SCHOOL DAY (7:30 – 2:05).** This includes lunchtime. Books, lunches, clothing, etc. **should not** be left in the vehicle.
6. Speeding or careless driving in the parking lot and on the streets bordering the campus will result in loss of parking privileges and the incident will be reported to the police department.

## **PARKING RULES & REGULATIONS CONTINUED**

7. The school/school district is not responsible for vandalism or theft of the vehicle. Students are encouraged to leave valuables at home, including large speakers and other items that might tempt a thief.
8. Possession of alcoholic beverages, drugs/illegal chemical substances or opiates, firearms, ammunition, or dangerous weapons fall under the terms and conditions of 'Student Conduct Rules' and extend to a student's vehicle parked on school district property and adjacent properties.
9. A student may transport another student during the day only with the consent of the student passenger's parent and if consistent with the terms of the student's drivers license.
10. Student vehicles shall not be parked on district property overnight unless the principal or designee has given authorization to the student because of a school-related activity. The district shall not be held liable for any damage that may occur to a vehicle left parked during non-school hours or overnight.
11. Parking decals are to be displayed in the left front window of the vehicle.
12. Students who choose to park on the side streets and adjacent properties to avoid paying for a campus parking permit are subject to City of Tacoma parking rules/regulations.

### **SKATEBOARDS & BIKES**

Skateboards are not allowed to be carried from class to class or ridden on campus. Please place your skateboard in your locker or ask a teacher, coach or administrator if you can keep them in their room until the end of the school day.

Bikes are to be locked up and secured on the bike racks which are located between the music hall and auditorium and in front of the auditorium. Bikes are to remain locked until the end of the school day or until you are leaving campus for the day. Bikes brought to school are not to be ridden during lunches. Bikes should not be locked to posts or fences or you may be subject to disciplinary action.

### **VISITORS**

**Students are not allowed to bring visitors to school or to have non-Wilson students/visitors come to the school looking for them.** Students are not allowed to bring siblings, other relatives, or friends to school.

Wilson High School welcomes and encourages visits by parents, other adult residents of the community and interested educators.

The learning environment and the staff's time for students shall be free from interruption. Therefore, **we encourage parents/guardians to make an appointment to see a teacher(s), counselor, administration, and to visit a classroom, with at least a 24 hours notice.**

**All visitors MUST sign in at the main office and get a visitors badge.**

## ATTENDANCE POLICY

Parents of any student eight years of age and under eighteen years of age shall cause such child to attend school unless the child is enrolled in an approved private school, an educational center as provided in chapter 28A.205 RCW or is receiving home-based instruction. Any law enforcement officer authorized to make arrests can take a truant student into custody without a warrant and must then deliver the student to the parent or to school. (Policy 3121)

- Parents and/or guardians are asked to notify the attendance office(s) when a child will be absent and give the reason for the absence on the day of the absence. If a parent or guardian anticipate an extended absence, pre-approval is required by notifying the appropriate attendance office with a written notice three school days prior to the absence.
- **If a student is absent, a note (or parent/guardian phone call/e-mail) is required with specific reason, date, and signature of parent of guardian. Excuses are to be turned into the attendance office on the morning following each absence. **Students *must always* check into their attendance office, even if they have no note, before going to class if they are arriving late or returning from an absence.****
- All Tacoma Schools observe a closed campus policy. Students are to stay on the school grounds, in the designated areas, for the time they arrive until dismissed. ***Students must have a parent call or bring a written parental request to the attendance office in order to leave campus for any reason.*** Students will be subject to disciplinary action for leaving campus without permission. Calling in ahead of time allows us time to prepare an early dismissal and deliver it to your student for dismissal.
- When a student is marked absent from one or more classes, parents will be notified by use of a computerized system called School Messenger. This call will inform parents that their student has missed one or more classes for that day. This phone call keeps parents informed about their child and also complies with the BECCA Law.

### **Excused Absences:**

- Personal illness, health condition, or medical or dental appointments; students absent five (5) days or more from school will need a note from a physician certifying the dates of illness.
- Family emergencies (examples include: fire; significant illness, death or funeral within the family, parent hospitalization.)
- Appearances in court when required by law
- Long-term suspensions that do not result in a loss of grades or credits; short-term suspensions, and emergency expulsions
- Approved family activities, as detailed in section above of this regulation
- Religious observance shall not have the absence count against attendance requirements for school-based reward, incentive or behavior management programs
- School-approved activities.

### **Unexcused Absences**

- Absences for reasons not listed above are un-excused.
- Students returning to school without providing a valid excuse from a parent within **one school day** will have the absence recorded as un-excused.
- Schools may (but are not obligated to) provide the opportunity for make-up work due to unexcused absences.
- Unexcused absences may adversely affect a student's grade.

### **Family Planned Absences**

- A parent may request that a planned family activity be approved by contacting the attendance office in writing at least three (3) school days before the student's absence.
- Students will bring their parent note to the attendance office and get a "pre-approval form" which they will have each of their teachers sign allowing them to make-up all work/tests while they are away.
- If approved, the family activity shall be considered an excused absence, provided all conditions in this section are met.
- Approval is at the discretion of the grade level principal. Approval or denial is on a student-by-student basis, and shall include a fair consideration of the impact of the planned absence on the student.
- The principal may require an agreement with the student, parent and teacher to complete special assignments and/or missed work.
- Failure to complete an agreed upon assignment will cause the absence to be considered unexcused.

## **COMPULSORY SCHOOL ATTENDANCE LAW**

### **BECCA PROCESS**

The State Legislature updated the Compulsory School Attendance Law in the summer of 1995 and 1996, concerning students who are truant or have un-excused absences from school. The law requires all parents, guardians and Washington State residents having children between the ages of eight and eighteen to cause the child to attend a public or private school. Any person violating this requirement shall be fined not more than \$25.00 for each day of un-excused absence from school unless the court decides otherwise.

Parents are to be informed when the student has failed to attend school after one or two un-excused absences via Wilson's Connect Ed telephone message service and BECCA letter #1 mailed home.

- 3-5 Unexcused Absences - BECCA letter #1 mailed home. Conference scheduled with parent, student, and their counselor.
- 5-7 Unexcused absences in a 30 day period or ten unexcused absences in a year – BECCA Petition is filed with the courts. After a petition is filed with the courts, a court date is set and the student must appear and explain the unexcused absences. An order compelling school attendance is written by the courts. An unexcused absence that occurs, after the court order to attend is written and signed, allows the school to file a Progress Report with the courts.

### **15/10 RULE**

No hall passes are given in the first 15 minutes of class instruction or the last 10 minutes of class time.

## ATTENDANCE and TARDY PROCEDURES/CONSEQUENCES

### ATTENDANCE POLICY

- 1<sup>st</sup> unexcused absence\* School Messenger calls home\*\*
- 3<sup>rd</sup> unexcused absence Teacher contacts home
- 5<sup>th</sup> unexcused absence Teacher referral to counselor; counselor, parent, student meeting
- 7<sup>th</sup> unexcused absence Office referral; Thursday/Friday School assigned.
- 9<sup>th</sup> unexcused absence Office referral, administrator, parent, student conference; reduced day/alternatives.
- 12<sup>th</sup> unexcused absence Office referral; administrative conference; alternative placement/options.

\* Excessive excused or unexcused absences may impact your performance.

### TARDY POLICY

- 1 to 3 tardies Classroom teacher handles; contacts home.
- 4 to 6 tardies Referral to appropriate counselor by teacher; contact home.
- 7 or more tardies Office referral; administrative discretion

**15/10 Rule – No hall passes are given in the first 15 minutes of class instruction or the last 10 minutes of class.**

**\*\*Phone calls are made daily to your home by our automated system when you are marked absent. Be responsible and make sure your classroom teachers are recording your attendance accurately, including tardies.**



# Tacoma Public School Discipline Policies

Wilson's discipline philosophy is that all students practice behaviors, which contribute to a positive school climate and do not interfere with teaching and learning. Students are expected to take ownership of their own behavior, follow directions, treat each other with kindness and respect, and learn the value of productive work and good citizenship. Doing so will help students become persons of good character. The goal is to help students acknowledge inappropriate behavior, to self-evaluate, to take ownership of choices and decisions, and to develop a plan for improving behavior.

## **Student Responsibilities & Exceptional Misconduct Definitions**

Refer to "Students Rights, Responsibilities, and Regulations" booklet excerpts in Tacoma School District Policy section of this handbook. A complete copy of the "Students Rights, Responsibilities, and Regulations" Booklet is distributed annually to all families with students enrolled in Tacoma School District. These policies may also be found on the Tacoma Schools website at [www.tacoma.k12.wa.us](http://www.tacoma.k12.wa.us).

## **Search Policy**

The Principal, Assistant Principal, and/or an authorized representative possess the authority to investigate and correct student misconduct. To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student and his / or her effects and may seize any illegal or unauthorized materials discovered in the search.

As used in this policy, the term "unauthorized," means any item dangerous to the health or safety of students or school personnel, any item considered disruptive to the functions and mission of the school, or any item described as unauthorized in the school rules cited in this handbook.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive. In other words, a student's person and personal effects are searched only when a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

## **CODE OF PROHIBITED CONDUCT**

### **NOTICE TO STUDENTS AND PARENTS REQUIRED BY FEDERAL DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989**

Tacoma Public Schools prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of school activities. Compliance with this rule is mandatory; students who disregard the prohibition will be long-term suspended or expelled. The possession and use of illegal drugs and the unlawful possession and use of alcohol are wrong and harmful to health and education. Tacoma Public Schools can assist in arranging access to drug and alcohol counseling, rehabilitation, and re-entry programs; for further information contact your school's administrator or counselor.



