TOUCHET SCHOOL DISTRICT # 300

STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK
2025-2026

Dear Touchet School District Students and Families:

The main goal of Touchet School District is to provide excellent learning opportunities and to create an environment conducive to learning for students ages five to twenty-one to fulfill their educational and vocational needs. To that end, Touchet School District offers many diverse activities to help develop your child's academic, social, and critical thinking skills.

The process of education cannot be successfully achieved without support and encouragement from everyone involved. We all play a crucial role in helping each child develop his or her fullest potential. We sincerely invite and encourage all parents to assist in this process by participating in the many activities and functions scheduled throughout the year.

The Touchet School District recognizes that discipline in the Public Schools can only be maintained through the cooperative efforts of parents, educators, and students. Everyone has a right to expect a safe and secure atmosphere that is conducive to learning. Such a climate can best be created where respect and consideration are given to person, property, and community.

The school has a responsibility to inform students of their rights and responsibilities; likewise, the student has the responsibility to know and abide by the rules and regulations of the school. It is also necessary that parents familiarize themselves with school regulations to eliminate misunderstandings and join in the effort to maintain a safe and quality educational program.

This handbook has been prepared to familiarize students and families with relevant information for a successful educational experience. Every family is encouraged to carefully read it. This handbook will be posted on our website so that it will be readily available for students and their families.

If you have further questions, please do not hesitate to contact us at 509.394.2352.

Thank you, in advance, for your assistance.

Robert Elizondo
Superintendent

Table of Contents

Introductory Information 4

Graduation Requirements 4

General Guidelines, Alphabetical by Topic 8

Attendance Policy 8

Discipline Procedure Chart 15

Cell Phone Use 20

Grading System 22

Food Service 28

Visitors 31

Policies

Alcohol, Tobacco and Other Drugs Policy 32

Extra Curricular Activities 33

Student Rights, Responsibilities, and Limitations 34

APPENDICES AVAILABLE ON
TOUCHET SCHOOL WEBSITE

Appendix A-Attendance Policy 40

Appendix B-Definition of Handbook Terms 41

Appendix C-Discipline Policy 44

Appendix D-Drug Policy 46

Appendix E-Electronic Media Policy 50

Appendix F-Gun Free Zone Act 55

Appendix G-Weapons Act of 1995 56

TOUCHET SCHOOL DISTRICT PERSONNEL

Administration

Ronni Tobin Principal	Robert Elizondo Superintendent	Kristen Frederickson Counselor/
Karl Loree Athletic Director		

Secondary Teaching Staff

Harlie Schaeffer English	Amy Kraut Social Studies	Nick Genereux Math/Computers
Kimberly Garcia Science	Karl Loree Math	Ryan Maiden Ag/Vocational
Malissa McKeown PE/Health	Hilda Morales Spanish/PE/Dual Language/World History TBD Special Education Director K-12	Veronica Ogden Art/English

Elementary Teaching Staff

Christian Fuentes Transitional Kindergarten	Jackie Helm Kindergarten	Keylee Gaffrey First Grade
Kathie Warner Second Grade	Debbie Ortiz Third Grade	Morgan Cardwell Fourth Grade
Marissa Castillo Fifth Grade		

Para Educator

Barb Curfman	Karla Diaz

Educational Support Staff

Nicole Short Elementary Secretary	Laurie Durfee District Secretary-Nurse	Nancy Taylor Business Manager

Food Service Staff

Kirsten Royse Supervisor	Heather Curfman

Transportation Staff

Sonia Godinez Supervisor	Traci Weber	TBD

Custodial/Maintenance Staff

Sonia Godinez Supervisor	Roger Contreras	Mr. Morales

INTRODUCTORY INFORMATION

BEHAVIOR CODE

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. If activities are considered improper conduct, they will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school. A violation of the school rules will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school activity, function, or event, or in route to and from school or an event/activity. **Consequences for inappropriate behavior are listed from minimum to maximum and may be assigned at the discretion of the building principal depending upon the discipline record of the student and the severity of the offense. In addition, the principal may employ other disciplinary techniques not listed with each infraction to improve student behavior.**

EMERGENCY SCHOOL CLOSURES

If school is delayed or cancelled due to inclement weather, local radio stations will announce the news by 6:30 a.m. Please don't call the radio stations. You can also tune to the Tri-Cities television stations, which display area school closures on the TV screen during their morning news programs. This information will also be available on School Messenger, the internet at: www.touchetsd.org, and www.flashalertcolumbianet—click on "View Current Info"

ENGLISH LANGUAGE LEARNERS (EL)

EL services are provided for those individuals who are currently acquiring English but need assistance comprehending, speaking, reading, and/or writing in English to enhance their school performance.

GRADUATION REQUIREMENTS

The board shall establish graduation requirements that, as a minimum, satisfy those established by the state board of education. It is therefore established that the student must earn the following number of credits in order to receive a Touchet School District diploma.

Each student must complete the following requirements for graduation.

Touchet High School Graduation Requirements

Touchet	State	Subject	Year Equivalent	Semesters
4 credits	(4)	English	4 years	8 semesters
3 credits	(3)	Social Studies	3 years	6 semesters
3 credits	(3)	Math	3 years	6 semesters
3 credits	(3)	Science (2 lab)	3 years	6 semesters
1.5 credits	(1.5)	PE	1.5 years	3 semesters*
0.5 credits	(0.5)	Health	0.5 year	1 semester
1.5 credit	(1.5)	Career & Tech Ed	1.5 years	3 semesters
2 credits	(2)	Arts	2 years	4 semesters**
2 credits	(2)	World Languages	2 years	4 semesters**
4 credits	(4)	Electives	4 years	8 semesters

Non Credit Requirements: 40 Hours of Community Service, CPR/AED available in High School, High School and Beyond Plan, Washington State History, and complete a Graduation Pathway.
Students need to have a minimum of 24 credits to graduate.

GRADUATION PATHWAYS
Career/Technical Field=CTE Course Sequence
Complete 2 or more credits that either include a dual credit course or lead to an industry recognized credential or complete a Core Plus program.
Military Career Interest=ASVAB Exam (AFQT Section)
Score for Class. Check the State Board of Education website by September 1 annually.
Postsecondary Education=English Language Arts (ELA) and Math Courses & Exams
(Can use any combination of the ELA and math options listed in this section.)
ACT (ELA=14; math=16 or SAT (ELA=410; math=430)
Duel credit courses (1.0 credit total)
- AP/IB/Cambridge: Earn a C+ in state-approved course (each term)
- CTE Dual Credit (must earn high school credit)
- College in the High School or Running Start courses (local approval)

Dual credit exams (for state-approved courses)
- AP/IB/Cambridge: Earn a C+ in state-approved course (each term)

State assessments:
- Smarter Balanced: ELA=2548; math=2595
- WA-AIM: ELA=104; math=103

Transition courses (1.0 credit total)
- Bridge to College courses have state-level approval
- Local articulation agreements between districts and sponsoring colleges

*ATHLETIC PARTICIPATION FOR P. E. CREDIT

A semester of Physical Education credit will be given to a student athlete who participates in and successfully completes any three athletic seasons (football, volleyball, basketball, baseball, softball) in two consecutive years or consistent participation in one sport for four years of high school. Also, those participating in 2 or more sports for four years of high school can earn up to two semesters of Physical Education credit.

**PERSONALIZED PATHWAY REQUIREMENTS

One credit of Arts and both credits of World Language may be substituted with Personalized Pathway Requirements. Personalized Pathway Requirements are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, which may include Career and Technical Education, and are intended to provide a focus for the student's learning.

HEARING SCREENING

Hearing screening is provided to students in grades TK-5. New students to the district are also screened for hearing. A qualified person will do the screening with a portable audiometer. Parents will be notified of any suspected problems and referred to the appropriate specialists. Hearing screening is coordinated through the office at 394.2352.

NON-DISCRIMINATION STATEMENT OF THE TOUCHET SCHOOL DISTRICT

Touchet School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination:
Robert Elizondo, Civil Rights Coordinator, relizondo@touchetsd.org, 509-394-2352
Nancy Taylor, Title IX Coordinator, jgodinez@touchetsd.org, 509-394-2352
Ronni Tobin 504 Coordinator, rtobin@touchetsd.org, 509-394-2352
Touchet School District, PO Box 135, Touchet, WA 99360
You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.
Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, (see Discrimination). This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. *Write Our Your Complaint*
In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: *School District Investigates Your Complaint*
Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: *School District Responds to Your Complaint*
In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

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

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.
You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us **|** ***Fax:*** 360-664-2967
Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

SEXUAL HARASSMENT

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

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

A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, (see Discrimination). You also have the right to file a complaint (see complaint procedure). For a copy of your district's sexual harassment policy and procedure, contact your school or district office.

SPECIAL EDUCATION

Touchet School District provides Special Education services to students/children with disabilities ages birth through twenty-one. Parents and other qualified persons who believe a student may be eligible should contact the building principal/school counselor/special education teacher. A variety of services are available to students based on their needs and individual education program.

STUDENT CONDUCT

Each student shall:

1. Conduct himself/herself as a responsible member of the community. This includes the expectation that the student will obey the law, board policies, and administrative procedures developed to implement these policies.
2. Identify himself/herself on request of any teacher, principal, superintendent, school bus driver, school security or other school personnel.
3. Obey the lawful directives of all school district employees.
4. Allow meetings to progress in an orderly fashion.
5. Respect the property and personal feelings and comments of others.
6. Regularly attend scheduled classes.
7. Refrain from dress and physical appearance which constitutes a clear and present danger to health and safety of others or a disruption of the educational climate or process.
8. Allow the lawful search of his/her person or property if the school official has reasonable grounds to believe the search is necessary in maintaining discipline, safety, and order.
9. Walk while traveling to and from buildings.

VOLUNTEERS

If you are interested in volunteering, please contact your child's teacher or the school office. State law now mandates that background checks be run on all school volunteers and the school secretary will be happy to work with you in this effort.

GENERAL GUIDELINES

APPEARANCE-DRESS CODE

All students will be as well groomed as possible and clothing will not distract from the educational process. Students who are wearing inappropriate attire will be subject to disciplinary action if they fail to correct the inappropriate nature of the attire. Shoes must be worn.

Students may not wear :

A. Halter-tops, tube tops, spaghetti straps, low cut revealing blouses, T-Back shirts, and midriff exposing blouses. Shorts, pants with holes, and skirt hemlines must be mid-thigh.
B. Clothing that shows undergarments.
C. Attire with obscene, suggestive, discriminatory, or drug/alcohol/tobacco logos.
D. No gang related clothing, insignia, or apparel will be allowed on school property or at school events. No hoodies on head inside the building.
E. Sagging shorts or pants, pajamas, hanging belts, chains, or objects that could be used as a weapon..
F. Hats and other accessories are allowed and displayed as long as they do not disrupt the educational climate within individual classrooms or the overall school environment.
G. No sunglasses are to be worn inside the building at any time.

ARRIVAL AT SCHOOL

Please see that your child does not arrive before 7:45 a.m. each day. There is no supervision for your child before that time.

ASSEMBLY PROGRAMS

From time to time special assembly programs will be scheduled for our students. All students are expected to conduct themselves in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. All staff members are expected to attend the assemblies with their students unless other arrangements have been made.

ASSOCIATED STUDENT BODY (ASB)

The ASB council shall approve all expenditures for their respective clubs, classes, events, and activities. All funds accruing to the activity fund are audited annually along with the common school funds. Any student, teacher, advisor, and coach engaged in ASB activities needs to become familiar with the ASB procedure handbook. This document can by obtained by making a formal request to the Principal's office.

ATTENDANCE POLICY and GUIDELINES

A. GENERAL POLICY

The Touchet Public School District supports the philosophy that the instructional program is the vital part of a formal education. We believe that regular school attendance is a necessity for mastery of the educational programs provided to students of this district, which are required in accordance with state law and board policy. Written and/or verbal excuses shall be required from the parent in all cases of absences, tardiness, or dismissal before the close of school. Failure to support an absence or tardy with an excuse will lead to a listing of "unexcused" in our attendance system. Students shall not be permitted to make up missed work assignments or any graded activities which occur during the unexcused absence. It shall be the responsibility of the principal and certificated staff to enforce the district's attendance policies and associated procedures.

B. ABSENTEEISM AND TARDINESS

Educational Release Days

The staff shall cooperate with the students and their parents to develop any necessary study programs and to help make up missed assignments. Absenteeism for an educational-value activity is limited to five (5) days per year. The absences must be pre-arranged through the office and the students must complete follow-up activities outlined by their teacher.

Elementary Compulsory Attendance

Any child who will be six (6) years of age on or before August 31 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the District and placed either in kindergarten or first grade depending upon the results of the evaluation. A student is expected to attend school at all times when school is in session. Parents should insist that students arrive at school on time and remain the entire day. Six hours of instructional time is required by law to constitute a full day. Students attending school less than (6) hours are considered absent one half (1/2) day. Less than three (3) hours attendance will be considered absent all day.

Procedures

Students are expected to attend all assigned classes each day. Any student arriving at school anytime after the start of first period must check in at the office. This will assure that the student will not be counted absent all day.

Students returning from an absence/tardy are required to submit an excuse to the office. The excuse must be signed by a parent and shall include the date(s) and reason(s) for the absence. Parents will have **5 days** after an absence to contact the office. **After this time, the absence will be unexcused.**

An admit slip will be given to each student returning from any absence/tardy. The slip shall include the student's name, date issued, date(s) of absence, excused determination, and a place for the signature of teachers. The student must have an admit slip before being admitted to class. Teachers input attendance each period, which will keep an accurate record in the Student Information System (Skyward) program of tardies and absences. When students leave school for any reason, permission is needed from parents with the acknowledgement of an office staff person. The sign-out form in the office should show parent or staff signature, time, destination, and purpose for leaving. Failure to check out in the office may mean the absence is counted as truancy and could affect your child's academic standing in their classes.