## **EXCEPTIONAL MISCONDUCT**

A student who engages in the following misconduct will be subject to corrective action or discipline. A student who engages in misconduct which constitutes exceptional misconduct as defined in Regulation 3241R will be subject to suspension or expulsion. A student may be expelled or long-term suspended until the end of the semester for the first offense without regard to progressive discipline when there is good reason to believe that other forms of corrective action would fail if employed or there is a significant risk of imminent violence without immediate and further interventions. Disciplinary transfers to another school may be made when warranted.

Standard discipline for a first violation of any Exceptional Misconduct offense is suspension. The Safety and Security Department may be notified for violations of offenses in this section. If appropriate, Tacoma Police will be notified. Special education student discipline will conform to all IDEA laws and regulations and may differ in degree, type, or severity if the behavior in question is determined in a Manifestation Determination Review to be a function of the student's disabilities.

Discipline in Tacoma Public Schools is progressive. Actions listed throughout this section are recommendations, but severity may vary depending on each individual situation, frequency, grade level, and other contributing factors. The authority to determine any disciplinary action and maintain a safe and effective learning environment lies with school administration.

## **ALCOHOL**

Possessing, using, or being under the influence of alcohol or substances containing alcohol is cause for suspension/expulsion. Selling or distributing alcohol or substances containing alcohol is also cause for suspension/expulsion.

Students may be disciplined for being under the influence of alcohol based on their behavior or appearance as determined by an administrator, school nurse, or other properly trained official, regardless of whether they have alcohol in their possession. Coming to school or a school event while under the influence is not allowed.

High school and middle school violators will be Emergency Expelled and/or short or long-term suspended up to the length of one semester. Students will be required to obtain an assessment by a certified drug and alcohol counselor and agree to comply with all required meetings and directives of the evaluator at the parent's expense before there will be any re-admittance to any school. The student and parents/guardians must agree to fulfill the recommendation of the evaluator as soon as possible and submit verification to their administrator. The administrator may consider shortening or holding the student's suspension in full or partial abeyance if the student complies with evaluation/treatment recommendations. The school may be able to provide information about low or no cost options for appropriate services available in the community.

A second violation will result in a long-term suspension until the end of the semester. Subsequent violations may result in expulsion.

Students who are expelled will also be required to obtain an evaluation by an approved drug/substance abuse professional and participate in and satisfactorily complete any recommended drug/substance abuse program at the parent/guardian's expense before any re-admittance to any school the following school year.

## **ARSON**

Arson is intentionally setting a fire or causing an explosion.

### **Careless Burning**

Setting a fire, using matches, lighters, or other materials, whether in play or through carelessness, is against Tacoma School District policy. This includes lighting matches or flicking a lighter in play even if nothing else is set afire. Setting anything else afire is considered to be arson and must be immediately reported to the Fire Department.

## **ASSAULT**

Assault is being physically violent, using unwarranted force, and demonstrating the deliberate and immediate intent to be physically violent, toward another person or one's self, including domestic violence and sexual assault. Intent is defined as taking deliberate actions toward physically harming another person such that the person has an immediate expectation that his/her personal safety is in jeopardy.

Self-Harm is defined as taking steps or planning to harm one's self such that there is good and sufficient reason to believe that one's presence poses an immediate and continuing danger to the student, other students or school personnel, or is an immediate and continuing threat of substantial disruption of the educational process.

Assault does not include incidental contact unless it is flagrant, purposeful, repeated, and/or results in serious injury.

Domestic violence as assault includes physically harming, threatening, physically restraining, or stalking a romantic or dating partner.

## **BOMB THREAT**

Falsely reporting a bomb threat or other threat that endangers the welfare or safety of our school population will be cause for discipline and/or a referral to law enforcement.

## **DISRUPTIVE CONDUCT**

Disruptive conduct is defined as flagrantly and substantially interfering with teaching or learning at school activities or at school sponsored activities. Disruptive Conduct includes creating a substantial disruption to any school function, refusing to comply with a staff person's directive, or using vulgar or profane language or obscene gestures. Improper use of electronic devices and/or other technology is also considered disruptive conduct. Repeated insubordination of school rules may constitute Disruptive Conduct.

### **Gambling**

Gambling includes, but is not limited to, playing cards, dice, or games of chance for money or other things of value.

### **Lewd Conduct**

Lewd conduct includes, but is not limited to, engaging in inappropriate sexual or social behavior, such as sexual acts, either singly or consensually with another person, including sexual intercourse, oral sex, sexual touching, indecent exposure, or voyeurism.

### **Obscene/Explicit Material**

Displaying, possessing, or distributing material of a sexual or otherwise inappropriate nature, whether it is published, written or electronic is unacceptable in Tacoma Public Schools.

## **Inappropriate Liberties**

Inappropriate liberties by students on school district property will not be tolerated, even if the inappropriate liberties are meant as a “joke.” Inappropriate liberties include, but are not limited to:

- Prolonged hugging
- Kissing
- Inappropriate touching, including fondling or body rubbing
- Bra snapping
- The intentional exposure of one’s own undergarments or private areas
- Forcibly removing another’s clothes, depantsing
- Any behavior that is of a sexual nature or has sexual overtones
- Presence in the wrong gender restroom

## **Technology Tampering and Misuse**

Intentionally misusing or tampering with a Tacoma Public Schools computer system, database or other technology resources is against Tacoma School District policy.

**Misuse or tampering with any district technology is against Tacoma School District policy.**

Improper use of district technology includes but is not limited to:

- Stealing, hacking, deleting, interfering with, or copying software, systems, or programs.
- Transmitting a virus or other material that is wholly inconsistent with the fundamental values of public school education.
- Changing of school, district, or student records without authorization.
- Accessing a district or teacher’s computer without authorization.
- Using a proxy site or other internet site from a district computer to deliberately evade district filters, or instructing others on how to deliberately evade district filters.

The use of computers belonging to Tacoma Public Schools and access to internet service from district-provided computers are privileges that may be revoked by school or district administrators at any time for abusive conduct or violation of Tacoma School District policy.

## **ILLICIT DRUGS/CONTROLLED SUBSTANCES**

Possessing, using, or being under the influence of illegal drugs or controlled substances, or any food item with illegal drugs in it, and/or possessing drug paraphernalia is cause for suspension/expulsion. Selling, or intending to sell, drugs or controlled substances (or look-alikes) including prescription or over-the-counter drugs and any food item with illegal drugs in it is cause for long-term suspension/expulsion.

Students may be disciplined for being under the influence of a controlled substance based on their behavior or appearance as determined by an administrator, school nurse, or other properly trained official regardless of whether they have a controlled substance or drug paraphernalia in their possession. Coming to school or a school-related event while under the influence is not allowed.

High school and middle school violators will be Emergency Expelled and/or short or long-term suspended up to the length of one semester. Students will be required to obtain an assessment by a certified drug and alcohol counselor and agree to comply with all required meetings and directives of the evaluator at the parent’s expense before there will be any re-admittance to any school. The student and parents/guardians must agree to fulfill the recommendation of the

evaluator as soon as possible and submit verification to their administrator. The administrator may consider shortening or holding the student's suspension in full or partial abeyance if the student complies with evaluation/treatment recommendations. The school may be able to provide information about low or no cost options for appropriate services available in the community.

A second violation will result in a long-term suspension until the end of the semester. Subsequent violations may result in expulsion.

Students who are expelled will also be required to obtain an evaluation by an approved drug/substance abuse professional and participate in and satisfactorily complete any recommended drug/substance abuse program at the parent/guardian's expense before any re-admittance to any school the following school year.

### **EXTORTION/BLACKMAIL/COERCION**

Obtaining money, property or other consideration by violence or threat of violence or forcing someone to do something against his or her will by force or threat of violence is against Tacoma School District policy.

### **FALSE ALARM**

A false alarm is activating a fire alarm or calling 911 for any reason other than the intended purpose of the alarm.

### **FIGHTING**

Fighting is being involved in mutual participation in an incident involving physical violence.

If the fight or any prefight activity occurs on school grounds, the school will have the right to respond.

Fighting includes, but is not limited to:

- Engaging in mutual physical contact involving anger or hostility or premeditation.
- Teasing, harassing, threatening or intimidating others resulting in physical contact involving anger or hostility.
- Retaliating physically for teasing, harassing, threatening, or intimidating behavior.
- Verbally inciting or physically supporting a fight by one's encouragement or presence.

Attending a fight or encouraging/promoting a fight is potentially dangerous and students will be disciplined accordingly for their involvement.

### **FIREWORKS, EXPLOSIVES, CHEMICALS, AND INCENDIARY DEVICES**

Fireworks include, but are not limited to, firecrackers, sparklers, smoke bombs or stink bombs, cherry bombs, M80s, bottle rockets, or other explosive, incendiary or poison gas, or gas pen/gas pencils.

Possessing or using fireworks or an explosive, chemical, or incendiary device on school property, school-provided transportation, areas or facilities being used exclusively as school district property or at school-sponsored events or activities is against Tacoma School District policy.

## **GANGS AND RELATED BEHAVIOR**

Belonging to an organized gang, hate group, or similar organization or group and knowingly engaging in gang/hate group activity on school grounds or during school activities or functions is against Tacoma School District policy. A gang or hate group is defined as a group of two or more persons with identifiable leadership who conspire and act in concert for criminal purposes.

Gang/Hate Group activity includes, but is not limited to:

- The presence of any apparel, dress, attire, and/or accessories by virtue of color, arrangement, altered symbol or any other attribute may indicate membership or affiliation.
- Promoting, soliciting, and/or recruiting of students.
- Related behaviors which present a clear and present danger to students, staff, and patrons.
- Behaviors such as threats, force, assault, and/or violence to advocate the purpose of gangs.
- Writing, graffiti, and/or depictions to advocate the purpose of gangs.

## **HARASSMENT**

Harassment, intimidation or bullying means any intentional electronic, written, verbal, auditory or physical act, including, but not limited to one shown to be motivated by any characteristic of race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics such as, but not limited to, physical appearance, clothing or other apparel, socioeconomic status, marital status or weight, when the intentional electronic, written, verbal, auditory or physical act:

- physically harms a student; or
- damages the student's property; or
- has the effect of substantially interfering with a student's education; or
- is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. "Intentional act" refers to the individual's decision to engage in the act rather than the ultimate impact of the action(s).

### **Threats/Intimidation**

Communicating threats of violence or harm to an individual or group of individuals, directly or indirectly, whether by physical, verbal, written, telephone, or other electronic means, which cause the other person to believe his or her life, safety, or property is in danger, or which cause a listener to believe that another person's life, safety, or property is in danger. It is not necessary that the threat be communicated to the intended victim.

### **Threats toward Staff**

Making threats of violence or harm toward any person acting in their official capacity as an employee and/or agent of the Tacoma School District is against Tacoma School District policy.

Staff has the right to work in a safe and non-threatening atmosphere. Tacoma Public Schools has no tolerance for students threatening staff persons. If there is a risk of violence to the staff person, the student may be expelled.

## Hazing

Assault may be charged for hazing behaviors that involve physical violence.

Initiating or harassing another student with meaningless, difficult, dangerous, or humiliating tasks through behaviors that cause, or are likely to cause, physical injury, endangerment or emotional distress. In hazing situations, club advisors, coaches, and administrators likely have not been told what will occur and have not given their approval to the activity. Targeted students may not feel that they have the choice to opt out of this activity or the opportunity to quit at any time. Evidence of hazing that falls into this category may include, but is not limited to, activities with any of the following components:

- Physical harm or restraints.
- Reckless endangerment or life-threatening stunts, *e.g.*, being forced to jump off a bridge or structure, or ingest substances that may cause an allergic reaction.
- Unsafe activities, such as being left alone to get out of a harmful situation at the end of the activity, *e.g.*, in a park at night or from a locked room.
- Property damage.
- Illegal activity.

## Prohibition of Harassment, Intimidation, and Bullying

The board of directors is committed to a safe and civil educational environment for every student, staff member, parent/legal guardian, family member and guest, free from harassment, intimidation or bullying. A safe and civil educational environment prohibits harassment, intimidation or bullying by integrating training, prevention and intervention into schools and support sites through a coalition of students, staff members, parents/legal guardians, families and the community.

## Sexual Harassment

It is the policy of Tacoma School District No. 10 to maintain a working and learning environment for all its employees, students, parents, volunteers and others involved in school district activities which provides for fair and equitable treatment, including freedom from sexual harassment. This policy also covers anyone else who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature when:

- submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, grades, work opportunity or other benefit;
- submission to or rejection of the conduct or communication is used as a factor for employment/grade decisions or other school-related decisions affecting an individual; and/or
- such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile or offensive working/school environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, female to male, male to female, female to female, and male to male. The district will take prompt, equitable and remedial action on reports and complaints that come to its attention, either through formal or informal channels. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency and suspected child abuse will be reported to law enforcement or Child Protective Services. Individuals found to have been subjected to sexual harassment will have reasonable and appropriate school district services made available to them and adverse consequences of the harassment shall be reviewed and remedied, if

appropriate. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, and contractors. Anyone else engaging in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate. Retaliation against any person who makes a complaint or is a witness under this policy is prohibited and will be subject to appropriate disciplinary action. Individuals who knowingly report false allegations of sexual harassment or corroborate false allegations will be subject to appropriate disciplinary action.

All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for informing complainants of the formal complaint process. Staff members who fail to take prompt action to report allegations or violation of this policy shall be subject to appropriate discipline. Administrators, managers and/or supervisors who fail to take prompt action upon receiving an allegation of sexual harassment shall be subject to disciplinary action up to and including termination. The process for responding to allegations is outlined in Regulation 5265R -Discrimination Complaint Procedure.

Information regarding this policy will be provided in student, staff and volunteer orientation. All students will receive information relative to this policy during the first semester of each school year. Each school shall develop a process for discussing the district's sexual harassment policy. The process shall ensure the discussion addresses the definition of sexual harassment and issues covered in this policy.

This policy shall be reproduced in each student, staff, volunteer and parent handbook. All parents will receive copies of this policy as a part of the Student Rights, Responsibilities and Regulations Handbook. This policy shall be posted in each district building in a place available to staff, parents, volunteers and visitors. A copy of the policy shall appear in any publication of the school or school district setting for the rules, regulations, procedures, and standards of conduct for the school or school district.

The superintendent shall make an annual report to the board reviewing the use and efficacy of these policies and related procedures. Recommendations for changes to these policies, if applicable, shall be included in the report. All administrators, managers, and supervisors shall receive training in these policies. Such training shall be conducted no less than every three years. New administrators shall receive training within ninety (90) days of their first day of work in the new position.

Questions concerning the application of these policies are to be referred to the Equity and Diversity Office, P.O. Box 1357, Tacoma, Washington 98401-1357, telephone (253) 571-1292. Questions regarding Section 504 of the Rehabilitation Act of 1973 are to be referred to the Coordinator, Comprehensive Guidance Programs, PO Box 1357, Tacoma, Washington 98401--1357 – telephone (253) 571-1063. Individuals with complaints or concerns regarding application of this policy are encouraged to first contact the Equity and Diversity Office. For complaints or concerns regarding Section 504 of the Rehabilitation Act of 1973, contact the Coordinator, Comprehensive Guidance Programs, PO Box 1357, Tacoma, Washington 98401-1357. Complaints will be resolved in accordance with Regulation 5265. An individual may also contact the U.S. Department of Education, Office for Civil Rights (OCR); Equal Employment Opportunity Commission (EEOC), Region X, Seattle; Washington State Human Rights Commission (HRC), Olympia; or seek private legal advice.

### **Behavior/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, hazing or other written, verbal, auditory, physically or electronically

transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules. The goals of this policy are to foster a safe and civil educational environment through training, prevention and intervention strategies and to support targeted student(s), victims and/or others impacted by the violation. The district will intervene promptly and equitably within its authority on reports, complaints and grievances alleging harassment, intimidation or bullying that come to the district's attention, either formally or informally.

### **Education**

Comprehensive education of students and staff shall be implemented to support the district's responsibility to create and maintain a safe, civil, respectful and inclusive educational environment.

### **Prevention**

The district will provide students and staff with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to educate students and staff, the district will seek partnerships with families, law enforcement and other community agencies.

### **Intervention**

Interventions are designed to remediate the impact on the targeted student(s), victims and/or others affected by the violation, to change the behavior of the aggressor(s) and to restore a positive educational environment. The district will consider the frequency of incidents, developmental age of the student(s) and severity of the conduct when determining intervention strategies. Interventions will range from counseling, providing direction to change behavior, discipline, to law enforcement referrals.

Students, staff or other school visitors who engage in harassment, intimidation or bullying will receive appropriate discipline, sanctions or other appropriate interventions. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy. Coercion, discrimination or reprisals taken against persons filing complaints or persons acting as witnesses to complaints shall result in appropriate disciplinary action or sanctions according to district policy or other applicable laws or regulations. Persons who knowingly file false allegations or report or corroborate false allegations shall also be subject to appropriate disciplinary action or sanctions according to district policy or other applicable laws or regulations. In accordance with applicable laws and regulations, students, parents/legal guardians, families, staff and other interested parties shall be informed of this policy and the accompanying regulation pertaining to the filing of complaints. The policy shall be posted in each district building and information regarding it will be provided in student, staff and parent/legal guardian handbooks. District staff will be provided with appropriate information on the recognition and prevention of harassment, intimidation and bullying including electronically transmitted messages or images and their rights and responsibilities under this policy.

### **Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The superintendent is authorized to direct the implementation of regulations addressing the elements of this policy. Annually, for the first three years after adoption of this policy, the superintendent or designee shall convene an ad hoc committee composed of representatives of certificated and classified staff, students, community members and parents/legal guardians to review the use and efficacy of this policy and regulation. The superintendent's designated compliance officer will be included in the committee. The superintendent shall make an annual



report to the board reviewing the use and efficacy of this policy and related regulations. This report will include recommendations for changes to the policy and regulation, if applicable.

Cross-references:	Policy 3200	Student Rights and Responsibilities
	Policy 3205	Safety & Civility in Schools
	Policy 3210	Nondiscrimination
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Action or Punishment
	Policy 5265	Nondiscrimination
	Policy 5266	Sexual Harassment

Legal Reference: RCW 28A.300.285 Harassment, intimidation, and bullying prevention policies

Management Resources: *Policy News*, April 2008 Cyberbullying Policy Required

Adoption Date: 1/13/05; Revised: 6/26/08

### **INTERFERENCE WITH SCHOOL AUTHORITIES**

Interfering, or attempting to interfere, with the discharge of the official duties of district personnel by using direct, deliberate, or focused threats, force, or violence, such that the staff person believes his or her safety or the well-being of his or her property is in danger is against Tacoma School District policy.

Interfering with the discharge of the official duties of district staff by includes, but is not limited to:

- Using force or violence that is non-deliberate and not focused on the staff person, such as attempting to continue a fight when a staff person is trying to stop the fight and inadvertently striking that person, or
- Disobeying the orders of school officials to leave school property or disperse as instructed, or
- Heckling or harassing school authorities engaged in any lawful task, function, process, or procedure of the school district such that it interferes with their ability to maintain order or complete their lawful duties.

### **Conspiracy**

Students who conspire to break rules may have the same consequences assigned as the offender.

Examples of conspiracy include, but are not limited to:

- Encouraging someone to break the rules, i.e. if two people are in a hostile argument and you say something like “fight, fight” instead of getting help from an adult or leaving the area.
- Covering up for someone who has broken rules.
- Withholding information before or after a violation has occurred. (Not telling everything you know or not telling the truth)
- Knowing a fight or assault is being planned and failing to report it.
- Attending a fight or assault involving others, even if you are not physically involved.

### **False Reporting**

False reporting is knowingly and maliciously reporting an incident (fight, harassment, etc.) or falsely corroborating misbehavior of others that disrupts the orderly operation of the school environment.