Make-Up Work Procedures

The number of school days allowed to turn in missed schoolwork is equal to the number of excused school days missed (exceptions authorized by the principal). Teachers will make it a point to remind students of their missing work obligations immediately upon their return to school, but responsibility for obtaining assignments for make-up work rests primarily with the student and the parent. Students not receiving credit due to attendance will be entered into an academic credit retrieval or a "Failure to Pursue the Course of Study" probation program. The administration has the authority to permit exceptions.

C. UNEXCUSED ABSENCES AND TARDIES

1. Unexcused absences (truancy)

A. Submitting a signed excuse, which does not constitute an excused absence or tardy as defined previously, is an unexcused absence/tardy. Any student who presents false evidence, with or without the consent of his/her parent, in order to wrongfully qualify for an excused absence shall be subject to the same corrective action that would have occurred had the false excuse not been used.

B. Failing to submit an excuse statement signed by the parent or emancipated student is an unexcused absence/tardy. For unexcused absences, all graded activities shall be treated as if the student had chosen not to participate in them. To help avoid this, a letter or phone message follow up from the office to the parent will be our standard procedure.

C. The school will inform the parents by phone, email, or in writing after each unexcused absence. After 3 unexcused absences in a month, a conference shall be held between the parent, student, teachers, and principal. At the conference, all concerned parties shall consider the following: adjusting the student's program, providing more individualized instruction, preparing the student for employment with specific vocational experience, assisting the student to obtain supplementary services that might eliminate the causes of the absences, or imposing other disciplinary actions that are deemed appropriate.

D. If the above action fails to correct the attendance problem, the student shall be declared a "habitual absentee". The principal shall interview the student and their parents and prescribe a suitable disciplinary action, which may include referral to a community truancy board or a referral to juvenile court (a mandatory step after 10 unexcused absences).

E. After 7 unexcused absences in a month, or 15 unexcused absences in a school year, a BECCA petition may be filed with the courts. A choice student's contract may be terminated by the Superintendent as a result of excess absences.

2. Tardy Procedures

A. A student will be considered tardy if not in their assigned class when the bell rings. Teachers may define stricter protocols (rules/guidelines) for individual classrooms.

B. Excessive tardies will cause disciplinary action to occur.

3 tardies= meeting with the principal.
4 tardies=parent contact by school.
5 tardies or more=1/2 day of In School Suspension.
10 tardies or more=full day of In School Suspension.

It is permissible to admit a student into a class within the first 10 minutes of class period. A student reporting to class after 10 minutes without prior approval is considered absent.

3. Procedures dealing with truancy

A. Each instance of truancy shall be followed by a warning letter or telephone message to the parent of the student.

B. Following the second such absence in a quarter, a conference will be held between the principal and the parents in addition to any disciplinary action that may be taken.

C. Following 4 such absences in a quarter, the student will be declared a habitual truant. The principal will interview the student and their family and recommend effective remedial measures, which may include suspension from school for the current quarter if truancy continues unabated.

D. EXCUSED ABSENCES

1. Absence due to illness, health condition, and family emergency

When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon their return to school. As long as they reside at home, 18-year-old students are required to submit a note from parents in all cases of absences, tardiness, and early dismissal from school. Adult students (those over eighteen and not living at home) and emancipated students (those over sixteen who have been emancipated by court action) shall notify the school office of their absences with a signed note of explanation. **Notes will be accepted up to 5 days after absence.**

2. Absence for parental-approved activities

This category of absence shall be counted as excused for purposes agreed to by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of the absences. In such a case, a parent-approved absence would have adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course. A student, upon request of their parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. The school recommends that vacations be taken during regular school vacation periods. If students are unable to schedule vacations during these times, notification to the school and request for assignments must be made to teachers at least one week in advance. When parents choose to remove students from school for an extended period of time, the principal will notify the family that such an absence may cause the student to be unable to meet the objectives of his/her classes. The principal, together with the affected teachers, will offer several alternatives for the student to earn the additional necessary credit. These may include correspondence program, summer school, community college coursework, independent study, special arrangements with a course teacher, or returning for an additional quarter or semester.

3. Absence resulting from disciplinary actions or short-term suspension

As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom. Under the standing attendance policy, a student will have as many days to make up work as the amount of days suspended. Students suspended long-term are not eligible to turn in make-up work; therefore resulting in credit loss.

4. Absence due to extended illness or health condition

If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments. If there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

5. Excused absence for chronic health condition

Students with a chronic health condition which interrupts regular attendance may qualify for a placement in a limited attendance and participation program. The student and their parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The principal will approve recommendations for a "limited" academic program. Staff shall be informed of the student's needs and the confidentiality of the student's medical information shall be respected.

6. Special ASB absences

Absences for authorized school functions and sports activities shall be counted as "school related" absences; therefore not affecting their overall absence total in regards to our absence policy. However, the student shall be responsible for the work missed while engaged in these activities. Previous attendance habits shall be considered for those students who wish to participate in extra-curricular activities which require missing classes.

E. ADMINISTRATIVE PROCEDURES FOR EXCESSIVE ABSENCES

1. At 5 absences in any month or 10 or more in the school year, contact will be made with parents. The school may request medical documentation of illness. Without documentation, absences may be considered unexcused.
2. If credit loss is apparent, the student is responsible for initiating the appeal. If this is not done, the credit will automatically be withheld due to "Academic Apathy".
3. The Appeal Process is as follows:
   a. Pick up the appeal paperwork and have the whole process clarified by the counselor, principal, or the appropriate office personnel.
   b. Complete an "Intent to Appeal" form and return it to the office within the specified time period (five school days).
   c. Appear at the specified time and date for the appeal hearing.
   d. Provide documentation for each absence at this hearing.
   e. The administrator will notify the parent and each affected classroom teacher of the outcome of the appeal, which will occur during business hours on the following day of the appeal. If the decision is not favorable to the student or parent, they may appeal in writing to the superintendent within two school days of the date of determination of the Academic Apathy Committee. If credit is denied, the student will be removed from that class and their schedule will show the necessary and appropriate changes.

Absence Codes for Attendance

L=Tardy, Teacher W=Unexcused Absence, Teacher E=Excused Absence
T=Tardy, Office U=Unexcused Absence, Office

For further information on the district's attendance policy see Appendix B.

AUTOMOBILES AND MOTORCYCLES

Touchet High School students are allowed to drive motor vehicles to and from school and during the noon lunch period. To protect the driving privileges of responsible students, school district policy assigns to the principal the responsibility of restricting the driving privileges of irresponsible drivers. Driving privileges may be removed for any period of time up to the entire school term. This removal of freedom may result from speeding, reckless driving, or any careless use of the vehicle. You must have a driver's license to operate a vehicle on school property. No driving between classes will be allowed except during the noon lunch hour.

Parking and traffic

In order to keep down traffic congestion, we ask for your cooperation. Parents who wish to drop of elementary students should park along the sidewalk in front of the elementary entrance on Champion Street. **At all times, parents must avoid blocking the designated bus lanes.**

BUILDING USE

Students are not permitted in the building during non-school hours unless working on or attending an activity under adult supervision. Student school hours are 7:45 a.m.—3:00 p.m.

BULLETIN BOARDS

Notices may be placed on ASB bulletin boards, but only with permission from the Administration or the ASB Advisor. Please do not remove or deface any notices that are placed on other school display boards.

BULLYING

Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.

Student, if you feel you are being bullied, please report this behavior to your counselor, teacher, administration, or parent immediately. If you feel this situation has not been dealt with appropriately, please report the behavior to the principal.

CAFETERIA - FREE Breakfast and Lunch for 2025-26 School Year!

Breakfast for all students is $2.00; adults pay $2.50. Lunch for elementary students is $2.25; secondary students pay $2.50 and adults pay $4.50 per meal. Extra milk is $.40. Free and Reduced lunch applications are available through the cafeteria or District office. Parents may join their child for lunch. If you plan to eat at school, please call ahead. Lunches may **not** be charged.

Cafeteria Rules

Students are expected to conduct themselves in a quiet and courteous manner while in the cafeteria. Students receiving hot lunch will not be permitted to drink beverages that are not provided by food service because of Food Service Regulations. The following rules apply:

1. Keep hands, feet, and objects to yourself.
2. Keep table and floor clean.
3. Talk quietly.
4. Sit on benches correctly.
5. Dump food into garbage cans; then stack empty trays appropriately on the cleaning bay counter.

CHEATING

Cheating in any form will not be tolerated by Touchet School District personnel. Cheating on classroom assignments, classroom tests, state and district wide assessment, and during school sponsored activities will be assigned consequences as appropriate. This may include a zero on classroom assignment or test and state and district assessments.

CLASSROOM PARTIES

A. Room parties will be allowed, but only under the direction of the classroom teacher.
B. Party time will be at the discretion of the classroom teacher.
C. Parents must obtain a visitors pass before going to the room.
D. Costumes are not to be worn (exceptions with Principal approval).

CREDIT ASSISTANCE

A. Students will be encouraged to attend after school assistance from the classroom instructor if they are not making adequate progress in a class and/or if the teacher deems the student needs assistance in completing work missed due to absence.
B. Parents will be notified prior to referral for after school assistance. To receive credit all work must be finished and turned in to the appropriate teacher within the prearranged time.
C. If extenuating circumstances are present, other arrangements may be authorized.

CORPORAL PUNISHMENT

The authority to discipline a pupil does not authorize the infliction of corporal punishment. The state of Washington and Touchet School District prohibit the use of corporal punishment as a means of discipline.

CREDIT RETRIEVAL

Credit retrieval classes for middle and high school students should be completed outside of school hours.

Credit retrieval classes have costs associated with them. It is the students/parents financial obligation for these courses as they are taken through a commercial correspondence program.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will recover damages from the student destroying school property. Parents of any minor student under the age of 18 (and living with their parents) will be liable for damages caused by said minor. Please see the Touchet School District Discipline Procedures for additional consequences.

DANCE RULES

A. Admittance to dances will not be granted later than 1 hour after the start of the dance without prior approval.
B. School sponsored dances need to be approved by the Associated Student Body and the Principal.
C. Students will be admitted at the discretion of the chaperones. Students will not be readmitted after leaving the dance.
D. High School students are permitted to sign in one guest from outside of our high school upon approval of the principal or designee. This procedure will be allowed as a privilege unless abused. Guests coming to Touchet High School Dances must be in the age range of the group of students having the dance and must be enrolled in school. (Home school applies.)
E. Dress and conduct will conform to normal school regulations unless otherwise specified in the dance arrangements.
F. There will be a 10 to 1 ratio of students to chaperones in addition to the faculty advisor or as approved by the administration.
G. The faculty advisor is responsible for supervision of the dance and must approve all arrangements.
H. Students younger than high school age will not be admitted to high school dances. Students older or younger than middle school age will not be allowed to attend middle school dances.
I. Students who have been suspended for any disciplinary action will not be allowed to attend school dances for the duration of their suspension.

DISCIPLINE
PROCEDURES

****Please note that these discipline procedures are a suggested guideline.****

PROHIBITED CONDUCT	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
1. Sale or Delivery of Drugs, Alcohol and Controlled Substances.	Expulsion/Long Term Suspension. Referral to law enforcement agency.	Expulsion and referral to law enforcement agency.		
2. Fighting and Physical Violence/Assault.	Short Term Suspension. Non-aggressor optional 1-day In School Suspension (ISS). Parent and police may be notified.	Long Term Suspension. Expulsion may apply to 1st and 2nd offense if warranted. Parent and police may be notified.	Expulsion. Parent and police notified.	
3. Possession, Use or Under the Influence of Drugs or Alcohol. Possession of Drug Paraphernalia.	Short Term Suspension. Referral to police. Referred to Care Team. Assessment recommended.	Long Term Suspension. Referral to police. Assessment recommended.	Expulsion. Police notified.	
4. Willful Destruction or Abuse of Personal or School Property. RCW 28A.635.060 **Parents will be held liable for all damage caused by their student.	Student required to restore or replace. Possible Short Term Suspension and involvement with law enforcement agencies.	Long Term Suspension. Police may be notified.	Expulsion. Police notified.	
5. Possession of Dangerous Objects. (Any object used in a harmful manner.)	Dangerous object confiscated. Possible Suspension or Expulsion. Police may be notified.	Suspension or Expulsion. Police may be notified.		
6. Possession of Weapons RCW9.41.250	Weapon confiscated. Long Term Suspension or Expulsion. Parents & police notified.	Expulsion.		
7. Possession of Firearms	One year mandatory Expulsion. Firearm confiscated. Mandatory notification of student violations to parents and law enforcement.	(Expulsion can be modified by the administrator on a case by case basis.)		
8. Thefts or Extortion. (Student will be required to replace.)	Short Term Suspension. Referral to police.	Long Term Suspension. Referral to police.	Expulsion. Referral to police.	
9. Intimidations, Harassment, and Bullying.	Suspension or Expulsion if the student is a danger to self or others. Police may be notified.	Long Term Suspension/ Expulsion.	Expulsion.	
10. Sexual Harassment.	Suspension or Expulsion. Police may be notified.	Long Term Suspension or Expulsion. Police notified.	Expulsion. Police notified.	
11. Disobedience/Defiance/ Failure to Comply.	Possible Short Term Suspension.	Short Term Suspension.	Long Term Suspension.	Long Term Suspension.
12. Misbehavior at School Sponsored Events on or off Campus.	Possible Short Term Suspension. Barred from future events.	Short Term Suspension.	Long Term Suspension. Barred from future events.	Long Term Suspension. Barred from future events.
13. Inappropriate Language. (e.g. sexually explicit, use of racial or religious slurs.)	Possible Short Term Suspension. Parent contacted.	Short Term Suspension.	Long Term Suspension.	Expulsion.
14. Disruptive conduct.	Possible Short Term Suspension.	Short Term Suspension.	Long Term Suspension.	Long Term Suspension or Expulsion.
15. Uses or Possession of Tobacco Products or devices (e-cigs) on School Grounds. RCW28A.210.310	Short Term Suspension Referral to counselor.	Short Term Suspension. Police may be notified.	Long Term Suspension Police may be notified.	
16. Inappropriate Dress and Appearance.	Administrative decision.	Administrative decision. Parent notified.	Short Term Suspension.	Long Term Suspension.
17. Public Displays of Affection.	Counsel student.	Parent notified.	Short Term Suspension.	Short Term Suspension.
18. Failure to Pursue the Course of Study.	Teacher and parent conference. Referral to counselor and administrator.	Performance contract.	Short Term Suspension.	
19. Truancy.	Conference with student, parent, administrator. Possible performance contract.	Possible performance contract.	Possible performance contract.	
20. Tardies.	Teacher managed.	Principal managed. Parent contact.	Principal managed. Parent contact.	