### **Misrepresentation**

Misrepresentation includes, but is not limited to, the following behaviors:

- Forging a parent's, guardian's, or any other person's signatures on any letter to the school, on any school document or form, or on any other document or form used by the school.
- Changing grades or attendance records on official District forms, including attendance reporting sheets and grade books, for any student without authorization of a school official.
- Providing a false name when asked to identify oneself to a school authority.
- Providing false information to school personnel, or impersonating another person verbally or in writing to provide false or misleading information, regarding a student's attendance or absence from school, including, but not limited to, falsely excusing absences or authorizing a student to be excused early from class or school.

### **Plagiarism**

Cheating, or copying the work of other persons, or turning in another person's papers, projects, computer programs, etc., as your own constitutes plagiarism.

Plagiarism includes, but is not limited to:

- Using another writer's words or ideas without proper citation, or merely rearranging or changing a few of the author's words and presenting the result as your own work, or not using quotation marks when citing a source;
- Having someone else write your paper, program, or project, including asking friends, paying someone, using a paper writing service, or taking information verbatim off the Internet.
- Copying another student's work during a test, lab, or classroom activity and turning it in as your own.

## **THEFT AND VANDALISM**

### **Theft**

Theft is defined as stealing school district property or the property of a staff member, student, or school visitor. This includes theft of intellectual property, such as, but not limited to, looking at or taking a teacher's test or notes for a test, artwork, or any other teacher or student intellectual property.

### **Robbery**

Robbery is defined as taking another's property by force or threat of force.

### **Burglary**

Burglary is defined as unauthorized or forced entry or remaining unlawfully in a district building or room in the building for the purpose of taking property.

### **Possession of Stolen Property**

Possession of stolen property is defined as knowingly receiving, retaining, possessing, concealing, selling or attempting to sell, or disposing of stolen property.

Property includes:

- District, teacher, student, or visitor possessions
- Intellectual property, such as a teacher's test or notes for a test, artwork, or any other teacher or student document or object, physical or electronic.

### **Malicious Mischief**

Intentionally causing damage, including writing, painting, drawing, or otherwise marking graffiti on any district, school or staff property is against Tacoma School District policy. This includes damage to intellectual property, such as, but not limited to, damaging or destroying a staff person's or student's work, whether artistic, written, or electronic.

## **TOBACCO AND RELATED ITEMS**

It is against state law and school district policy to use or possess any tobacco products in or on public school property, on school buses, and at school-sponsored activities.

Possession of tobacco and tobacco related products, including but not limited to electronic cigarettes, liquid nicotine, lighters, matches, and rolling papers will be cause for suspension. Selling, distributing, and using such products on campus may be cause for more severe disciplinary consequences.

Additionally, minors in possession of tobacco may be subject to criminal sanctions and a \$75.00 mandatory fine and court appearance.

## **TRESPASSING**

Being unlawfully present on Tacoma School District property or in district buildings is against district policy. Trespassing includes, but is not limited to unlawful presence, being in an unauthorized area, and loitering.

## **WEAPONS**

A weapon includes, but is not limited to:

- (1) a firearm
- (2) an airgun or any item which appears to be a realistic firearm or airgun look-alike
- (3) a device commonly known as throwing stars, nunchucka sticks; air gun; slung shot; sand club; metal knuckles; any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; or any dagger or dirk furtively carried, or any portable device manufactured to function as a weapon and/or which is commonly known as a stun gun, including a projectile stun gun, that emits an electrical shock, charge, or impulse
- (4) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle. This includes pocket knives.

### **Possession of a weapon, firearm, airgun, or "look-alike" will result in disciplinary action up to and including expulsion from any Washington State public school.**

The Board of Directors of the Tacoma Public School has declared its intent not to tolerate possession of weapons by students on district property or at district sponsored events. See, RCW 9.41.010 and 18 U.S.C. § 921 for a complete definition of firearm.

No tolerance for weapons means that disciplinary action should be imposed for possession of weapons, but, with the exception of firearms, there is no specific sanction that must be imposed in every case. Rather, discipline should be imposed that is appropriate based on the circumstances.

### **Firearm – One Year Mandatory Expulsion**

Carrying a firearm onto, or possessing a firearm on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities is illegal. Tacoma Public Schools has a policy of no tolerance for weapons.

Firearm is defined as a weapon from which a projectile or projectiles may be fired by an explosive such as gunpowder. It also includes an explosive, incendiary, or poison gas bomb, grenade, rocket, missile, or mine. Violators will be expelled from Tacoma Public Schools for not less than one calendar year. See, RCW 28A.600.420. The Superintendent or his or her designee may modify the expulsion on a case-by-case basis.

### **District Identified Dangerous Weapons**

Carrying a dangerous weapon onto, or possessing a dangerous weapon on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities are against Tacoma School District policy.

District-defined dangerous weapons include: BB gun of any type, pellet gun of any type, soft air gun, slingshot, hand club, sandbag, Chaco sticks, metal pipe or bar used or intended for use as a club, Billy club, black jack, switchblade knife, fixed blade knife (*e.g.*, kitchen knife, steak knife, and hunting and military-type knives that do not fold), large folding knife with a blade over 2-1/2 inches long; any knife with a blade that locks open; any knife with more than one blade; razor blade; box cutter; blowgun, Taser gun, and bullets.

The definition of a dangerous weapon may also include any object, such as pepper/gas spray, that can reasonably be used to inflict serious bodily injury when a student uses such an object with the intent to harm or intimidate someone, or when there is no other reasonable purpose for possessing the object except to use it as a weapon. A laser pen may be considered to be a dangerous weapon if the light is deliberately aimed at another person's eyes, whether or not there is intent to cause harm. (See Policy 3240R)

The normal discipline for a first-time possession of a dangerous weapon is a long-term suspension. The administrator can elect to give a lesser corrective action because of the particular facts and circumstances.

### **Personal Spray Devices**

Persons over 18 years of age and persons between 14 and 18 years of age with prior written parental or guardian permission may possess personal protection spray devices on school property. No one under 18 years of age may deliver such devices, nor may anyone 18 years or older deliver a spray device to anyone under 14 or to anyone between 14 and 18 who does not have parental permission. Persons younger than 14 years of age may not possess personal protection devices.

### **OFF CAMPUS BEHAVIOR**

Discipline may be imposed for an off-campus act of misconduct if the discipline is reasonable under the circumstances and closely connected to the educational process. The following criteria should be considered to decide whether an act of misconduct is sufficiently connected to the educational process:

- (1) Location of the misconduct (proximity to school grounds or to a school activity);
- (2) Hour and date of the misconduct (during school hours, but off-campus; immediately before or after school hours; on district-sponsored transportation, directly before entering or after leaving district-sponsored transportation, or during school-sponsored activities);

- (3) Effect on other participants or victims to the misconduct (did the misconduct involve or affect other students or school district personnel);
- (4) Severity of the misconduct and its likely connection to student or school district personnel safety (*e.g.*, fighting or other violent or destructive acts, the selling of a controlled substance, or possession of a weapon); and
- (5) Extent to which the off-campus activity affects the environment or safety of the school (*e.g.*, students are afraid to come to school or afraid at school because of it; it is disruptive to the school atmosphere in that special precautions or actions need to be taken to protect students and staff; the arrangements for the activity were made on campus but conducted off campus, such as drug sales, a fight or assault, etc.; or there are likely repercussions such as students from other schools or non-students coming onto the campus to effect retribution).

The District will respond to off-campus student speech that causes or threatens to cause a substantial disruption on campus or interference with the right of students to be secure and obtain their education. *Substantial disruption* includes, but is not limited to, significant interference with instruction, school operations or school activities, violent physical or verbal altercations between students, or a hostile environment that significantly interferes with a student's education.

#### **ADOPTION OF RULES BY TACOMA SCHOOL BOARD**

The Tacoma School District follows the substantive and procedural due process rights guaranteed by the Office of Superintendent of Public Instruction under RCW 28A.600.015. *See*, WAC 392.400. A copy of the regulations can be requested by contacting the Discipline Appeals Office at 253-571-1191.

## GRADUATION REQUIREMENTS

- 23 Credits
- High School & Beyond Plan
- State Test Requirements – See Below Description

**NOTE: STUDENTS WHO DO NOT COMPLETE ALL REQUIREMENTS TO GRADUATE, WILL NOT PARTICIPATE IN THE GRADUATION CEREMONY**

Subject	Minimum requirements for Tacoma School District	Minimum requirements for public, four-year colleges and universities Weak application	Recommended courses for four-year colleges and universities Good application****	Recommended courses colleges and universities Strong application*****
<b>English</b>	4 credits	4 years**	4 years	4 years
<b>Math</b>	3 credits	3 years***	3 years***	4 years***
<b>Science</b> (one must be a lab)	2 credits	2 years	3 years	4 years
<b>Social Studies</b>	2.5 credits	3 years	3 years	4 years
<b>World language</b> (same language)	0 credits	2 years	3 years	4 years
<b>Visual or performing arts</b>	1 credit	1 year	2 years	3 years
<b>Health and fitness</b>	2 credits	** Students must have a minimum 2.00 grade point average. *** Must be Algebra 3/4Trig. or higher **** Includes at least 3 units of advanced level courses ***** Advanced level courses in all core subjects		
<b>Occupational education</b>	1 credit			
<b>Electives</b>	7.5 credits			
<b>Total</b>	23 credits			

**Incoming class of 2016 & 2017 must pass 2 EOC exams in Math and 1 EOC exams in Biology.**

**All Grade Levels Must Pass Both HSPE Reading and Writing**

# Woodrow Wilson High School

## CAMPUS EMERGENCY ASSIGNMENTS

(Revised 06/2014)

	Primary	Backup
<b>Incident Commander</b>	<b>Dan Besett</b>	<b>Bernadette Ray</b>
<b>Safety Officer</b>	<b>Bernadette Ray</b>	<b>Shane Sliva</b>
<b>Public Information</b>	<b>Josh Simmons</b>	<b>Kristen Orlando</b>
<b>Liaison Officer</b>	<b>Officer Miner</b>	
<b>Operations Chief</b>	<b>TBA</b>	
<b>Site Check/Facility</b>	<b>Dave Burnson</b>	<b>Eddie Edmond</b>
<b>Sweep &amp; Rescue</b>		<b>Team Members</b>
<b>Team 1</b>	<b>Eddie Edmond</b>	<b>Christine Brazel, Tom Springer, David Twitchell</b>
<b>Team 2</b>	<b>Tracy Brazzle</b>	<b>David Neeley, Tom Fergin, Aaron Hanson</b>
<b>Medical Teams</b>	<b>Dolores Apostle</b>	<b>Sarah Purdin-Golding</b>
<b>Triage</b>	<b>Paul Baurichter</b>	
<b>Treatment/1<sup>st</sup> Aid</b>	<b>Sarah Purdin-Golding</b>	
<b>Psychological Aid</b>	<b>Kari-Ellen Elsdon</b>	<b>Geraldine Gibson</b>
<b>Morgue</b>	<b>David Neeley</b>	<b>Tony Nino</b>
<b>Student Release</b>	<b>Jeannette Chantler</b>	<b>Robin Brooks-Johnson</b>
	<b>Cindy Cail</b>	<b>Sandy Brooks</b>
<b>Planning/Intellegence</b>	<b>Kimberly VanRy</b>	<b>Susi Mueller</b>
<b>Documentation</b>	<b>Pilar Blazey</b>	
<b>Situation Analysis</b>	<b>Kirk Turnbull</b>	
<b>Logistic Chief</b>	<b>Tom Fergin</b>	
<b>Supplies/Facilities</b>	<b>Virginia Rehberg</b>	<b>Quoc Nguyen</b>
<b>Staffing</b>	<b>Michael Jankanish</b>	
<b>Communications</b>	<b>Kristen Orlando</b>	
<b>Finance/Admin. Chief</b>	<b>Rob Judson</b>	<b>Charlott McFarland</b>
<b>Timekeeping</b>	<b>Dorraine Arneklev</b>	
<b>Purchasing</b>	<b>Charlott McFarland</b>	

## **GENERAL INFORMATION IN AN EMERGENCY**

**It is extremely important that students and staff are familiar with the emergency procedures and that EVERYONE cooperates and follows the directions of those in charge.**

### **TEACHER'S RESPONSIBILITIES**

- Buddy System: Each teacher should check on his/her buddy teacher and provide coverage if necessary.
- Always account for students at the earliest possible time \*whereabouts, i.e. attendance, bathroom, counselor, etc., have information available \*attend to immediate health needs in classroom.
- EXCEPT for fire, never leave the classroom until officially released by the IC.
- For evacuation, always go directly to assigned area(s). (see maps)
- ALL TEACHERS ON PLANNING AND UNASSIGNED PARAS REPORT TO THE COMMAND CENTER ON THE FIELD. (see lunch procedures below)
- BATHROOMS: No bathroom access to staff or students until notified by the IC.

### **STUDENT'S RESPONSIBILITIES**

- Students should always stay with the class unless specifically requested by the IC.
- Permission to use the bathrooms only after teachers have been notified by IC.
- Student Release: Gates 1 and 2 are the designated student release areas.
  - Students cannot request to be released: parent/guardian must initiate.
  - No students will be released until processed through Gates 1 or 2.
  - Students will be released only to their parent/guardians. (see map)
- If in a bathroom during an incident, student should return to current classroom and/or the nearest classroom depending on the incident.
  - STAY IN THE BATHROOM IF THE INCIDENT IS "INTRUDER ALERT".

### **FIRE DRILL DURING LUNCH**

- Students eating: Under the direction of the adult supervisors, each student should leave the lunchroom and exit out the door closest to the courtyard and assemble in the student parking lot.
- Students in the courtyard and surrounding areas, including hallways, library, etc. should immediately go to the nearest student parking lot(s) behind the gym, cafeteria, or auditorium. (see evacuation map)
- TEACHERS at lunch/planning should proceed to the designated areas (see evacuation map) and assemble your class and/or assist other staff and escort students to assigned location on the map.

### **EARTHQUAKE**

- Students eating: Stay in the lunchroom and take cover beside the lunch tables or against an inside wall or doorway. Stay away from glass windows, and outside doors.
- Students already released and outside the lunchroom, move away from buildings and utility wires. Once in the open, stay there until the shaking stops. Wait for directions over the PA and/or bullhorn from the IC.
- Report to the closest classroom and follow the directions given by the classroom teacher.
- If the directions are to evacuate the building, find your teacher in the designated area on the fields. (behind 900/800 buildings-baseball fields, track/football fields, etc. area)



## **EARTHQUAKE CONTINUED**

- TEACHERS at lunch/planning same as for fire drill, except assembly area is on the fields behind the school. (see map).
- STUDENTS AND STAFF, PLEASE STAY OFF THE TELEPHONE, ESPECIALLY CELL PHONES. THE PHONE LINES WILL BE NEEDED FOR EMERGENCY SITUATIONS ONLY.

## **INTRUDER**

- Students eating should not leave the lunchroom. Adult supervisors will secure all doors. Students need to move away from windows and doors and remain quiet.
- Students already released and outside the lunchroom/classroom should go immediately to the closest classroom. If you are in the bathroom, REMAIN in the bathroom, lock yourself into a stall, and keep your feet out of sight (squat on top of the toilet), stay quiet.
- TEACHERS at lunch/planning, regardless of your location, check the hallways/area for students and get them inside with you. Lock the door, stay away from windows, and remain quiet. Follow “lock down” procedures.

## **SPECIFIC PROCEDURES FOR FIRE, EARTHQUAKE, INTRUDER**

### **FIRE DRILL**

- ✓ Turn lights off and unlock the door.
- ✓ Exit room and building according to your room’s specific route; take your “emergency” clipboard with you.
- ✓ Verify student attendance once outside-know where your students are.
- ✓ Maintain as much order as possible; keep students together and as quiet as possible.
- ✓ Tell your students if they are in the bathroom at the time, they should join the class outside at the designated area as quickly as possible and check-in with their teacher.
- ✓ Never re-enter a building, even during a drill.
- ✓ During passing time students should go to the designated area outside. Find the teacher of the period the student was going to. Ex. If you are passing after 1<sup>st</sup> period and the fire drill occurs, students should go to the parking lot and find their 2<sup>nd</sup> period teacher.

### **EARTHQUAKE**

- ✓ React calmly; tell the class to get on the floor beside their desk or table immediately and put their hands over their heads.
- ✓ Face away from any windows or other glass.
- ✓ Check students for any immediate first aid requirements.
- ✓ Remain calm and wait for instructions from the IC. Building will be surveyed for damage before students will be allowed to exit.
- ✓ Students using the bathroom should stay in the doorway until shaking stops, then go to the closest classroom to the bathroom. Once outside at designated area, each student should check with the teacher he/she is with and then go to current class.

### **INTRUDER ALERT**

- ✓ Lock your classroom door and turn off your classroom lights. Be sure to cover the window in the door.
- ✓ Students and teachers should sit or lie on the floor as far away from sight lines as possible.
- ✓ Maintain strict classroom silence.
- ✓ Verify attendance including students currently out of the room.

## **INTRUDER ALERT CONTINUED**

- ✓ If a student or teacher is in the hallway or between buildings (i.e. passing time, lunch) during the alert, the student should enter the first available classroom.
- ✓ Students using bathroom should REMAIN in the bathroom, lock themselves into a stall and keep their feet out of sight. (squat on the toilet).

## **LOCK DOWN PROCEDURES**

- ✓ All staff and students remain in a classroom.
- ✓ All students should be brought in from your immediate areas ASAP.
- ✓ Secure and lock all doors and windows. Close windows/blinds/shades.
- ✓ Turn off lights.
- ✓ Stay away from doors and windows once secured.
- ✓ Direct students to lie on the floor.
- ✓ Students and staff MUST refrain from using cell phones/phones.
- ✓ Remain calm and comfort students.
- ✓ Remain in the classroom – no exceptions
- ✓ DO NOT answer the door for anyone or for any reason – no exceptions! We have keys.
- ✓ DO NOT turn on the TV or radio, or anything that can be heard outside the classroom door/windows.

### **Before & After School:** A siren type of bell will ring

1. Students arriving on school buses will not be allowed off the buses. Buses will be directed to the church parking lot on 6<sup>th</sup> and Orchard Street.
2. Students already on campus, in halls, breezeways, etc., are to be brought into the nearest classroom by staff at the time of the announcement.
3. Teachers/staff should clear their immediate area by getting students in from the hallways, breezeways, etc., and get them into the classroom.
  - a. Lock the door and windows
  - b. Turn off the lights

### **Before & After School Continued**

- c. Direct students to lie flat on the floor away from sight of any windows. Teachers need to lie on the floor as well and remain on the floor until further directions are given.
- d. DO NOT OPEN THE DOOR FOR ANYONE, FOR ANY REASON; DO NOT LEAVE YOUR ROOM FOR ANY REASON. We have keys and will come to each classroom with further directions, depending on the situation.

### **During the school day (students in classes):** A siren type bell will ring

1. Check the hallways/breezeways, etc., and get any students in these areas into your classroom ASAP.
2. Lock your door, and turn off the lights.
3. Direct students to lie flat on the floor out of sight of the windows.
4. Students and staff MUST refrain from talking, using cell phones/phones.
5. PLEASE Do not turn on the TV or radio.
6. Do not answer the door for anyone or for any reason.
7. All staff and students must remain in the classrooms until directed differently. NO EXCEPTIONS!