21. Physical or Verbal Assault on Staff or Threatening Any Staff Member. RCW 28A.635.090	Possible Expulsion. Referred to law enforcement agency.	Expulsion.		
22. Abusing or Insulting Staff. This includes making false allegations against staff members. RCW 28A.635.010	Possible Short or Long Term Suspension. Possible police contact.	Possible Short or Long Term Suspension/ Police contacted.	Short or Long Term Suspension. Police contact.	
23. Failure to Return School Property	Payment of fine. Restitution plan.	Short Term Suspension up to 15 days or until item is returned and restitution made.	Long Term Suspension with restitution made.	
24. Gambling	Conference with parent, student, principal.	Short Term Suspension.	Short Term Suspension.	
25. Cheating	Referral to the office, warning. Parent contact.	Possible Short Term Suspension.	Short Term Suspension and conference with parent.	
26. Profanity	Referral to office, warning.	Parent Contact.	Short Term Suspension and parent contact.	
27. Bus Violation	Verbal warning and parent notification.	Bus suspension until parent conference is held.	Bus suspension for 1-45 days.	
28.				
29. Violation of Electronic Information Systems Agreement	Loss of computer access for 2 weeks and parent notification.	Loss of computer access for one semester and parent notification.	Indefinite loss of computer access; parent notification; board approval to reinstate access.	
30. Skateboards/ Rollerblades/ Roller shoes	Loss of item for one day and parent contact.	Loss of item until conference with parent and possible referral to law enforcement.	Loss of item for 30 days or more and referral to law enforcement.	Loss of item until the end of the school year and referral to law enforcement.

ABUSE OR ASSAULT BY A STUDENT ON A SCHOOL EMPLOYEE

Washington law requires school districts to report to OSPI any prosecutions of individuals who insult or abuse teachers.

A. Any person who shall abuse or insult a public school teacher while the teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than five hundred dollars ($500) or more than one thousand five hundred dollars ($1,500) and 6 months in jail.

B. Each school district shall report to OSPI any prosecutions within the school districts under this section. A student shall not cause or attempt to cause verbal abuse or physical injury or behave in such a way as to reasonably cause physical injury to a school employee or any other individual.

C. Violence will not be tolerated under any circumstances. Whenever the principal or other person in charge of the school has direct knowledge or has received information leading to a reasonable belief that a student enrolled in the school has committed a felony on school property, or while under school supervision, or has committed any other violent criminal act against a teacher, school employee or student, the principal, or the person in charge, shall immediately report the incident to the appropriate local law enforcement agency for investigation.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

It is the intent of the District to ensure that students with disabilities within the definition of the Individuals with Disabilities Education Act (IDEA) are identified, evaluated, and provided with appropriate educational services.. Parents provided Procedural Safeguards.

A. Students with disabilities who engage in misbehavior and disciplinary infractions are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to Free Appropriate Public Education. The Individual Education Plan (IEP) team for a student with disabilities should consider whether particular discipline procedures should be adopted for that student and included in the IEP.

B. Any student with disabilities may be removed for a disciplinary infraction for up to ten (10) school days per offense. No educational services will be provided during the short-term exclusion.

C. An exclusion from school for more than 10 consecutive days (long term suspension) may constitute a change in placement and subject to procedural safeguards. The student's parents will be provided with Written Prior Notice in a reasonable time before the school implements any changes in the student's IEP and corresponding placement, including their right to a Due Process Hearing.

DISTRIBUTION OF LITERATURE AND POSTING OF SIGNS

Students of Touchet School District shall have the right to distribute and process literature and post signs. However, the School Board and/or Administration may prohibit a specific publication if there is substantial, factual basis to believe its possession or distribution will cause, or is causing, disruption of the orderly operation of school.

A. The time, place, and manner of student distribution of literature will be reasonably regulated by the District and such regulations will be:
   1. Uniformly applied to all forms of literature.
   2. Allow distribution at times and places where no interference with school activities will occur.
   3. Will not inhibit a person's right to accept or reject any literature distributed in accordance with rules.

B. All petitions will be submitted first to the Principal and shall be free of obscenities, libelous statements, and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration.
C. School Administration reserves the right to review and approve/disapprove all material that was requested to be distributed on district property.

DISRUPTION AND INTERFERENCE WITH THE DAILY SCHOOL PROCESS

No one shall:

A. Occupy any school building or properties with the intent to deprive others of its use.
B. Block the doorway or corridor of any school building or property so as to deprive others access.
C. Prevent /attempt to prevent the function of any school class, activity, meeting, or assembly on school campus, or prevent students from attending class or school activity.
D. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school staff member or administrator.
E. Encourage other students to violate any rule or school board policy.

DRUG FREE SCHOOL & COMMUNITY

The Board of Touchet School District No. 300 believes in the total development of students and feels the use and abuse of alcohol, drugs, tobacco and other controlled substances deter student performance. The Board specifically directs that both appropriate discipline and intervention activities be applied when substance abuse occurs.

It should be understood by parents, students, and staff that all violations of school rules and regulations or state and federal laws will be vigorously enforced by both the school district and law enforcement officials. The unlawful possession, manufacture, sale, use, distribution, delivery or sale of alcoholic beverages, tobacco, controlled or uncontrolled substances (drugs) by students in any form on or about school premises or at school sponsored activities, is expressly forbidden.

Alcohol, Tobacco, and Illegal Drugs

The possession or use of tobacco, alcohol, or illegal drugs in any form by students on school property is strictly prohibited. This shall be interpreted to include the carrying of such on your person, auto, or keeping such within the building. This policy extends to school related events on or off campus.

Honesty Policy

A student who admits to a substance abuse problem to a staff member prior to an infraction, and begins an appropriate plan of rehabilitation shall not be subject to disciplinary action for that admission. However, violation through an infraction, regardless of admission, will result in disciplinary action as provided by district policy.

EDUCATIONAL EQUITY COORDINATOR

One of the procedural requirements of various civil rights laws in education is the designation of an employee responsible for coordinating the agency's compliance efforts. This establishes monitoring of the activities necessary to ensure compliance with educational equity laws.

Federal law requires that the name, school district, work address, and telephone number of the coordinator be disseminated to student, staff, and parents on an annual basis. The coordinator:
Nancy Taylor, Touchet School District, PO Box 135, Touchet, WA 99360
509.394.2352.

ELECTRONIC EQUIPMENT

A. Cell phones are allowed in all common areas (hallways, outside) between classes for grades 9-12. Students in grade PK-8 are not allowed to use phone during the day. If cell-phones become a distraction in class.
B. CD/DVD, MP3/4, I-Pods, and headphones are allowed in classrooms and common areas at teacher discretion, as long as they do not pose safety issues .

EMERGENCY PROCEDURES

The dissemination of disaster information will be provided by the superintendent or his designee. Most communication will be through local media avenues (Internet, TV, radio, cell phones, etc.).
In the event of a disaster, the district plan will provide for the care and safety of those on the Touchet Public Schools campus. The plan itself will be tested through drills, and will continue to be refined and reworked with each successive practice.
The district plan will conform to the following regulations:

A. Release of Students and Staff from Campus

In the event that road conditions do not permit the normal operation of buses or private vehicles, all students will remain on campus. No student will be released from the school campus unless a parent (or individual designated in writing on the student's emergency file kept in the office) comes for them. The office will be responsible for specific information concerning students released (name of person and released time). School staff will be expected to remain on duty until released by the Superintendent or Principal.

B. Evacuation of Students and Staff

In the event of a disaster such as a chemical spill that necessitates the evacuation of an entire campus, the Superintendent and Transportation Director will determine the evacuation method and route to be taken.

C. Health/Safety Provisions

Each section of the campus will acquire, inventory, and up-date all medical supplies and emergency equipment.
The district will have at least one person certified in first aid.

D. Crisis Protocols

If there is a death, suicide attempt, or an intruder (s) on the school campus, all teachers and students shall remain in their classrooms until notified by crisis team.

E. Earthquake Safety Drills

Remain in the room under desks until the earthquake is over. Evacuate the building by using fire drill routes. Check for injuries. Stay away from any structures or power lines.

F. Fire Drill Instruction

Fire drills are required by law to be held in Washington Schools at least once per month.
It is important that each student and teacher be thoroughly familiar with the fire drill plan of the school. When the fire alarm sounds:

1. All work is to be stopped immediately.
2. Students are to walk rapidly in an orderly fashion out the designated exit and proceed to the safe zone.
3. Teachers will check to see that all students are out of the room, turn lights off, close the classroom door, bring class list, and follow the students outside to the safe zone.
4. The standard bell will be used for clearance to return to the classroom.

G. Tornado Drill

In the event of a tornado, when the alarm sounds:

1. Move all students to the designated areas, and teachers will call roll.
2. Students will sit on the floor and remain calm.
3. Students will remain in designated area until told to return to their rooms.

H. Terrorist Attack

The procedures followed for a terrorist attack, specifically attacks using biological agents, nerve gas, or similar chemical agents, and war will focus on ensuring the security of students and school employees. When the general announcement over the PA system or by designee moving through the buildings occurs:

1. Move all students to predetermined designated areas.
2. The area will be made as airtight as possible. (Turning off ac/heat, closing and blocking door cracks).
3. Once in designated area, teachers will call roll.
4. Students will sit on the floor and remain calm.
5. Students will remain in designated area until told to return to their rooms.

EXTRA-CURRICULAR ACTIVITIES POLICY

Touchet Schools (K-12) will adhere to the same policy, standards, and guidelines set forth by the Superintendent of Public Instruction and WIAA. On school-sponsored trips, faculty members are in charge and conduct on the bus will be the same as required in the classroom. Each student must have a signed permission slip on file from the parent before participating. All students will ride school transportation; exceptions will be considered.

Chaperones are required to have a background check and will be governed by the rules set forth by the school district and the place being visited.

Upon announcement of the field trip, students who continually misbehave or who do not complete schoolwork will remain at school. Parents will be notified when a child is in danger of losing their field trip privilege.

EXTREME WEATHER

On extreme weather days, parents can be assured that the safety of all children is the primary concern of the school. Therefore, parents need to take into consideration the conditions that might arise when the administration and staff are attempting to address the situation to provide every measure of safety for the students. To access information about school closure, go to: www.flashnews.net/columbia then click on "View Current Info". Closures will also be on local radio and television.

FIREWORKS

A student shall not possess, handle, or store on school grounds at any time firecrackers, smoke bombs, cherry bombs, or any kind of fireworks or gun powder based substance that could be a danger to himself/herself or to other persons, which could cause damage to school property or that could be disruptive to the learning climate of the school. This also applies to any school sponsored activity.

GAMBLING

Gambling in any form is not permissible on school grounds, school trips, or at any school sponsored activity.

GIFT DELIVERY

All deliveries will be through the office as designated by the building principal. Deliveries of flowers and other such gifts to students/staff will not be made before 2:00 p.m. Office staff will ensure distribution of flowers at the end of the school day.

GRADING SYSTEM

The purpose for grading students is five-fold:

1. To inform parents of the progress of their children.
2. To give information for student guidance and counseling.
3. To show the achievement of pupils in relation to their abilities and effort.
4. To assist in grouping, promotion, retention, transfer and grade placement.
5. To gather data at the building, district, and state level.

In general, the letters A, B, C, D, and F will be employed as the marking system in grades 4-12. In grades K-3, the letters E, S, N, U, and I are employed as the marking system and are assigned to students for performance in said courses.

Conduct and effort go hand-in-hand, and academic grades may be affected if performance is decreased. Each teacher is expected to do their best towards informing the parents of the progress each student is making. In giving grades to students, the following systems will be used by all teachers in grades K-12:

A = 92.5-100	A- = 89.5-92	E-Excellent	+Has command of the standard
B+ =86.5-89.4	B = 82.5-86.4	S-Satisfactory	
B- = 79.5-82.4	C+ = 76.5-79.4	N-Needs Improvement	√Has understanding of the standard
C = 72.5-76.4	C- = 69.5-72.4	U-Unsatisfactory	
D+ =66.5-69.4	D = 59.5-66.5	I-Improving	- Does not have command of the standard
	F = 59.4 & below		

GUIDANCE PROGRAM

The purpose of the guidance program is to help each individual student achieve their highest growth potential and hone their emotional and social skills. We do this in the following ways:

A. By helping students to feel at home in our school with teachers and friends.
B. By conducting individual conferences whenever a student, a teacher, or the counselor deems it necessary.
C. By providing a testing program designed to help the student learn as much as possible about their capabilities.
D. By helping the student to develop a positive self-image.
E. By welcoming the opportunity to talk things over with any student, parent, or teacher.
F. By helping to increase the students understanding of their interests, abilities, values, and aptitudes.
G. By increasing the student's awareness of consequences and responsibilities in decision making, personal behavior, and performance.

HEALTH SERVICES

Immunization Records

It is required that every child enrolled in public or private schools in the state of Washington present proof of immunization when registering their child for school. Requirements for a second varicella vaccine for kindergarten enrollment have been approved by Washington State Immunization Department. Parental documentation (for children under 11 years of age) that the child had chicken pox will no longer be allowed as evidence of immunity. Instead, the following will be allowed as evidence of immunity to varicella: two doses of age appropriate varicella vaccine, laboratory evidence, diagnosis of verification of a history of varicella by a health care provider, or a diagnosis or verification of a history of herpes zoster by a health care provider will be necessary.

Students who are entering Seventh grade and are 11 years old are required to have one dose of varicella or parent reported history of the disease and one dose of Tdap (tetanus, diphtheria, acellular pertussis) vaccine is required IF it has been at least five years since receiving a DTaP, DT or Td.

Lice

Our students sometimes struggle with cases of lice. We do as much as possible to remedy this situation but we need your assistance. If you discover your child has lice, please notify the school immediately. If discovered at school, you will be notified to pick up your child immediately. We ask that students not return to school until the nits have been removed. Re-examine your child and household members every few days for the next 14 days. Remind children not to share combs, hats, scarves, coats, etc. Upon request, we will provide a fact sheet regarding treatment.

Medication Rules

The administration of prescription and over-the-counter medications during school hours is a complex issue. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents should be encouraged to administer medications at home whenever possible. Medications should be administered in school only when necessary for the health and safety of students. Before any medication may be administered, the Board policy requires written permission from the parents and a written order from the prescribing physician.

The written order from the prescribing physician must include:

1. The purpose of the medication.
2. The dosage.
3. The time to administer or special circumstances under which medication should be administered.
4. The length of time medication is prescribed.
5. Possible side effects of the medication .

The **REQUEST FOR ADMINISTRATION OF MEDICATION** form may be obtained from the school nurse at any time. All medicine must be brought to school by a parent or designated adult in the original container and properly labeled.

NOTE: ANY STUDENT TAKING MEDICATION OF ANY KIND OUTSIDE OF THE SCHOOL OFFICE WITHOUT PROPER CONSENT, OR GIVING MEDICATION OF ANY KIND TO ANOTHER STUDENT, WILL BE SUBJECT TO DISCIPLINARY ACTION WHICH WILL VARY FROM DETENTION TO EXPULSION AS THE SITUATION WARRANTS.

STUDENTS WITH CHRONIC HEALTH PROBLEMS WILL NOT BE PERMITTED TO BEGIN CLASSES UNLESS THE MEDICATIONS AND PROPER AUTHORIZATION/HEALTH PLAN is IN ORDER BEFORE SCHOOL BEGINS. MEDICATIONS MUST BE REPLACED PRIOR TO THE EXPIRATION DATE. NOTIFICATION OF EXPIRATION WILL BE SENT HOME IN A TIMELY FASHION.

WAC for Self-Medication

Chapter 308, PL. 1993, S -1506 & A - 2600 - Permits students with life-threatening illness to self-medicate and carry their medication with them. Student's wishing to do so must submit an additional Self-Medication Form. This does not exempt them from submitting medication to the Nurse. At least one emergency dose of the prescribed medication must be kept in the Nurse's Office (Elementary Office) at all times. This dose will accompany students to any off campus trips except athletic events. Students self-medicating during school hours are to alert the nurse each time they use the medication. Students self-medicating during athletic activities should advise the coach if they do so during athletic participation.

HOME SCHOOL OR TRANSFER STUDENTS

Any student home-schooled or transferring from another Washington school shall be placed into the same grade the student would have been in had the student not transferred.
Touchet School District reserves the right to use any type of assessment to place a student.

INDECENT AND/OR IMMORAL CONDUCT

NO ONE is allowed to act in an indecent or immoral way while on school district property or at related events.

LEAVING SCHOOL EARLY

Any child leaving school for any reason must have their parents or other authorized person sign them out in the office. If possible, medical and dental appointments should be made outside of school hours. We ask that parents refrain from taking their children before 2:40. This will prevent interruption to the educational process. Constant early withdrawals will result in a conference with parents.

LIBRARY

Time will be provided for all students to check out books on a periodic basis. Students are expected to take good care of library books. Damage to books will be charged to the students. Lost books must be paid for in full. Books may be checked out for a predetermined time and extended if needed. A consequence (denial of library privileges) will be instigated for those individuals who are continually late returning borrowed material or not respecting library property (damaging or destroying of books or media materials).

LOCKERS

Student lockers are provided for the convenience of each student and are the property of the school district. They should be kept clean. Periodic locker inspections may be held to ensure proper maintenance and cleanliness. The school district will not assume any responsibility for items taken from lockers; however, lost or stolen items should be reported to the office.

LOST AND DAMAGED TEXTBOOKS

Lost and damaged textbooks will be charged at replacement cost.

MANDATORY REPORTING

All Employees of the Touchet School District are considered to be Mandatory Reporters for the state of Washington. Mandatory Reporting means that any instance of suspected physical, sexual, emotional/verbal abuse, and suspicions of neglect will be reported to the proper authority.

MEDIA AT SCHOOL

Only "G" rated media may be shown in the Touchet School District elementary class-rooms. "PG" media may be shown without prior parent permission in the middle and high school. "PG13" media will require parent permission slips of ALL students viewing the video prior to showing. "Non-rated" media will require board approval and the teacher must show a significant educational significance for the media to be shown. Each student will need to have a signed parent consent before viewing the media.

MESSAGES TO STUDENTS

If you need to get a message to your child, call or come to the office. Classrooms will not be interrupted during the regular school day except when there is an identified emergency.

PARENT-TEACHER COMMUNICATION

Regular conferences are held once in the fall and again in the spring. However, please feel free to contact teachers by note, email, or telephone. If you would like to have a conference with your child's teacher, call the office at 509.394.2352 and an appointment will be arranged before or after school.

PHONE USE

School phones are for school business and not personal calls. Student use is restricted to emergencies and permission from the office personnel. If a student receives a phone call, they will be called out of class only in the case of an emergency. Otherwise, the office personnel will take a message and deliver it to the student.

PHYSICAL RESTRAINT

An individual who is a teacher, administrator, or school employee may use reasonable physical restraint upon a student when, in their judgment, physical restraint is necessary to prevent a student from inflicting serious harm upon himself/herself or to defend any person, including themselves, from unlawful physical force. When so employed, physical restraint may be applied to the degree reasonably necessary.

PLAYGROUND RULES

A. Students will not play near the road.
B. Students will not play tackle football.
C. Toys should not be brought from home. (No Exceptions)
D. Absolutely NO fighting on the school campus.
E. No throwing rocks, sticks, dirt, or mulch.
F. Students cannot leave the playground without permission of a playground supervisor.
G. Students should line up in an orderly manner when directed.
H. Students should keep the playground clean by picking up trash and other discarded items on the ground.
I. Students should not climb or hang on fences.

PROFANITY

NO ONE is allowed to use abusive, vulgar, or irreverent language on school campus at any time or at any school activity. See #26 on Discipline Procedure, page 17.

RETENTION OF STUDENTS IN THE TOUCHET SCHOOL DISTRICT

The following guidelines apply to all students except those mandated by state and federal law:

A. When a student is retained, this decision will be recorded in the student's permanent records and on the grade card.
B. If a parent has a question about the decision to retain a student, they may request a conference with the teacher and principal.
C. Assessment data will be reviewed at the discretion of the principal for those students whose parents disagree with the decision of the school to retain the student for academic reasons.
D. Students in Special Education will be expected to complete and master the objectives outlined on their individual educational plan.
E. A student will not be retained more than once in any grade no matter the reason.

REMEDIATION OF STUDENTS

Students that are having difficulty in school may receive remediation services through the following resources:

A. Early Prevention of School Failure for students in grades K-12 (LAP, Title 1, and Student Success Team, SST).
B. After school tutoring (if prearrangements have been made).
C. Special Services
D. Support Services
E. Advisory
F. Multi Tiered Systems of Support (MTSS)

REPORTING TO PARENTS

Teachers may communicate personally with the parents of each student during the school year to discuss the student's academic progress. If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated early and promptly either by phone or mail so that a conference may be set up. You may view your child's grade on Skyward. The grades will be updated weekly. If parents have concerns, they are urged to prearrange conferences with the classroom teachers.

SCHEDULE CHANGES

In cases where a reason for a class schedule change exists, the student, the student's parents, the counselor, and the principal will all work together to arrive at a satisfactory arrangement. **Schedule changes will be limited to 5 days after the start of the semester.** A "Class Change Form" involving the previous instructor, new class instructor, parents, and administrator signature is required before the change is made.

SCHOOL AND EDUCATIONAL RECORDS

School and Educational records are maintained and governed according to the policies set forth by Touchet School District and the state of Washington.

Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, parents or eligible students have the right to inspect and review all official school records directly related to them. Requests can be made through the District office.

The goal of record keeping is to place objective data and information in each student's file and is reviewed annually to assure relevance and appropriateness.

Data, which no longer serves the educational interests of the student, is destroyed.
School records pertaining to individual students shall be used only for the promotion of the welfare of the student and shall not be made available to any outside person or agency without the consent of the student and parents. However, student records will be forwarded upon proper request from another school. General directory information for student activities will be released unless students or parents request that such information not be released.

SCHOOL BUS TRANSPORTATION

Rules and regulations for riding a school bus were prepared by the State Superintendent of Public Instruction with the advice of the Chief of the Washington State Patrol and of the Director of Highways of the State of Washington, and apply to all public school buses operating in the State of Washington. If road conditions permit, buses will continue normal operation until destinations are reached. Example: in the case of an earthquake, if on the way to school, continue to school; if on the way delivering students home, continue to do the normal route.
The bus driver, while in route and not able to contact the district transportation supervisor will be the determining factor in deciding whether or not the route should be continued. The bus drivers shall continue to adhere to all other district bus policies while students are in their care.

Activities and Field Trips
Students must use school transportation to and from ASB sanctioned activities**.** Other arrangements may be made by parental request and approval of the administration.

Rooter Buses
School district policy adopted by the board of directors gives approval to the concept of rooter buses. This policy provides that rooter buses may be used at the discretion of the administration. The following guidelines are intended to implement the policy of the board.
Guidelines and Procedures:
A rooter bus may be authorized if there is no conflict with the regular transportation of students.
Each request for a rooter bus must be approved by the principal and initiated by the ASB council.

- A teacher and/or chaperone acting as the district representative will ride each bus and provide direct supervision of students to, from, and during the activity.
- Students who ride the rooter bus to an activity must ride the bus back to school unless they are released to their parent by the teacher and/or chaperone.
- A fee will be charged for riding the rooter bus. The fee should be paid before the bus leaves and will be related to the cost of taking the bus to the designated activity.
- Students are responsible for keeping the bus clean and must inspect the bus before final unloading to ensure that the bus is clean.

Taking a rooter bus is a privilege. Student interest, conduct, and behavior must be acceptable at all times, as judged by the chaperone. It is the responsibility of the chaperone to take appropriate action concerning any improper behavior of students or other circumstances and report these incidences to the principal.
Students on the rooter bus will be subject to all school rules and regulations outlined in this hand-book.

Rules and Regulations
The bus driver is charged with the responsibility of maintaining order on the bus at all times. They have the authority to temporarily suspend a student's privilege to ride the bus in a case of misconduct. Each driver should immediately report to the respective principal any misconduct on their bus. The driver is in full charge of the bus and students while they are in their care.
At school bus stops, where it is necessary for the children to cross the road in going to and from home, the children should cross in a group at a distance of approximately 10 feet in front of the bus while the bus is stopped. Students will not be permitted to enter or leave the bus except at their designated stop. Students shall ride their regularly assigned bus at all times, unless permission has been granted by school authorities to do otherwise.
For all field trips, students could be assigned specific bus seats. A seating chart with names of students and their phone numbers will be made in duplicate, one copy to the principal's office and one to remain with the bus.

- Outside of ordinary conversation, classroom conduct must be obeyed.
- Students are to assist in keeping the bus clean.
- No open windows unless by permission. No throwing trash or other items out of the bus if they are opened.
- No student shall at any time extend their head or arms out of the window.
- Students must see that they have nothing in their possession that may cause injury to another.
- Each student must see that his belongings are kept out of the aisle: large items by permission only.
- No student will be allowed to talk to the driver more than necessary.
- No student shall sit in the driver's seat, or be immediately left or right of the driver.
- Students must leave bus in orderly manner.
- Students must not stand or play in the roadway while waiting for the bus. Students must display caution and responsible behavior while waiting at the bus loading area.
- Students who walk some distance to and from the bus-loading zone, must walk on the left side of roadway.
- In the event of an emergency, exit drill procedures will be followed per instructions from the bus driver.

SCHOOL FOOD SERVICE PROGRAM

Our Food Service program is an automated accounting system. Each student is assigned a personalized keypad number. You are able to check your child's account balance in Skyward. It is the responsibility of the parent to monitor the account. If you have any questions regarding your child's account, please call Kirsten Royse, Food Service Supervisor, at 509.394.2352.
Please remember, school districts are not allowed to set-up a "credit system" for charging meals as it is against state fiscal policies and laws.

SCHOOL INSURANCE FOR STUDENTS

Applications for school insurance for students will be made available to each student on the first day of school. Purchase of insurance is optional, but highly recommended.

SCHOOL ORGANIZATIONS

There will be no secret societies/clubs/organizations in the Touchet School District. Legitimate student organizations and/or clubs shall abide by all rules and regulations set forth by the school district policies. No group will be entitled to use the name of the school or any department of the school without having first obtained the consent of the principal and accepted the supervision of the principal or the designated. teacher All class/club funds will be deposited in the ASB activity fund.

SCHOOL NEWSPAPERS AND SOCIAL MEDIA

When school sponsored publications are produced as part of the Touchet School District's education curriculum to provide a supervised learning experience for students (and are taught as a regular classroom activity). Truth, fairness, accuracy, and responsibility are essential to the practice of journalism and social media. Items which are obscene, contain libelous statements, or constitute an unwarranted invasion of privacy as defined by state law, are not authorized.

Note: Publications or social media posts which prompt students to create a clear and present danger by committing an unlawful act on school premises, or to violate school regulations, or encourages the distribution of material designed to disrupt the orderly operation of the school will not be permitted on district property.

In order to reserve student publications for their intended educational purpose, the publications advisor in conjunction with student editors will initially determine what material will be considered for publication, but school officials shall retain ultimate editorial voice over the determination of what constitutes responsible journalism in a school sponsored newspaper.