### Lunch time:

1. Students outside of the cafeteria, i.e. halls, breezeway, plaza area, etc. should be directed to the nearest classroom
2. Students in the lunchroom need to remain there and will be directed by the adult supervisors to move away from the windows and doors; move to the Ram mural wall, the kitchen area, the band room.
3. Exterior doors will be locked by security.
4. All previous steps for lock down are to be implemented.

### **SHELTER-IN-PLACE PROCEDURES**

In the event it is necessary to Shelter-in-Place, a pulsating sound will be heard.

All doors are to be locked except the door to the ALTERNATE SHELTER-IN-PLACE site for latecomers. This alternate site will be the AUDITORIUM. The procedures listed below are for any hazardous materials release that emanates from outside the school buildings.

1. Students (staff) are to report to their assigned classroom as quickly as possible.
2. Hang "Sheltering-in-Place" sign on the outside of the door.
3. Close and lock classroom doors and windows
4. Students not in the room are to report to the alternate shelter site- AUDITORIUM.
5. Turn off pilot lights, air conditioners, and exhaust fans.
6. Tape around doors, windows, and vents or place wet towels at bottom of doors.
7. Do not open doors or windows until all-clear (One Long Bell) sounds.
8. Close drapes (if you have them) and blinds and stay away from windows.
9. Take roll.
10. Electricity will be left on. Intercoms, radios and televisions may be used for getting information during the event. (Please keep volume down)
11. Do not allow anyone to leave the classroom. Use emergency food and toilet facilities stored the room, if necessary and available.
12. Wait for further instructions.
13. Do not evacuate the room until told to do so.
14. When you evacuate, open all windows and doors to air out the room.

# Harassment, Intimidation and Bullying

# Regulation 3207R

## A. Introduction

Tacoma School District strives to provide students with optimal conditions for learning by maintaining a safe and civil educational environment where everyone is treated with respect and no one is harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated or bullied by others in the school community, at school sponsored events or when such actions create a substantial disruption to the educational process. The school community includes all students, staff members, parent/legal guardians, family members and guests. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics such as, but not limited to, physical appearance, clothing or other apparel, socioeconomic status, marital status or weight.

District staff who observe, overhear, or otherwise witness harassment, intimidation or bullying, or to whom such actions have been reported, must take prompt and appropriate action to stop the harassment and to prevent its recurrence.

## B. Definitions

Aggressor – is a student, staff member or other member of the school community who engages in the harassment, intimidation or bullying of a student.

Harassment, intimidation, or bullying– is an intentional electronic, written, verbal, auditory or physical act that:

- physically harms a student; or
- damages the student’s property; or
- has the effect of substantially interfering with a student’s education; or
- is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

Conduct that is “substantially interfering with a student’s education” will be determined by, but not limited to, the following considerations: grades, attendance, demeanor, interaction with peers, participation in activities or other indicators.

Conduct that may rise to the level of harassment, intimidation or bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks, threats, gestures or acts relating to an individual or group whether written, verbal, auditory, or physically or electronically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Retaliation – is an act of harm or discrimination in response to a report of harassment, intimidation and/or bullying by anyone involved in the incident.

Staff – includes, but is not limited to, certificated employees, classified employees, school board members, substitute and temporary employees or volunteers.

Targeted Student – is a student against whom harassment, intimidation or bullying has allegedly been perpetrated.

### **C. Relationship to Other Laws**

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

- RCW 28A.300.285 – Harassment, Intimidation and Bullying
- RCW 28A.640.020 – Sexual Harassment
- RCW 28A.642 – Prohibition of Discrimination in Public Schools
- RCW 49.60.010 – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/legal guardian, family member, guest, school or district from taking action to remediate harassment and/or discrimination based on a person's gender or membership in a legally protected class under local, state or federal law.

### **D. Education/Prevention**

#### 1. Dissemination

In each district facility, and on the district's website, the district will prominently post information on reporting harassment, intimidation and bullying, the name and contact information of the school administrator to whom a report is made and the name and contact information for the district compliance officer. The district's policy and regulation, upon request, will be available in each facility in a language that families can understand.

Annually, the superintendent will ensure that a statement summarizing the policy and regulation is provided in student, staff, volunteer and parent/legal guardian handbooks. Additional distribution of the policy and regulation is subject to the requirements of Washington Administrative Code 392-400-226.

#### 2. Student Education

Annually students will receive age-appropriate education on the recognition of, prevention of and intervention strategies in response to harassment, intimidation or bullying. The presentation will include information about Incident Reporting.

#### 3. Staff Training

Staff will receive annual education and training on the school district's policy and regulation, including staff roles and responsibilities, how to monitor common areas and the use of the district's Incident Reporting Form for preventing and intervening in cases of harassment, intimidation and bullying while acting in the role of a Tacoma School District staff member.

#### 4. District Strategies

The district will implement a range of evidence-based prevention and intervention strategies designed to increase social competency, improve school climate and to reduce and ultimately eliminate harassment, intimidation and bullying in schools.

### **E. Staff Intervention**

All staff members shall intervene when witnessing or receiving reports or complaints of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately or incidents that do not meet the definition of harassment, intimidation or bullying, may be documented, but may not require further action under this regulation.

In cases where a targeted student experiences harassment, intimidation or bullying that threatens the student's health and safety, the principal or designee may facilitate a meeting with the child's parent/legal guardian to develop a safety plan to protect the student.

## **F. Compliance Officer**

The district compliance officer will:

1. Serve as the district's primary contact for regulations regarding harassment, intimidation and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, Discipline Referral Forms (as it relates to harassment, intimidation and/or bullying incidents) and letters to parents/legal guardians providing the results of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and regulation by overseeing the investigative processes, including ensuring that investigations are prompt, impartial and thorough.
6. Assess the training needs of staff and students to ensure successful implementation of district policy and regulation throughout the district and ensure staff and students receive annual training.
7. Provide the OSPI School Safety Center with notification of policy or regulation updates or changes on an annual basis.
8. In cases where, despite school efforts, a targeted student continues to experience harassment, intimidation or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between district staff and the child's parent/legal guardian to evaluate and/or amend the safety plan to protect the student.

## **G. Reporting an Incident**

The Incident Reporting Form will be available for students, families or staff to report incidents of harassment, intimidation or bullying. This form can be found on the district's website, in school main offices and through school counseling departments.

Any student who believes he or she has been the target of harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of harassment, intimidation or bullying, may report incidents verbally or in writing to any staff member in one of three ways:

1. Informal verbal;
2. Informal written; or
3. Formal written (Incident Reporting Form)

All staff are responsible for receiving informal or formal reports. Staff who initially receive an informal report of harassment, intimidation or bullying will attempt to resolve the incident. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, the incident may be documented, but may not require further action under this regulation.

All unresolved informal reports of harassment, intimidation or bullying will be recorded on the Incident Reporting Form and submitted to the principal or designee.

All formal reports of harassment, intimidation or bullying will be submitted to the principal or designee.

If the designee is the subject of the complaint, the Incident Reporting Form will be submitted to the principal. If the principal is the subject of the complaint, the Incident Reporting Form will be submitted to the appropriate district-level director.

## **H. Addressing Complaints/Reports**

### **Step 1: Filing an Incident Reporting Form**

In order to protect a targeted student from retaliation, a student need not reveal their identity on the Incident Reporting Form. The form may be filed anonymously, confidentially or non-confidentially.

#### **Status of Reporter**

- a. **Anonymous**  
Students, parent/legal guardian and/or community members may file a report without revealing their identity. Staff may not file anonymously. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools will offer methods for receiving anonymous, unsigned reports.
- b. **Confidential**  
Individuals may ask that their identities be kept secret from the alleged aggressor and other students. The district may not be able to take action against an alleged aggressor based solely on a confidential report. Individuals filing complaints shall be advised that the district will treat the complaint as confidential to the extent permitted by state and federal law and due process requirements, and that the district will implement the anti-retaliation requirements of the policy and regulation to protect complainants and witnesses.
- c. **Non-confidential**  
Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all information regarding the complaint to any individuals involved in the incident. The information will be restricted to those with a need to know, both during and after the investigation.

### **Step 2: Investigations of Harassment, Intimidation and Bullying**

All complaints of harassment, intimidation or bullying, which have not been immediately resolved by the supervising staff, will be investigated with reasonable promptness. Any student may be accompanied by a trusted adult, of their choosing, throughout the reporting and investigative processes.

- a. Upon receipt of the complaint or incident report that alleges harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is a clear threat of serious physical harm to the targeted student, the district will take appropriate action including, but not limited to, notifying law enforcement and informing the parent/legal guardian(s).
- b. During the course of the investigation, the school or district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the targeted student and the alleged aggressor. If necessary, the school or district will implement a safety plan for the student(s) involved. The plan may include, but not be limited to, implementing a school or district no contact order or agreement; changing seating arrangements and/or schedules for the alleged aggressor and/or the targeted student; identifying a staff member who will act as a safe person for the targeted student; and other measures.
- c. Within two (2) school days after receiving the complaint or incident report, the principal or designee will notify the parents/legal guardians of the students involved that a complaint was received and direct the parents/legal guardians to the district's policy and regulation on harassment, intimidation and bullying. If the notification, in the person's judgment, would threaten the health and safety of the targeted student or the alleged aggressor, the person may initially refrain from contacting the parent/legal guardian. Staff who are mandatory reporters under Policy 3421, Reporting Child Abuse and Neglect Prevention, must report.