All material selected shall be submitted to the building principal. The building principal shall review the material, taking into account such things as emotional maturity of the intended audience, whether the material associates the school with a non-neutral position in a political controversy, and whether the material might be perceived as advocating drug or alcohol use, irresponsible sex, or conduct inconsistent with the shared values of the larger community. Any material that the building principal deems to be inconsistent with the educational purpose of the publication shall be modified and resubmitted or withdrawn from consideration for publication. The decisions of the building principal shall be final and there shall be no appeal. Only material that has been approved by the building principal may be published.

Note: Publications that are a product of the school curriculum must have the following statement printed in the published material, "This publication is published as a part of the curriculum and is a non-public forum under the supervision of the District Board of Directors."

SELLING ITEMS AT SCHOOL

Students may not sell items at school unless approved by the ASB Council and Administration as a school fund raising event.

SEXUAL HARASSMENT

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

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

A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

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

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer**: Nancy Taylor, 509.394.2352.**For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office.

SKATEBOARDS, ROLLER BLADES, ROLLER SHOES

Skateboards, rollerblades, roller shoes, and other similar items (not including bicycles) are strictly prohibited on school property at all times. Students using these items as transportation to and from school must lock them up outside at the bike rack, if possible, or may place the item in their locker during school operation hours. Once off the premises of school property, a student may resume use of the item.

SOCIAL ACTIVITIES

Social functions for the various school district classes or clubs will be arranged for as follows: The faculty advisor will clear the activity through the Associated Student Body (ASB) council and the Principal, who will then include it in the school activities calendar.

It is understood that the faculty advisor will be in attendance at all planning sessions for the activity, at the function itself, and will be in charge unless other arrangements have been made and approved by the school administration.

All approved social/fundraising activities will be the sponsoring group's responsibility to set up for and clean up after each event.

STUDENT ACTIVITY PURCHASES

The ASB council shall approve all expenditures for their respective clubs, classes, events, and activities. Before obtaining a Purchase Order from the District office, an **"ASB EXPENSE REQUEST FORM"** must be approved and recorded by the ASB council.

STUDENTS EXPELLED IN THEIR FORMER DISTRICT

It shall be the policy of Touchet School District that when a student, otherwise eligible for enrollment, is currently under an order of expulsion from the last school district they attended, a hearing before the school administration shall be held before that student may be enrolled. This hearing shall be closed. Prior to the hearing, the Superintendent shall obtain a full report from the former district concerning the expulsion. At the hearing, the administration shall review the report from the former district and have an opportunity to question the student and their parents concerning the alleged misconduct. The Superintendent may rule that the student may not enroll until the student's expulsion from his or her former district has expired or that the student can indeed be a "choice" student.

STUDENT THREATS TO OTHER STUDENTS

Students shall not make threats of any kind to any student attending Touchet Schools. Words, gestures, or phrases, which suggest bodily injury or harm, shall be considered a threat.

SUPPLIES

Parents need to be sure their children have the supplies needed to complete classroom assignments. Supply lists will be made available at the beginning of the regular school year or upon request.

TESTING /ASSESSMENTS

The Touchet School District participates in appropriate state and local assessments each year. Appropriate assessments such as the SBA, WCAS, WIDA, PSAT, SAT, ASVAB, iReady, ACCUPLACER and others are either given on site or arrangements made for off site testing. For further information please contact Kristen Frederickson, Counselor.

THEFT, DAMAGE, OR DESTRUCTION OF PRIVATE OR PUBLIC PROPERTY

A student shall not cause or attempt to cause damage or steal or attempt to steal private or public property while under the jurisdiction of the school. Students shall make restitution of any property damaged or stolen by them and shall be subject to other disciplinary measures as a result of the school contacting law enforcement officials.

TITLE IX

The Touchet School District agrees to abide by the provisions of Title IX of the Educational Amendment of 1972 as stated in the Resolutions and Policies of the Touchet School District. The coordinator is Nancy Taylor, Touchet School District, Box 135, Touchet, WA 99360 Phone: 509.394.2352.

VALEDICTORIAN and SALUTATORIAN

Valedictorian is an honor bestowed on the graduating Senior with the highest cumulative GPA (7 semesters) and Salutatorian is an honor bestowed on the graduating Senior with the 2nd highest cumulative GPA (7 semesters). In addition to GPA, the student must also represent the school well and have nothing disparaging on his/her school record. To be eligible for these honors, the student must attend full-time on THS campus for a minimum of 4 high school (9th-12th grades) semesters .

VISITORS

Visitors are welcome at our schools. Please contact the school office before you visit to let us know that you are coming. That will allow us to schedule your visiting around testing and other critical classroom activities. When you arrive at school, please stop by the office to sign in and pick up a visitor's pass. If you would like to eat lunch with your child, please call in the morning so we can order your meal.

Student visitors are welcome during lunch time only and must check into the office upon arrival and check out when leaving. Pre-arrangement must be make prior to visiting campus. Approval from the principal is required. **All visitors must comply with school rules.**

VIOLATION OF A CIVIL LAW

Violation of a civil law or any act not covered by the above policies will be dealt with on an individual basis by the principal, using the general guidelines above.

WEAPONS

Any student bringing firearms or other weapons upon the campus of the Touchet School District shall be expelled for a period of not less than one (1) year, parents will be notified, and police will be notified. The Superintendent shall have the discretion to modify such expulsion requirement for a student on a case-by-case basis. This following list is not limited to the items stated. The Superintendent and Principal shall retain the right to judge any item a weapon if there is intent to do bodily or property harm with said item. The following is a list of items which are considered weapons: any firearm or air gun, knife, razor, sword, ice pick, throwing star, butterfly knife, or club. **NOTE**: Any student found in possession of any of the aforementioned items will be subject to legal prosecution and referral to the criminal justice system or juvenile justice system.

WITHDRAWAL PROCEDURES

Students withdrawing from school should inform the District office before their last day of attendance. They should bring a written statement from their parents indicating the date of withdrawal. All appropriate teaching staff and administration will properly endorse the final withdrawal form before school records are transferred. An exit interview with the principal may be requested.

****FINAL NOTE: BEHAVIOR NOT COVERED ABOVE**

The school district reserves the right to use appropriate measures to correct behavior, which disrupts the educational process and/or places others in danger, even if said behavior is not specifically stated within this handbook.

ALCOHOL, TOBACCO, AND OTHER DRUGS

The use or personal possession of any narcotics, drugs, or inhalants determined to be detrimental by the American Medical Association, alcoholic beverages, or tobacco (smoked or smokeless) is prohibited.

The following steps will deal with infractions of the above:

1st Violation

The student will be suspended from participation in extra-curricular and school approved activities for a minimum of one game or event.

The student will complete a drug and alcohol assessment by a licensed, professional counselor with the cost borne by the student and parent.

The student will participate in and successfully complete an Alcohol/Drug/Tobacco Education and Intervention workshop. Upon completion, the student will be allowed to resume participation.

2nd Violation

The student will be suspended for the remainder of the current activity season and the next season. If a student fails to complete a drug and alcohol assessment as stated above, the student shall be suspended from participation in all activities for one calendar year from the date of the infraction.

Addendum-Honesty Policy

A student who admits to a substance abuse problem and begins an appropriate plan of rehabilitation shall not be subject to disciplinary action for that admission. However, violation through an infraction, regardless of admission, will result in disciplinary action as provided by district guidelines and regulations.

If a student is present where underage drinking, substance abuse, or tobacco use is taking place, but not personally consuming or using, they shall be placed on probation for the remainder of the school year.

The penalty period will begin from the date of the infraction or the earliest time deemed practical after sufficient investigation by the principal.

Any student who is penalized under these rules has the right to due process, which includes the District Superintendent and Board of Directors.

The penalty adjudged by the principal shall be enforced until another determination is made after the appeal.

There is no "between seasons". The next season begins immediately following the final contest of the preceding activity season.

Students must complete a drug and alcohol assessment as stated above before reinstatement, unless it is deemed impossible to do so by the principal.

A student can be a first offender only once, unless a calendar year takes place, during which the student commits no infractions, in which case they would then be considered as having a "clean slate".

EXTRA-CURRICULAR ACTIVITIES

Touchet School District believes that there is a positive correlation between the student's performance and their adherence to specific training rules. Students participating in extra-curricular activities are considered representatives of their school and community. Therefore, certain standards including academic requirements, citizenship, sportsmanship, and conduct must be maintained at the highest levels. The added exposure they receive places them in a position that requires they assume a greater amount of responsibility for their conduct.

Participation in extra-curricular activities is voluntary. It is an opportunity that Touchet School District makes available to all students regardless of race, creed, color, national origin, age, sex, marital status, sexual orientation, gender identity, or the presence of any sensory, mental, or physical disability. The rules and regulations of the activity will be regarded as an agreement between the student and their coach, advisor, and district. It is the student's responsibility to know and abide by the contents of this code. Students violating school rules and receiving a referral in a given week MAY lose practice and playing time privileges. It is the hope of Touchet School District to develop a well-balanced student that promotes and encourages both high academic and activity standards.

GRADING POLICY DURING SEASON OR ACTIVITY

A. The quarter grade report and the progress report will determine the student's eligibility. (Reported approximately every 4 weeks). Activities starting between grade checks will be determined by the latest grade check available.

- To be eligible the student must maintain a 2.0 grade point average (GPA) and receive no F's on the report.
- Students that fall below a 2.0 and/or have an F on the report are deemed ineligible for the period of one school week (5 school days), starting the Monday after-grades are posted. They may practice but not participate in games/activities. To become eligible, students must complete an eligibility sheet and meet academic requirements. If not eligible the first week, a student athlete must complete a second and final eligibility sheet on the week after the first one. Eligibility sheets are located at the district office and are available one week after being deemed ineligible. Students must attend a study table 4 days a week, Monday through Thursday, from 2:40-3:10 p.m. (If accommodations are provided by the school district.)
- Students that are deemed ineligible 3 times during a season will be ineligible for the remainder of that season.
- The 4th quarter grade report will determine the student's eligibility for the fall season of the next school year. Students that are ineligible by the 4th quarter grade check may attend summer school to make up credit or improve their GPA (this is subject to change each year based on funding and availability). The Principal and/or Athletic Director will review the student's summer GPA before reinstating them. **If the student does not attend summer school a grade check will be done two complete weeks (10 school days) after the start of the fall school year to determine eligibility.**

Students may request a due process hearing with the Principal at any step of the process. The due process allows the Principal to check with teachers to determine if the student is putting forth maximum effort in the class but, due to learning deficiencies or extenuating circumstances, is unable to perform up to maximum standards. Students may be allowed to participate in activities if the coaches/advisors, teachers, and administration agree that the student is working in the classroom to the best of their ability, and that participation would be of benefit to the student.

B. Attendance at school the entire day is required to participate in practice, games, or activities. Attendance at practice is mandatory to play in a game the next day. At coach's discretion, a player may participate if the circumstances warrant. Doctor/dentist appointment or approved/pre-arranged excused absences may be accepted.

C. Participants display good citizenship, sportsmanship, and leadership at school, in the community, and at all activities. Each student, parent, and attendee will exemplify the highest standards of good sportsmanship. This conduct consists of courteousness, fairness, and respect for teachers, officials, teammates, opponents, coaches, and all others associated with the activity. If these guidelines are not maintained, students will be suspended for a minimum of one activity/game with further action possible after immediate review by the administration and coaches/advisors.

D. To show pride in the Touchet School District athletics and activities program, participants will be appropriately dressed on the day of the activity/game.

E. Participants are responsible for the equipment and clothing checked out to them. Such equipment and clothing will not be worn as regular attire during the school day or at home. Players may wear game jerseys on game days at the coach's discretion. **ALL Uniforms and equipment must be returned at end of season to maintain eligibility.**

F. Participants must abide by any other rules as set forth by the coach/advisor, administration, and WIAA in that particular activity.

STUDENTS RIGHTS, RESPONSIBILITIES, AND LIMITATIONS

The district shall not deny any pupil an equal educational opportunity or discriminate against any student because of national origin, race, religion, economic status, or sex. Furthermore, no student shall be denied such opportunity solely because of pregnancy, marital status, previous arrest, previous incarceration, or a handicap.

A. Freedom of Speech and Assembly

Students are entitled to verbally express their opinions. Such opinions shall not interfere with the freedom of others to express their opinion. The use of obscenities or personal attacks is prohibited.

All student meetings in school buildings or on school grounds may function only as part of the normal educational process or as authorized by the principal. Students have the freedom to assemble peacefully. There is an appropriate time and place for expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited.

B. Freedom to Publish

Students are entitled to express in writing their personal opinions, but the author who initiates them must sign all written expressions. The distribution of such material may not interfere with or disrupt the educational process and must be approved by the school administration.

Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications. Libel, obscenity, vulgarity, and personal attacks are prohibited in all publications.

Commercial solicitations will not be allowed on school property unless expressly approved by the school administration.

C. Searches and Seizure

General searches of school property may be conducted at any time by the appropriate school authority. The following rules shall apply to the search of school property assigned to students (locker, desk, etc.) and the seizure of items in their possession:

⇒ Student lockers and desks will be subject to inspection for the purpose of school safety and cleanliness. Student lockers and desks are the property of the school district and are made available for the student's use.

⇒ Unlawful Acts: Violation of the following state laws by students at school or school activities will be cause for disciplinary action, suspension, or expulsion and/or notification of the police which could result in legal action.

a. Sale, use, or possession of alcoholic beverages, controlled substances, or illegal drugs. RCW Ch. 66.44, Ch. 69, 41, and Ch. 69.509

b. Explosives are prohibited on school property or at school sponsored events. RCW 9.48.140

c. Firearms or other dangerous weapons are prohibited on school property or at school sponsored events and shall be subject to disciplinary and legal action including recommendation for expulsion from the school district.
RCW 9.41.010, RCW 9.41.250, RCW 9.41.270

d. Disclosure of examination questions prior to the scheduled use.
RCW 28A.87.070

COMPLAINTS AND GRIEVANCES

If a student and/or the parent of a student involved in a disciplinary action wishes to contest the disciplinary ruling, their complaint must be stated in writing to the Principal asking the ruling to be changed. If the Principal has not satisfactorily resolved the complaint, an appeal is possible to the Superintendent. This appeal must be done in written form within three school days of the initial disciplinary action.

DUE PROCESS

A. Prior to any suspension, the Principal or their designee shall advise the student in question of the particular misconduct of which they are accused, as well as the basis for such accusation.
B. The student shall be given an opportunity at that time to explain their version of the facts to the Principal or their designee.
C. Written notice of suspension and the reason for the suspension shall be given to the parent or the student.

Any parent, legal guardian, or court designee of a student suspended shall have the right to appeal to the Superintendent of Schools and then to the School Board.

UNLAWFUL SCHOOL ACTIVITIES AND RELATED LEGAL CODES

A. Arson: The intentional setting of a fire. RCW 9.09.010, RCW 9.09.060, RDW 9A 48.010, RCW 9A.48.100.
B. Assault: Physical threats or violence to persons. RCW 9A.36.010, RCW 9A.36.070.
C. Bomb Threats: Making a bomb threat shall be subject to state and federal law, as well as disciplinary action up to and including recommendation for expulsion from the school district. RCW 9.671.160.
D. Burglary: School break-in with intent to steal. RCW 9A.52.010, RCW 9A.52.060.
E. Criminal Acts: Any act occurring on school premises or at school-sponsored events, contrary to federal, state, or local laws, is prohibited by these rules.
F. Disturbances: Willfully creating a disturbance on school premises during school hours or at school activities or meetings. RCW 28A.87.070

G. Extortion, Blackmail, or Coercion: Obtaining money or property by violence or threat of violence or forcing someone to do something by force or threat of force. RCW 9A.56.110, RCW 9A.56.130
H. Forgery: Fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses or other data on school forms. RCW 9A.60.020
I. Tampering with Fire apparatus or False Alarms: Setting off false alarms, discharging or stealing fire extinguishers, or damaging alarm systems. RCW 9.40.100
J. Larceny-Theft: RCW 9A.56.100
K. Littering: Throwing, dropping or depositing or discarding of litter is prohibited on public property. RCW 7.93.060
L. Malicious Mischief: Property damage whether school or personal. RCW 28 A.87.140
M. Robbery: Stealing from an individual by force or threat of force. RCW 9A.56.210
N. Treatment of Teachers: Insulting or abusing a teacher on school premises. RCW 28A.87.010
O. Trespass: Being present in an unauthorized place or refusing to leave when ordered to do so. RCW 9A.52.080, RCW 952.100
P. Unlawful Interference with School Personnel: Interfering with school personnel by threat, force, or violence RCW 28A.87.231

ELECTRONIC INFORMATION SYSTEM

The Board of Directors recognizes that the district is connected to a statewide electronic communications system (K-20 Network), which provides internet and interactive video conferencing. This network allows unprecedented opportunities for students, staff, and the educational communities to communicate, learn, access, and share information.

The Board believes the resources available through this network and the skills students will develop in using it are of significant value in the learning process and student success in the future. These opportunities also pose many challenges including, but not limited to, access for all students, conservation of resources, age-level appropriateness of material, security/privacy/ confidentiality, and cost of maintaining the system.

The District will endeavor to ensure that these concerns are appropriately addressed, but cannot insure that problems will not arise.

By connecting to this network, the Board intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The district dedicates the property comprising the network and grants access to users only for educational activities authorized under this policy and procedures and under the specific limitations contained therein. The Board directs the Superintendent to provide training and procedures that encourage the widest possible access to the K-20 Network by students, staff, and the educational community while establishing appropriate legal controls over the district's system.

K-20Network Acceptable Use Guidelines/Internet Safety Policy
Network Use

A. All use of the system must be in support of education and research and consistent with the mission of the district. The District reserves the right to prioritize use and access to the system. Personal use must be of a reasonable duration and frequency and should be made before or after class times, during lunch or other authorized breaks.

B. Any use of the system must be in conformity to state and federal law, K-20 Network policies, and district policy. Use of the system for soliciting business, advertising, or engaging in other selling activities for personal financial gain, or in support of private business or commercial enterprises, or for fundraising activities that are not sanctioned by the school district is prohibited.
C. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
D. No use of the system shall serve to disrupt the operation of the system by others. System components including hardware or software shall not be destroyed, modified, or abused in any way. An exception will be made for modification of software by the Districts duly authorized network technicians.
E. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.
F. Users are responsible for the appropriateness of the material they transmit over the system. Storing, processing, displaying, sending, downloading, or otherwise transmitting offensive or obscene language or material is expressively prohibited. Offensive material includes, but is not limited to; hate mail, harassing symbols or discriminatory remarks, racist literature and/or material, or other antisocial behaviors are expressly prohibited.
G. Use of the system to access, store, or distribute obscene or pornographic material is prohibited.
H. Subscriptions to mailing lists, bulletin boards, chat groups, and commercial on-line services and other information services must be pre-approved by the superintendent, his designee, or technology coordinator. Unapproved use of Internet email accounts, chat rooms, online games, peer-to-peer clients, high bandwidth applications, bulletin boards, or other messaging systems is prohibited.
I. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Nor shall a person misrepresent other users on the system or attempt to gain unauthorized access to any entity on the K-20 Network.
J. Communications may not be encrypted so as to avoid security review. Each user acknowledges and consents that Touchet School District officials may access, review, delete, copy, modify, disclose, and otherwise use any electronic data, information or communication on the systems. The user will be notified of any pending action.
K. Users should change passwords with the Technology Coordinator regularly and avoid easily guessed passwords.

Personal Security
Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher and parents/guardians. All users should not disclose, use, or disseminate personal identification information regarding minors without authorization.

System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.

Students should never make appointments to meet people in person whom they have contacted on the system without district and parent permission.

Students should notify their teacher or other adult whenever they come across information or messages they deem dangerous or inappropriate.

The Touchet School District will make every reasonable attempt to limit access to inappropriate material by using an Internet Filtering System and will provide teacher training. However, it is the personal responsibility of all staff and students to use the electronic data system in a manner that is appropriate and ensures their own personal security.

Certain exceptions will be made for the content of the District's Web site:
The Web Site can display:

A. Names and school phone numbers and email addresses of all staff members, though not their home phone numbers
B. Rosters of sports teams and student awards
C. Pictures of school activities – including all sports and field trips
D. Pictures identified with first names only – no last names
E. Student work as assigned by a teacher

If a parent objects to a display of student information the District will provide a means whereby the student in question will have no identifiable presence on the District's Website.

Copyright
The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. This shall include any licensed software both shareware and freeware. All users of the K-20 Network shall comply with current copyright laws.

A Completion of "New Software Installation" form and submission of said form to the Technology Coordinator for approval is required prior to installation. No staff member shall have access to the K-20 Network without having received appropriate training, and a signed Individual User Release Form must be on file with the district. If a parent or guardian does not want their child to access the Internet, the District will provide a means whereby the student will not access the Internet. The parent will also be informed of the ways in which this will limit the educational opportunities for the student.

Nothing in these regulations is intended to preclude the supervised use of the network while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

From time to time, the district will make a determination on whether specific uses of the K-20 Network are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district.

For security and administrative purposes, the district reserves the right for authorized personnel to review network use and content. The district reserves the right to remove an individual's network access privileges to prevent further unauthorized activity. Violation of any of the conditions of use may be cause for further disciplinary action up to and including contacting federal and state authorities.

General Use

Diligent effort must be made to conserve system resources. For example, users should frequently delete E-mail and unused files, and users should promptly disconnect videoconferences on completion.

Computer vandalism is subject to disciplinary action. Vandalism includes but is not limited to: modification of system setup; theft of data, equipment; intentional disruption of network traffic; crashing the network or connected systems; degrading or disrupting equipment or system performance; forging electronic mail messages; use of an account owned by another user; obtaining unauthorized access to information; committing software piracy or hacking.

No person shall have access to the K-20 Network without having received appropriate training, and a signed Individual User Consent form must be on file with the district. In addition, students under the age of 18 must have the approval of a parent or guardian.

Nothing in these regulations is intended to preclude the supervised use of the Network while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

For security and administrative purposes, the district reserves the right for authorized personnel to review network use and content. The district reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

Violations of any of the conditions of use may be cause for disciplinary action. Violation by staff may result in the initiation of disciplinary action against them in accordance with district and state policies and against students consistent with attached discipline policy.

The Touchet School District Network may be monitored for all lawful purposes, including ensuring their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and security. Monitoring includes, but is not limited to, active attacks by authorized entities to test or verify the security of this system.

During monitoring, information may be examined, recorded, copied, and used for authorized purposes. All information, including personal information placed on or sent over this system may be monitored. Use of Touchet School District Network constitutes consent to monitoring. Unauthorized use of the Touchet School District Network may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action.

Note: The teachers are not responsible for making special considerations for a student who has lost his/her Network Account/Computer access. That student will be responsible for completing their assignments on time like all other students. They will have to find other resources to complete research and compose their homework on their own. Touchet School District administration will use its discretion to assign a level of discipline consistent to the violation. This disciplinary action is subject to review and revision at any time and without further notice.

APPENDIX A

Attendance Policy

Washington Administrative Code mandates the following:

Every parent residing within the State of Washington having custody or charge of any child or children age five (5) through eighteen (18) years on or before August 31 of that year, both inclusive, shall enroll and send the child or children to a public, private, or parochial school, or provide a home school for the child or children as prescribed. Under such penalty for noncompliance as shall be set by law with the following exceptions:

A.) Any student who has received a high school diploma or its equivalent as determined by the State Board of Education is not subject to this attendance requirement.

B.) Students may enter kindergarten in the public schools of this state if they will attain the age of five (5) years on or before August 31 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he or she is enrolled in kindergarten and who meets the basic residency requirement for school
attendance, may be enrolled in kindergarten upon written request to the School District.

C.) Any parent residing within the state and having custody or charge of any child or children may elect for the child or children not to attend kindergarten if the child or children will not be age six (6) on or before August 31 of that particular school year.

D.) Any child age sixteen (16) or above enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education is not subject to the attendance requirement.

E.) Any child who will be six (6) years of age on or before August 31 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the District and placed either in the first grade or kindergarten depending upon the results of the evaluation. A student is expected to attend school at all times when school is in session. Parents should insist that students arrive at school on time and remain the entire day. Six hours of instructional time is required by law to constitute a full day. Students attending school less than (6) hours are considered absent one half (1/2) day. Less than three (3) hours attendance will be considered absent all day.

F.) A student, who is absent for more than 20 consecutive days and who has not notified the principal as to their whereabouts, will be officially dropped from the register. Upon return, student(s) will be required to re-enroll. Any student who anticipates or intends to withdraw from the Touchet School District should inform the principal's office of his/her intentions and, if possible, designate the address of the new school. The proper forms must be filled out, books returned, and all identified fines settled.

G.) Under the BECCA Law whenever a student exceeds the number of excessive unexcused absences the school district shall notify the prosecuting authority and the student's parents shall be subject to a civil penalty as a court of competent jurisdiction, where a representative of the school district will preside.

APPENDIX B

Definition of Handbook Terms

AMERICAN WITH DISABILITIES ACT

Touchet School District does not discriminate on the basis of disability in admission to, access to, or operation of, its programs, services or activities.

AUTHORITY FOR STUDENT DISCIPLINE

Teachers, principals, administrators, classified, and other school employees have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct unruly pupils and maintain order especially where health and safety issues are of concern.

CERTIFICATED EMPLOYEE

An individual employed by the school district who holds a certificate to teach, issued by the state of Washington, which term includes, but is not limited to teachers, counselors, coaches, and administrators.

DISCIPLINE

Discipline shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject, or activity period, provided that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of a school district. WAC 180-40-205

DUE PROCESS

Procedural Due Process Rights for Disciplinary Action is as follows:

When a student, parent, or guardian is aggrieved by any disciplinary action other than suspension or expulsion they shall have the right to an informal conference with the administrator or his/her designee for the purpose of resolving the grievance, pursuant to WAC 180-40-240 and district policy.

Prior to the short-term suspension of any student, a conference shall be conducted with the student as follows:

A verbal or written notice of the alleged violation(s) of school district rules shall be provided to the student.

A verbal or written explanation of the evidence in support of the allegation(s) shall be provided to the student.

A verbal or written explanation of the corrective action or punishment shall be provided to the student.

The student shall be provided the opportunity to present his/her explanation. In the event that a short-term suspension is to exceed one calendar day, the parents of the student shall be notified of the reason for the student's suspension and the duration of the suspension verbally and/or by letter deposited in the United States mail as soon as reasonably possible. WAC 180-40-250

Due Process for Long-term Suspension and Expulsion:

Prior to the long-term suspension or expulsion of a student, written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and their parents.

The notice shall:

- Specify the alleged misconduct and the school district rule which has allegedly been violated.
- Set forth the corrective action or punishment proposed.
- Set forth the facts that a written request for a hearing must be received by the school district employee designated or by his/her office on or before the expiration of the third school business day after receipt of the notice of opportunity for a hearing. If such a request is not received within the prescribed period of time, then the right to a hearing is deemed to have been waived and the proposed long-term suspension or expulsion will be imposed by the school district without any further opportunity for the student or their parent to contest the matter.

A written request for a hearing shall be provided to the school district employee specified in the notice of opportunity for a hearing, or to their office. A request for a hearing shall be accepted in writing pursuant to WAC 180-40-280, WAC 180-40-300 and district policy.

A student or parent shall have three school business days after the date of the hearing involving suspension or expulsion to appeal the decision to the Board of Directors pursuant to WAC 180-30-310 and district policy.

If a timely appeal is requested in writing, the suspension shall not be imposed until the Board of Directors rules on the appeal. (For procedural guidelines, refer to WAC 180-40-315 and WAC L80-40-320

If an appeal is started, but not taken to the Board of Directors within the required three school business day period, the suspension or expulsion decided upon will be imposed the day following the receipt of the action or as of the next calendar day following expiration of the three school business day period.