- d. The investigation will include, at a minimum:
  - Interviews with:
    - the complainant, when known;
    - the targeted student(s);
    - the alleged aggressor(s);
    - other students, staff or individuals who may have knowledge of the alleged incident.
  - A review of any previous complaints involving either the targeted student or the alleged aggressor.
- e. The principal or designee may determine that other steps must be taken before the investigation is complete.
- f. The investigation will be completed no later than five (5) school days after the initial complaint or report. If additional time is needed the school or district will provide the affected parties with weekly updates.
- g. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/legal guardian of the targeted student and the alleged aggressor stating:
  - The results of the investigation.
  - Whether the allegations were found to be factual.
  - Whether there was a violation of policy.
  - The process for filing an appeal.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/legal guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

### **Step 3: Discipline/Corrective Measures**

After completion of the investigation, the school or district designee will institute any corrective measures necessary within its authority on findings of harassment, intimidation or bullying. Corrective measures will be instituted as quickly as possible, but no later than five (5) school days after contact has been made to the parents/legal guardians regarding the outcome of the investigation. Depending on the severity of the conduct, corrective measures may include, but not be limited to, school counseling, education, discipline and/or referral to appropriate agencies. Corrective measures for a student who commits an act of harassment, intimidation or bullying will vary according to the nature of the behavior, the developmental age of the student and the student's behavior history. Corrective measures that involve student discipline will be implemented according to district policy 3241, Classroom Management, Corrective Actions or Punishment. If the aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If the conduct was of a public nature or involved groups of students or bystanders, the school or district will consider school-wide training or other activities to address the incident.

If in an investigation a principal or designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.



#### **Step 4: Right to Appeal**

1. If the targeted student and/or their respective parent/legal guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his/her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. Discipline, including corrective action(s) of the alleged aggressor is subject to appeal per policy 3241, Classroom Management, Corrective Actions or Punishment. The superintendent or his/her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.
2. If the targeted student, and/ or their respective parent/legal guardian remains dissatisfied after the initial appeal to the superintendent or his/her designee, they may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's or his/her designee's written decision.
3. An appeal before the school board must be reviewed on or before the tenth (10) school day following the filing of the written notice of appeal to the school board. The school board will review the record and render a written decision on the merits of the appeal on or before the fifth (5) school day following its review, and shall provide a copy to all parties involved. The board's decision will be the final district decision.

#### **Step 5: Support for the Targeted Student**

Students found to have been subjected to harassment, intimidation or bullying will have district support services made available to them as feasible and appropriate.

#### **I. Immunity/Retaliation**

Retaliation is prohibited. Any staff, student or individual who engages in retaliation will be subject to appropriate discipline. Students and staff who promptly report an incident of harassment, intimidation or bullying per the regulation are immune from a cause of action for damages arising from a failure to remedy a reported incident per RCW 28A.600.480.

#### **J. Other Resources**

Students, parents/legal guardians and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation or bullying. However, nothing in this regulation prevents a student, parent/legal guardian, school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. A harassment, intimidation or bullying complaint may also be reported to the following local, state or federal agencies:

- Tacoma School District Superintendent Office  
(253) 571-1010  
[www.tacoma.k12.wa.us](http://www.tacoma.k12.wa.us)
- OSPI Equity and Civil Rights Office  
(360) 725-6162  
Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)  
[www.k12.wa.us/Equity/default.aspx](http://www.k12.wa.us/Equity/default.aspx)
- Washington State Human Rights Commission  
1 (800) 233-3247  
[www.hum.wa.gov/index.html](http://www.hum.wa.gov/index.html)

- Office of Civil Rights, U.S. Department of Education, Region IX  
(206) 607-1600  
Email: [OCR.Seattle.ed.gov](mailto:OCR.Seattle.ed.gov)  
[www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)
- Department of Justice Community Relations Services  
1 (877) 292-3804  
[www.justice.gov/crt/](http://www.justice.gov/crt/)
- Office of Education Ombudsman  
1 (866) 297-2597  
Email: [OEInfo@gov.wa.gov](mailto:OEInfo@gov.wa.gov)  
[www.governor.wa.gov/oeo/default.asp](http://www.governor.wa.gov/oeo/default.asp)
- OSPI Safety Center  
(360) 725-6044  
<http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx>

## **K. Other District Policies and Regulations**

Nothing in the policy and regulation is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying as defined herein, but which are, or may be, prohibited by other district regulations or school rules.

**Approved: 07/07/11**

## **Harassment, Intimidation and Bullying**

## **Policy 3207**

### **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING**

The board of directors is committed to a safe and civil educational environment for every student, staff member, parent/legal guardian, family member and guest, free from harassment, intimidation or bullying. A safe and civil educational environment prohibits harassment, intimidation or bullying by integrating training, prevention and intervention into schools and support sites through a coalition of students, staff members, parents/legal guardians, families and the community.

Harassment, intimidation or bullying means any intentional electronic, written, verbal, auditory or physical act, including, but not limited to one shown to be motivated by any characteristic of race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics such as, but not limited to, physical appearance, clothing or other apparel, socioeconomic status, marital status or weight, when the intentional electronic, written, verbal, auditory or physical act:

- Physically harms a student; or
- damages the student's property; or
- has the effect of substantially interfering with a student's education; or
- is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

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

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

#### Behavior/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures,

physical attacks, threats, hazing or other written, verbal, auditory, physically or electronically transmitted messages or images.

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

The goals of this policy are to foster a safe and civil educational environment through training, prevention and intervention strategies and to support targeted student(s), victims and/or others impacted by the violation. The district will intervene promptly and equitably within its authority on reports, complaints and grievances alleging harassment, intimidation or bullying that come to the district's attention, either formally or informally.

#### Education

Comprehensive education of students and staff shall be implemented to support the district's responsibility to create and maintain a safe, civil, respectful and inclusive educational environment.

#### Prevention

The district will provide students and staff with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to educate students and staff, the district will seek partnerships with families, law enforcement and other community agencies.

#### Intervention

Interventions are designed to remediate the impact on the targeted student(s), victims and/or others affected by the violation, to change the behavior of the aggressor(s) and to restore a positive educational environment.

The district will consider the frequency of incidents, developmental age of the student(s) and severity of the conduct when determining intervention strategies.

Interventions will range from counseling, providing direction to change behavior, discipline, to law enforcement referrals.

Students, staff or other school visitors who engage in harassment, intimidation or bullying will receive appropriate discipline, sanctions or other appropriate interventions.

False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy. Coercion, discrimination or reprisals taken against persons filing complaints or persons acting as witnesses to complaints shall result in appropriate disciplinary action or sanctions according to district policy or other applicable laws or regulations. Persons who knowingly file false allegations or report or corroborate false allegations shall also be subject to appropriate disciplinary action or sanctions according to district policy or other applicable laws or regulations.

In accordance with applicable laws and regulations, students, parents/legal guardians, families, staff and other interested parties shall be informed of this policy and the accompanying regulation pertaining to the filing of complaints. The policy shall be posted in each district building and information regarding it will be provided in student, staff and parent/legal guardian handbooks. District staff will be provided with appropriate information on the recognition and prevention of harassment, intimidation and bullying including electronically transmitted messages or images and their rights and responsibilities under this policy.

#### Compliance Officer

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

Annually, for the first three years after adoption of this policy, the superintendent or designee shall convene an ad hoc committee composed of representatives of certificated and classified staff, students, community members and parents/legal guardians to review the use and efficacy of this policy and regulation. The superintendent's designated compliance officer will be included in the committee. The superintendent shall make an annual report to the board

reviewing the use and efficacy of this policy and related regulations. This report will include recommendations for changes to the policy and regulation, if applicable.

Cross-references: Policy 3200 Student Rights and Responsibilities  
Policy 3205 Safety & Civility in Schools  
Policy 3210 Nondiscrimination  
Policy 3240 Student Conduct  
Policy 3241 Classroom Management, Corrective Action or Punishment  
Policy 5265 Nondiscrimination  
Policy 5266 Sexual Harassment  
Legal Reference: RCW 28A.300.285 Harassment, intimidation, and bullying prevention policies  
Management Resources: *Policy News*, April 2008 Cyberbullying Policy Required

**Adoption Date: 1/13/05; Revised: 6/23/11**

## **Sexual Harassment**

## **Policy No.5266**

It is the policy of Tacoma School District No. 10 to maintain a working and learning environment which provides for fair and equitable treatment for all its employees, students, parents, volunteers and others involved in school district activities, including freedom from sexual harassment. This policy also covers anyone else who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal and/or physical conduct of a sexual nature when:

- submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, grades, work opportunity or other benefits;
- submission to or rejection of the conduct or communication is used as a factor for employment/grade decisions or other school-related decisions affecting an individual; and/or
- such conduct or communication has the purpose or effect of substantially interfering with an individual's performance or creates an intimidating, hostile or offensive working/school environment.

Sexual harassment can occur adult-to-student, student-to-adult, student-to-student, adult-to-adult, female-to-male, male-to-female, female-to-female or male-to-male.

The district will take prompt, equitable and remedial action on reports and complaints that come to its attention, either through formal or informal channels. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency, and suspected child abuse will be reported to law enforcement or Child Protective Services.

Individuals found to have been subjected to sexual harassment will have reasonable and appropriate school district services made available to them, and adverse consequences of the harassment shall be reviewed and remedied, if appropriate.

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

Retaliation against any person who makes, or is a witness in, a sexual harassment complaint is prohibited and will be subject to appropriate disciplinary action. Individuals who knowingly report false allegations of sexual harassment or corroborate false allegations will be subject to appropriate disciplinary action.

All staff members are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff members are also responsible for informing complainants of the formal complaint process. Staff members who fail to take prompt action to either report allegations or violation of this policy shall be subject to appropriate discipline. Administrators, managers and/or supervisors who fail to take prompt action upon receiving an allegation of sexual harassment shall be subject to action up to and including termination. The process for responding to allegations is outlined in the Discrimination Complaint Procedure (Regulation 5265R).

Information regarding this policy will be provided in student, staff and volunteer orientation. All administrators, managers and supervisors shall receive training in this policy. All students will receive information relative to this policy during the first semester of each school year. Each school shall develop a process for discussing the district's sexual harassment policy. The process shall ensure the discussion addresses the definition of sexual harassment and issues covered in this policy.