EMERGENCY EXPULSION

Notwithstanding any other provision of this chapter, a student may be expelled immediately by a school district superintendent or a designee of the superintendent in emergency situations, provided that the superintendent or designee has a sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, school personnel, or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion shall continue until rescinded by the superintendent or his or her designee, or until modified or reversed pursuant to the hearing provisions set forth in WAC 180-40-315. An Emergency Expulsion is usually for 45 days, while a permanent expulsion can only take place with a recommendation from the school superintendent to the school board. WAC 180-40-290

EMERGENCY REMOVAL FROM A CLASS, SUBJECT, ACTIVITY, OR SCHOOL

Notwithstanding any other provisions of this chapter, students may be removed immediately from a class, subject, or activity by a certificated teacher or an administrator and sent to the building principal provided that the or administrator has good, sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, school personnel or the immediate educational process of the student's school. The removal from classes, subjects, or activities shall continue only until:

The danger or threat ceases.

The principal or designated school authority imposes discipline, short-term suspension, long-term suspension, or an emergency expulsion pursuant to this chapter.

The principal or school authority shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond the commencement of the next school day. Prior to, or at the time any such student is returned to the class, subject, or activity, the principal or school authority shall notify the teacher or administrator who removed the student of the action which has been taken or initiated.

EXPLUSION

Expulsion shall mean a denial of attendance of single subject or class or of any full schedule subjects or classes, a denial of attendance at any type of activity conducted by or on behalf of a district, and any combination of the foregoing, for an indefinite period of time. An expulsion may also include a denial of admission to or entry upon personal property that is owned, leased, rented, and controlled by the school district. WAC 180-40-205

PARENT

The term parent shall include every parent, legal guardian, or person in parental relation having control or charge of any student in attendance in the schools of this district.

REASONABLE FORCE

Reasonable Force is defined as the minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an unlawful manner or in a manner which could cause physical injury to an individual.

REMOVAL

Removal of a student from a specific classroom by a certificated employee is for that class period only or as directed by WAC or RCW ruling. WAC 180-40-290

SUSPENSION

Suspension shall mean a denial of attendance (other than for the balance of the immediate class, subject, or activity period for discipline purposes) of any single subject or class or of any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to or entry upon real or personal property that is owned, leased, rented, or controlled by the school district. WAC 180-40-205 No student shall be suspended unless other forms of corrective action or punishment reasonably calculated modify his/her conduct has failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.

1. Short-term suspension shall mean a suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days for grades kindergarten through fourth; fifteen (15) consecutive school days for grades five and above. WAC 180-40-205
2. Long-term suspension shall mean a suspension for a stated period of time, which exceeds ten (10) consecutive school days for grades kindergarten through fourth; fifteen (15) consecutive school days for grades five and above. WAC 180-40-205

APPENDIX C

Discipline Policy

OUT OF SCHOOL SUSPENSION AND EXPULSION

State laws and State Board of Education regulations permit local school officials to expel students who are unwilling to behave in an acceptable manner and fail to abide by district attendance policies. Due process must be provided.

1. Suspension Procedure:

a. A teacher may temporarily dismiss for disciplinary reasons any student from class.

b. The teacher shall, when feasible, accompany the student to the office of the principal or designee and shall, as soon as practical, file with the principal a verbal/written statement about the student's dismissal from class.

c. The principal or designee shall determine whether to reinstate the student in class, reassign him/her, or take other disciplinary action.

d. The principal or designee is authorized to suspend students from school for disciplinary reasons up to ten (10) school days, including the day upon which the suspension was initially imposed. (Short-term suspension)

e. Prior to such suspension, the principal or designee, shall inform the student either verbally or in writing about the infraction.

f. If the student denies the charges, the principal shall explain to him/her the evidence, which forms a basis of the charges and shall permit the student to present his/her side of the story.

g. When the principal considers that a suspension is proper, he/she shall send the student home with a suspension notice requesting a student-parent-principal conference within 24 hours, if possible.

h. Additionally, the parent will be mailed a copy of the suspension notice, which shall include the reasons for the suspension, its duration, the manner in which the student may be readmitted to school, and the procedure for review of the suspension.

i. The principal or designee may require the attendance of the student involved at said conference as a condition for considering reinstatement.

j. When a student has been notified that he/she is suspended from school, he/she shall remain away from school premises until the principal or designee reinstates him/her, except that a suspended student may return to the school premises when accompanied by his/her parents for a student-parent-principal conference.

k. If, in the conference, no decision is reached by the principal for reinstatement of the student or if any suspended student or his/her parents request a hearing before the superintendent, the principal or designee shall extend the suspension of the student and shall furnish the superintendent of schools with a full report on the suspension within a period of five (5) days from the request.

l. The superintendent of schools or designee shall have the authority to revoke, terminate or otherwise modify the suspension and will notify the principal and parents of his actions within five (5) days of receipt of the principal's report.

m. If the superintendent or designee agrees with the suspension or modifies the suspension imposed by the principal and if the student or his/her parents so request, a hearing shall be scheduled before the school board within five (5) days after the superintendent has notified the parent or student of his/her action. The board may revoke, terminate, alter or modify the suspension.

n. A suspended student will be readmitted to school after being suspended for up to ten (10) school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.

o. A suspension that does not amount to expulsion for the remainder of the semester but is more than ten (10) days is authorized. This long-term suspension, however, shall come only after the student had been afforded notice, opportunity for a hearing and same procedural rights as for expulsion.

p. Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely without notice, hearing, and the other rights provided herein having been first given if the school is undergoing violent upheaval or if orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and board to consider the case within the usual time. In all such cases, notices, hearings and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

Days missed as a result of suspension will not count as days missed in relation to our attendance policy; however, make-up of missed work during suspension will be allowed.

2. Expulsion Procedure:

a. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board.

The school board may expel a student for the remainder of the semester, for the remainder of the school year, or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members.

b. Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person.

c. The superintendent or designee shall give written notice, mailed within (5) calendar days from the alleged incident, which caused the expulsion recommendation, to the parent if the student is a minor or to the student if he/she is an adult. Such hearing will be conducted not earlier than five (5) calendar days or more than ten (10) calendar days following the date of the notice except that the superintendent, student and parents may agree in writing to a date not conforming to this limitation.

d. The notice also will state charges against the student in clear and concise terms, the names of witnesses who will appear against the student and a brief statement concerning the nature of their testimony.

e. In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board or, in his/her absence, another member selected by the board shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel or the student may represent himself/herself.

f. The superintendent or designee shall present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstances, which give rise to the expulsion recommendation at the hearing.

g. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues.

h. Normally, formal cross-examination will not be permitted.

i. During the course of the hearing if the board determines that the credibility of any of the witnesses is an issue, it will permit cross-examination by the student, the superintendent or their representatives of those witnesses whose credibility has become an issue.

j. Cross-examination should ordinarily be limited to the questions on which the credibility of the witness has become an issue.

k. The student may observe all evidence offered against him/her.

l. Members of the board may question any witness.

m. At the conclusion of the hearing, the board may discuss the matter and dispose of it by vote.

n. If the board does not expel the pupil with loss of credit, it may impose less severe disciplinary actions, such as long-term suspension, which may be with or without opportunity for make-up of schoolwork. The board shall briefly state its findings in writing within ten (10) days after the hearing.

o. The board shall make a record of the evidence taken at the proceedings by use of either a court reporter or a tape recorder.

p. If the student wishes, the record will be transcribed and a copy furnished to the student. Copies of all statements used as evidence will be included with the record.

q. The school administration has the responsibility to present the evidence to the board and the administration is entitled to open and conclude the hearings.

r. The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

3. Group Hearings for Suspension or Expulsion

When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all students, a single hearing may be conducted for them if the president of the board believes the following conditions exist:

1. Single hearing will not likely result in confusion, and
2. Student will not have his/her interest substantially prejudiced by group hearing (if, during the hearing the president finds that the group hearing will substantially prejudice a student's interest, a separate hearing may be ordered for that student).

APPENDIX D

Drug Policy

The Touchet School Board policy statement and the section of laws of Washington and Federal Law concerned with selling, using, distributing or possession of drugs and alcohol on school grounds, to provide background information concerning the laws, and to establish procedures for school personnel to deal with incidents involving illicit drugs and alcohol.

Board of Directors Policy Statement:

The Touchet School Board recognizes illicit drugs and alcohol as a serious societal problem. The highest priority will be given to establish collaborative efforts by groups comprised of students, parents, educators, and interested citizens to plan and implement educational, recreational, vocational, and remedial progress.

Effective counseling programs for students and programs of instruction on the nature of drugs and alcohol appropriate to grade and age levels, as well as cooperative programs with other local, state, and national agencies with respect to prevention, treatment, rehabilitation, and law enforcement. Procedures and regulations will be implemented to minimize opportunities for the use, sale, or distribution of drugs or alcohol on school property (includes possession of drugs or alcohol).

1. Parents and Community Involvement:

The primary objective of the school system will be to achieve total cooperation with the home and community in combating illicit drugs and alcohol. This is a responsibility shared by the school system, parents, and citizens. A sense of community can be fostered through increased understanding on the part of adults of the problems faced by youth in today's society. Collaborative efforts on the part of students, schools and citizens to enhance the opportunities for young people for the kinds of constructive activities (vocational, recreational, educational, and remedial) that will provide more satisfaction than drugs.

2. Educational and Counseling Programs:

Schools have the opportunity to work with young people against illicit drugs and alcohol through educational and counseling programs. They share with parents an obligation to help each student develop a positive self-concept, a respect for his/her physical being, and insight into the importance of health to full self-realization.

As students, educators, and parents work together toward this goal, it will measurably contribute toward creating a climate that is not conducive to drug use. Every effort will be made by educators to create an atmosphere in which young people develop a knowledge base, confidence, and trust that encourages them to seek help in overcoming problems involving illicit drug and alcohol use. The active involvement of students is essential to the school's efforts to deal with illicit drugs and alcohol.

The schools will provide within its curriculum, kindergarten through grade 12, opportunities for exposure on the nature of drugs and alcohol, the dangers and the legal implications involved in their abuse with specific provisions for relating these topics to relevant courses of study in physical and biological sciences, social studies, and health education. The educational program will be subject to modifications as additional data and more effective teaching techniques and subject content become available.

Programs will be provided for the school staff to make them aware of the scope of the drug and alcohol problems as related to our schools, community, and society. Also, to provide knowledge of scientific and medical findings about drug and alcohol use and abuse and the laws relating to illicit drug and alcohol use including legal penalties for violation of the law, and to familiarize them with available, reliable resources related to information and services. Those who teach units in drug and alcohol education will be specifically trained for that responsibility.

3. Cooperative Programs with Other Agencies:

Illicit drug and alcohol use is of direct concern to many agencies of government and other public and private institutions. The school system will cooperate with other agencies to encourage educational programs related to the use and abuse of illicit drugs and alcohol. Although there is no doubt that there are potentially debilitating effects on the individual who uses drugs and alcohol, the scientific community does not agree on the specific levels of risk. Elimination of the sources of illegal drugs, detection and treatment of drug abuse, and effective law enforcement require the cooperation of many agencies and branches of government. The school system will take the initiative to assure that it has the available scientific data and research results relating to the basic causes of the use of illicit drugs and alcohol in other schools and agencies. The school system will maintain liaison with rehabilitation, treatment, judicial, law enforcement, and legislative agencies to help assure that the total community capability is brought to bear on the elimination of the use of illicit drugs and alcohol.

4. Guidelines for Administration Procedures and Regulations:

The school system's primary business is education. The educational climate must permit discussion of controversial topics without threat of punitive action, unless there is positive evidence of violation of the law. At the same time, the schools are responsible for maintaining an environment that precludes the introduction of illegal activities by unscrupulous persons who would use a school for access to a large number of young, inquisitive, energetic people. The community rightfully expects the schools to exercise this responsibility with diligence.

The law regarding illicit drugs and alcohol is clear and penalties are provided for conviction of violators. Members of the school community are subject to these laws on school grounds as well as off, and school personnel have the same responsibility as every other citizen to uphold the law. All incidents concerning possession, use, or distribution of illegal drugs or alcohol on school grounds and at school functions will be reported to the principal. If the principal finds violations of the law, he/she will report this to the parents of the student and to appropriate law enforcement authorities. Students who distribute, possess, or use illegal drugs or alcohol on school property will be suspended or expelled, subject to the same review procedures as those used in any other disciplinary action.

Teachers and all other employees of the school system are expected to convey by their actions, deeds, and teachings that they do not in any way encourage or condone illicit drugs or alcohol use by students. Students are encouraged to consult with educators on drug abuse and alcohol problems.

5. If an educator comes into possession of suspected drugs or alcohol, the material will be handled in the following manner:
   The drug substance should be placed in an envelope or other container and sealed. Alcohol will be treated in a similar manner.
   The date, time, name of student or employee, and nature of how it was obtained should be indicated on the container.
   The suspected drugs or alcohol will be turned over to the principal who will contact the police.
   All incidents involving a suspected violation of the law dealing with drugs or alcohol shall be promptly reported to the principal or superintendent.
   If the principal or superintendent finds a violation of the law, it will be reported to the police.
6. Any proven illegal action relating to drugs or alcohol by any school system employee constitutes grounds for immediate dismissal:
   The superintendent will suspend the employee, and the Board will consider termination of the employee at a board meeting during the period of suspension.
   Proven illegal action relating to drugs or alcohol by any school system employee continues to be grounds for immediate dismissal.
7. Publications and other printed matter:
   Those materials which advocate the illegal use of drugs or alcohol are prohibited from distribution on school property. Persons found to be engaged in/or backing this activity while on school property will be reported to law enforcement authorities.

This policy and the programs for implementation will be reviewed periodically by the Board of Education of the Touchet School District. Referencing State Law and Federal Law (Public Law 101-226 (Federal Law) The Drug Free Schools and Communities Act Amendment of 1989 requires that schools accept and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Act 590 of 1971 of the State of Washington states, "A student/employee shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, as defined by this law, as amended, or beverage containing alcohol or intoxicant of any kind." Act 104 of 1983 of the Laws of Washington prohibits the using, offering, or selling of alcoholic beverages or illicit drugs by an employee or student on school property.

PROCEDURES

Students or employees of the school system are expected to convey by their actions and words that they do not encourage or condone illegal drug or alcohol use.