This policy shall be reproduced in each student, staff, parent and volunteer handbook. All parents will receive copies of this policy as a part of the Student Rights, Responsibilities and Regulations handbook. This policy shall be posted in each district building in a place available to staff, parents, volunteers and visitors. A copy of this policy shall appear in any publication of the school or school district setting forth the rules, regulations, procedures and standards of conduct for the school or school district.

The superintendent shall make an annual report to the board of directors reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. Such training shall be conducted no less than every three years. New administrators shall receive training within ninety (90) days of their first day of work in the new position.

Questions concerning the application of this policy are to be referred to the deputy superintendent, P.O. Box 1357, Tacoma, WA 98401-1357, telephone: 253-571-1011. Individuals with complaints or concerns regarding application of this policy are encouraged to first contact the assistant to the superintendent. Complaints will be resolved in accordance with the Discrimination Complaint Procedure. An individual may also contact the U.S. Department of Education, Office for Civil Rights (OCR); Equal Employment Opportunity Commission (EEOC), Region X, Seattle; Washington State Human Rights Commission (HRC), Olympia; seek private legal advice or contact their local law enforcement agency, when appropriate. (Regulation 3210R/5266)

<b>Cross References:</b>	<b>Board Policy</b>	<b>3210</b>	<b>Nondiscrimination</b>
		<b>3240</b>	<b>Student Conduct</b>
		<b>3421</b>	<b>Child Abuse and Neglect</b>
		<b>5265</b>	<b>Nondiscrimination</b>
		<b>5255</b>	<b>Disciplinary Action and Discharge</b>

Adoption Date: 7/27/00 Revised: 1/10/85; 10/23/86; 10/13/88; 11/8/90; 6/22/95

## **Student Responsibilities (excerpt from RRR document)**

### **Behavior/attendance**

1. **Alcoholic beverages, illegal drugs and controlled substances**-Possession, use, sale, distribution or being under the influence of alcohol, drugs, controlled substances, hallucinogens or items that are purported to be unlawful drugs or controlled substances during school time or school-sponsored activities, on school premises or transportation provided by a contractor or agent, are wrong and harmful, and are prohibited. Compliance with this prohibition is mandatory.

**Students who use, possess or are under the influence of alcohol or controlled substances** or possess drug-related paraphernalia shall be subject to suspension. A pre-assessment within the suspension period will be required. A further evaluation may be recommended. The student and parents(s)/guardian(s) must agree to fulfill the recommendation and submit verification to the principal. The principal may consider shortening or holding the student's suspension in full or partial abeyance if the student complies with evaluation/treatment recommendations. If recommended by the pre-assessment or the evaluation, the student may be required to become involved with the Student Assistance Program. For a second drug/alcohol offense, a long-term suspension will be imposed. Subsequent offenses may result in expulsion.

**Students who distribute, possess with intent to deliver or sell alcoholic beverages, unlawful drugs, controlled substances or hallucinogens** or items that purport to be any of the foregoing shall be placed on emergency expulsion and either suspended for the remainder of the semester/quarter or expelled. If the violation comes near the end of the term and a long-term suspension is imposed, the suspension will be for a time equal to a semester/quarter. The appropriate law enforcement/juvenile agency will also be contacted. A pre-assessment during the suspension will be required for readmission to school. A further evaluation may also be required. The student and parents(s)/guardian(s) must agree to fulfill the recommendation of the evaluation and submit verification to the principal. The principal may consider shortening or holding the student's suspension in full or partial abeyance if the student complies with evaluation/treatment recommendations. The student will be expelled for a second offense. School officials in charge will immediately remove anyone under the influence of alcohol or drugs from contact with other students and shall notify the parents or legal guardian. Circumstances may require the assistance of law enforcement agencies. (Policy 3241; Reg. 3240R)

2. **Attendance**-State law and district policy and regulations require daily and punctual attendance of all students, unless officially excused. Parents and students are both responsible for assuring attendance. Parents must provide the school with a valid reason for an absence before it can be excused. The following constitute valid reasons for excused absences: a personal illness; health condition or medical or dental appointment; an appearance in court when required by law; a disciplinary action (i.e., short-term suspension, long-term suspension that does not result in loss of grades or credits or emergency expulsion); religious observance; a family emergency approved by the principal; school-approved activities; and a planned family activity which has been pre-approved by the principal. In all cases, the school principal determines whether an absence is excused or unexcused. The school will inform the

parents/guardian upon the first occasion of a student's unexcused absence. Upon the second occasion of an unexcused absence, the school will schedule a conference with the parents(s)/guardian(s).

Steps will be taken to attempt to eliminate or reduce the student's absences. In accordance with the state's mandatory attendance laws, if a student is absent without excuse five times within a month, the school district **may** file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance in school; if a student is absent without excuse seven times within a month or 10 times within a school year, the school district **will** file a petition with the juvenile court. Any parents found to have violated the law may be fined up to \$25 per day of unexcused absence from the school, and the student will be ordered to attend school. The court may also order the parents/guardian to provide community service at the student's school in lieu of imposing a fine. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternative sentencing from the court. In addition to disciplinary action for nonattendance, absences may adversely affect a student's grade if the teacher (a) has shown a relationship between attendance and instructional goals and objectives of the course; (b) advised the student and parents(s)/guardian(s) in writing and by posting at the beginning of the year; and (c) obtained approval from principal for guidelines to be used in classes in which attendance may adversely affect grades or credits. (Policy 3122, Reg. 3122R, RCW 28A.225)

3. **Bus rules**-The school district maintains a published statement of rules for students riding buses operated by the district, First Student and Pierce Transit. These rules are available in the individual school offices. **Riding is a privilege, not a right.** Students' misconduct on a vehicle will be sufficient reason to discontinue providing bus transportation to those students involved and may result in other discipline. (Reg. 6605R)
4. **Closed campus**-Students shall remain on the school campus during the school day unless excused by the school office or by waiver approved by the superintendent.
5. **Cooperation**-Students will obey the lawful instructions of school district personnel and follow school and classroom rules. (RCW 28A.600.040)
6. **Discipline transfers**-A principal may initiate an intra-district transfer when there is clear indication that corrective action alternatives have failed and a transfer to another school or program might correct a student's behavior and establish a positive educational experience. Due process requirements related to a student's rights are to be followed when an intra-district transfer for disciplinary reasons is proposed. (Policy 3131)
7. **Dress and appearance**-Students should dress in a manner which reflects proper decorum. Dress and appearance, including, but not limited to, gang apparel, which may cause safety or health problems or which pose a threat of disruption, are not allowed.
9. **Identification**-All persons will, upon request, identify themselves to proper school authorities in the school building, on school grounds or at school-sponsored events.
10. **Off-campus events**-Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials.
11. **Tobacco**-Possession or use of tobacco products is not permitted in school buildings, on school property, in district-owned or contracted vehicles or at off-campus events. (Policy 4215)
12. **Cellular phones/electronic devices**-A cellular phone/electronic device which causes a disruption to the educational process may be confiscated.
13. **Improper use of district equipment**-District resources and equipment, including, but not limited to, computers and Internet access, are to be used for district purposes. Improper use may subject the student to loss of privileges and other discipline, suspension or expulsion, as appropriate.

14. **Loitering**-A student shall leave the school campus at the official close of the school day unless permission to do otherwise has been granted.

The following are exceptional misconduct and can be cause for discipline, disciplinary transfer, suspension or expulsion, as well as reporting to law enforcement.

### **Exceptional Misconduct**

The following are prohibited during school time, on school district property or transportation or premises provided by contractors or agents, during school-sponsored activities, or if conducted in a manner materially or substantially affecting the educational process.

1. **Arson**-Intentionally attempting to or setting a fire or causing an explosion.
2. **Assault/fighting**-Creating a reasonable apprehension of or making harmful or offensive contact with another.
3. **Bomb threat**-Unwarranted verbal or written indication of a bomb or other incendiary device on school property.
4. **Burglary**-Entering or remaining unlawfully in a building with intent to commit a crime.
5. **Extortion, blackmail, coercion**-Attempting to obtain money, services or property by threat of injury to a person or property.
6. **False alarm**-Activating a fire alarm for other than the intended purpose of the alarm.
7. **Interference with school authorities**-Interfering with the discharge of the official duties of district or contractors' personnel or volunteers by force or violence.
8. **Intimidation/threat**-Interfering with the discharge of the duties of district personnel or employees of district contractors or the peaceful conduct of other students by intimidation with threat of force or violence.
9. **Harassment**-Intentionally intimidating, annoying or bothering another person.
10. **Malicious mischief**-Intentionally causing damage to any property.
11. **Possession of stolen property**-Knowingly receiving, retaining, possessing, concealing or disposing of stolen property.
12. **Robbery**-Taking another's property by force or threat of force.
13. **Theft**-Stealing.
14. **Trespass**-Entering or remaining unlawfully in school buildings or on any part of school grounds.
15. **Disruptive conduct**-Conduct or expression causing substantial or material disruption or obstruction of any school function or operation, including, but not limited to, refusing to comply with a staff person's directive, using vulgar or profane language, or engaging in verbal or physical harassment.
16. **Fireworks/bullets**-Possession, use or distribution of firecrackers, fireworks, bullets or other forms of ammunition.
17. **Misrepresentation**-The forging of any signature or the making of any false entry or the alteration of any document, including computer records, used or intended to be used, in connection with the operation of the school or cheating, plagiarizing or turning in another person's work.

### **Suspension or expulsion will be imposed for the following activities:**

18. **Alcoholic beverages, illegal drugs and controlled substances**—A student shall not possess, use, sell, distribute, attempt to distribute, be under the influence of or show evidence of having used any alcohol, illegal drug or controlled substance or item which is purported to be an illegal drug or controlled substance or hallucinogen. (Reg. 3240R)
19. **Weapons and explosives**—Possess or use a weapon, explosive or other item apparently capable of causing bodily harm. **Students who possess firearms or air guns on school grounds or at school activities will be expelled.** (Regulations 3240R, 3241R, Policy 4210)