In the general classroom situation, teachers should not attempt to diagnose symptoms of drug use. If in the judgment of a teacher a student is incapable of functioning properly in class, that student should be sent to the principal.

All incidents concerning possession, use, or distribution of illegal drugs (including alcohol) on

school grounds will be reported to the principal. If the principal finds violations of the law, they are reported to the parents of the student and to the police.
Students who distribute, possess, or use illegal drugs (including alcohol) as indicated by Act 590 of 1971, Act 104 of 1983, and Federal Law 101-226 on school premises or at school activities shall be suspended or expelled, subject to the same review procedures as those used in any other disciplinary action.

STUDENT DISCIPLINE POLICY ON ILLICIT DRUGS AND ALCOHOL
Any student found to be using or having in his/her possession, or under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in Act 590 of 1971 of the State of Washington as amended, or beverage containing alcohol or intoxicant of any kind, shall be suspended from school. The parents of said offenders and the police authorities would be so notified. Any student found to be selling, distributing, and/or trafficking in any illicit drugs and/or similar substances at school and/or near the campus or on school sponsored trips will be recommended for expulsion from school for the semester in which the offense is committed. Offenders will receive a zero on all grades and school credits.
Said offenders will also enroll in and complete drug rehabilitation program within a time period in order to maintain his/her enrollment in the Touchet School District.
If the drug offense occurs within 39 days remaining in the school year, he/she will be suspended for the remainder of the school year and must attend the Drug Rehabilitation Program before returning to school the next year.
Rules concerning these offenses are applicable during the regular day of school and on all school sponsored trips/activities, both curricular and co-curricular in nature. The School Board enunciates this policy as a bare minimum for penalties relative to the use and/or sale of illicit drugs. Other circumstances and/or complications related to such incidents may warrant more severe and drastic action.

SUMMARY
In summary, the Touchet School Board shall adopt and implement a drug prevention program for its students and employees to satisfy the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and includes:
For Students:
Age appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use which provides information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for all students in all grades of the schools operated by the Touchet School District from kindergarten through grade 12. A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The Touchet School Board has adopted the board policies (previously listed) applicable to students that clearly prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol by students on school premises or as part of any of its activities. A clear statement by the Touchet School Board that disciplinary sanctions as previously listed in this policy (consistent with local, State, and Federal Law) up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct involving illicit drugs and alcohol. Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students will be provided by the counselor's office of the Touchet High School and/or Touchet Elementary School. Parents and students will be given a copy of the standards of conduct and the disciplinary sanctions involved relating to illicit drugs and alcohol. Parents and students will be notified that compliance with the standards of conduct on illicit drugs and alcohol is mandatory.

For Employees:
The Board shall require that the superintendent and principal inform all employees that board policy strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any school activity. Any employee who violates this board policy on illicit drugs and alcohol will be subject to disciplinary sanctions (consistent with local, State, and Federal Law) up to and including termination of employment and referral for prosecution. An employee may receive information on drug and alcohol counseling rehabilitation and re-entry programs from the counselor in Touchet School District. Each employee will be given a copy of the standards of conduct relative to illicit drugs and alcohol and the disciplinary sanctions as listed in this policy. Each employee will be notified that compliance with the standards of conduct on illicit drugs and alcohol is mandatory as indicated by Federal Law.

APPENDIX E

Electronic Media Acceptable Use Policies

The Touchet Board of Education recognizes the need to effectively use electronic media to further enhance the educational goals of the school district. However, protection and security of the various information networks and computer systems are necessary. The Board further expects all individuals to use the district's electronic media responsibly and in an effective, ethical, and lawful manner.

These policies are applicable to Touchet School District employees, students and patrons in matters under the jurisdiction of Touchet School District. To ensure that all electronic media (including computers located at an employee's workstation or any other site) meet these policies, computers and other electronic storage devices may be subject to inspection at any time. Touchet School District may monitor the electronic media at any time without advance notice for any purpose that Touchet School District deems appropriate, such as monitoring work flow, productivity, appropriate software, or computer maintenance.

I. General Policies

In order to maintain the integrity of Touchet School District's software license and the standardization of all software and computer equipment throughout the Touchet School District and its programs, the following guidelines have been established for the use of electronic equipment, systems, and "electronic media".

A. Touchet School District shall encourage the use of electronic media by its employees and students; however, all electronic media shall be used for authorized purposes only.

B. Electronic media includes, but is not limited, to, AV equipment, computers, networks, software, electronic mail, telephones, fax machines, online services, the Internet and the World Wide Web.

C. Electronic media also includes all data produced by, or stored on, the electronic media. The electronic media, including all messages composed, sent, or received using the electronic media, is and remains the property of the Touchet School District.

D. Electronic media shall not be used for discriminatory, harassing or obscene communications, or for any other purpose that is illegal or against Touchet School District policies or guidelines.
These guidelines will be administered fairly, consistently, and equally without regard to race, creed, color, age, sex, national origin, or handicap.

E. All electronic media developed by Touchet School District employees while working for Touchet School District becomes the property of Touchet School District and Touchet School District retains all rights to that electronic media.

F. Violations of some of the provisions set forth in this policy may constitute a criminal offense. Staff and district administrators will cooperate fully with law enforcement agencies in correcting any violations.

G. All users of district equipment must sign the Electronic Media Acceptable Use Policies stating they understand all policies regarding use of electronic media and agree to abide by them.

H. Any other party cannot hold the district liable for any losses, including lost of revenues, or for any claims or demands against the user. The district cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance incorrect advice, or any other damages arising from the use of the district's computer facilities.

I. The individual user and/or his/her parents, in the case of a student, will be held liable for any violations of Electronic Media Acceptable Use Policies.

II. Use of Computer Hardware

A. Computer hardware is like any other school property and shall be treated accordingly.
B. Only authorized individuals will install, service, and/or maintain district-owned computer hardware.
C. No hardware, including cables or peripherals, may be move without authorization from the Technology Coordinator and/or his/her designee.
D. It is the responsibility of all users to keep the computer clean and away from smoke, dust, magnets, food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.
E. It is the responsibility of the faculty member to whom the computer is assigned to turn off the computer and peripherals at the end of the day.
F. It is the responsibility of the faculty member to whom the computer is assigned to report malfunctions of the hardware to the Technology Coordinator.

III. Use of Computer Software

A. To facilitate the accountability of software licenses, all software used in Touchet School District's programs not developed by Touchet School District shall be owned by, and licensed to, Touchet School District or its programs.
   1. All software programs and licenses purchased by individual schools shall be maintained, accounted for, regulated and supervised for copyright compliance at that school.
   2. The supervising department shall maintain software licenses issued for whole laboratories installed by Touchet School District.
   3. Unauthorized copying or distribution of software purchased by Touchet School District is prohibited.
   4. The unlawful copying of any copyrighted software and/or its use on district hardware is prohibited.
   5. Use of software not purchased by Touchet School District (or donated in its entirety with proper license documentation) or its programs are prohibited.

B. All "program software" including "free" or "shareware" shall be approved and tested for viruses prior to installation.
C. Installation of all software should be coordinated through the Technology Coordinator. All freelance installation of software is prohibited.
D. Modification or erasure of software without authorization is prohibited.
E. The introduction of any viral agent is prohibited. All removable media should be checked for a virus each time it is put into the computer system.
F. Any individual who introduces a virus into the district system or violates the copyright laws shall be subject to appropriate district discipline policies and penalties.

The Technology Coordinator and/or his/her designee has the right to remove any software from district owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.

IV. Use of Remote Communications and the Computer Network

The District network and any access to the larger information networks exist for the primary purpose of transmitting and sharing information between academic and research organizations. It is the responsibility of each user on the network to recognize his/her accountability in having access to vast services, sites, systems and people, and to act according to acceptable behavior standards when using the network. What is acceptable use on our network may not be the same on an outside network. Hence, it is necessary that users observe the acceptable use policies of other networks:

- All computers from which remote electronic information resources can be accessed will be in supervised areas. School district staff shall monitor student computer use, providing assistance with taking corrective action when necessary.
- Designated district staff shall assist in providing: training for all users in the appropriate and safe use of remote electronic information resources, instructions to students and staff on the responsible use of on-line resources, and direction to on-line resources that relate to curriculum, teaching and learning, and related communications priority activities and applications.
- Network use must be consistent with the goals and standards of the district, school and specific curriculum.
- Employees may use networked computers for research and curriculum development where such does not interfere with normal operations.
- Employees may subscribe to education based list services if approved by the building administrator. The Technology Coordinator must be notified of all list service subscriptions.
- Users may not use chat rooms on district computers unless approved by the Technology Coordinator and/or his/her designee.

Users may use ONLY the account assigned to them. Users should NOT share their login and password with others. All users are responsible for the proper use of their accounts, including proper password protection and appropriate use of network resources.

V. Electronic Mail

In the interest of providing a complete computer education for our students and faculty members, e-mail privileges may be made available at the discretion of district administrators. However, those who are granted these privileges are responsible for using them properly.

A. The district's Outlook Live system is the only e-mail that may be used on the district's computers. Users are NOT allowed to use Hotmail, Yahoo Mail or any other Internet e-mail accounts at school.
B. E-mail privileges for students will begin upon completion of Network User Agreement.
C. Users should check their e-mail weekly and delete unwanted messages.
D. Since e-mail and Internet use occurs on Touchet School District equipment, the messages and files delivered through the computers are considered the property of Touchet School District, and may be examined at anytime.
E. Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your mail. Therefore, never include sensitive information such as your social security number, credit card information, unlisted phone number, etc. Never send anything that you would not want everyone in the world to know.

VI. Behavior Standards

A. The user is expected to behave in a legal, moral and ethical fashion that supports district education goals.
B. Use of electronic media should be limited to non-student contact time, unless it is being used for instruction.
C. Students may only use academic-based games with their instructor's permission.
D. Any deliberate act of vandalism, including pulling keys off keyboards, removing ball mechanism in the mouse, inserting foreign objects into disk drives, disconnecting or damaging computer cables, or any other damaging occurrence, which is determined to be deliberate and malicious, will result in disciplinary action. Those responsible for the vandalism will also be required to pay for the cost of repairs that may be needed to return the equipment to working order.
E. Users may not deliberately and maliciously change the proper functioning of hardware and/or software, including, but not limited to:
1. Deleting files without permission, changing, deleting, adding, or relocating icons.
2. Using malicious messages on screen savers.
3. Altering the system settings of any computer including network settings and printer settings.
4. Other settings in a manner as to alter the proper functioning of the computer.
5. Inserting unauthorized passwords into any computer system with the intent of denying access to other users, and introducing computer viruses.

F. The following abusive conduct is prohibited
1. Placing of unlawful information on the system, using abusive, obscene, threatening or objectionable language.
2. Sending messages that are likely to result in the loss of recipient's work or systems.
3. Sending chain letters (sending/forwarding e-mails to multiple recipients).
4. Broadcast messages (messages going to everyone on the server).
5. Using the system to intimidate or create an atmosphere of harassment.

G. Interference with or disruption of the network users, services, or equipment is prohibited. Disruptions could include, but are not limited to:
1. Distribution of unsolicited advertising, propagation of computer worms or viruses.
2. Unauthorized entry to any other machine accessible via the net work.
3. Attempting to degrade or degrading of the system's performance.
4. Transmission of any material in violation of any US or state laws or regulations is prohibited and may constitute a criminal offense.
5. Accessing another individual's electronic mail is prohibited except when written authorization is obtained or when an investigation requires the monitoring of systems by authorized technology staff.
6. Attempts to gain unauthorized access to remote systems are prohibited. The use of another individual's access codes/ passwords is prohibited. Copying of another individual's work or copyrighted material is prohibited.

VII. Student Use

A. In addition to other policies stated herein, students must also adhere to the following.
B. After reviewing the "Touchet School District Electronic Media Acceptable Use Policies" and signing a contract, students will receive their own login and password.
C. Student users of Internet activities are restricted to teacher assigned educational research and classroom assignments. The supervising teacher must approve all printing.
D. Students may not bring removable media from home or take school removable media home to use in their personal computers without permission from the supervising teacher.
E. Food and/or beverages are not allowed around the electronic media.
The student user is not authorized to transfer programs to or from electronic media.
F. Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
G. Students will not agree to meet with someone they have met on-line without their parent's approval. Parents should accompany students to any meeting.
H. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
I. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If told by a person to stop sending him/her messages, students must respect that request and stop sending messages or it will be considered bullying and harassment.
J. Students will not use the system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people (i.e., hate literature).
K. Students who mistakenly access inappropriate information should immediately tell their supervising teacher or another certified staff member. This will protect students against a claim that they intentionally violated this guideline.
L. Parents should instruct their children about additional material they think would be inappropriate for their children to access. The district fully expects that students follow their parent's instructions in this regard.

VIII. Proper Respect for Copyright

A. Users will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the student's original thoughts or words.

B. Users will respect the rights of copyright owners. Copyright infringement occurs when a person inappropriately reproduced a work that is protected by a copyright.

C. If a work contains language that specifies appropriate use of that work, users should follow the expressed requirements.

D. D. If unsure whether or not a work can be used, users should request permission from the copyright owner. Copyright law can be confusing, if users have questions or are uncertain about a particular situation, they should ask a certified staff member or media specialist.

IX. Disciplinary Action

Use of the district's electronic media is a privilege that will be revoked for violation of any of the policies established in the Electronic Media Acceptable Use Policies and/or other policies of the Touchet School District. Users are subject to all appropriate disciplinary measures found in the District policies should these guidelines be violated. Policy 2022P.

APPENDIX F

Gun Free Zone
Gun Free School Zone Acts
Title 18, Section 922, United States Code

1. It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone.
   (a) Shall not apply to the possession of a firearm:
   (i) On private property not part of school grounds;
   (ii) If the individual possessing the firearm is licensed to do so by the State in which the school zone is located or a political subdivision of the State, and the law of the State or political subdivision requires that, before an individual obtain such a license, the law enforcement authorities of the State or political subdivision verify that the individual is qualified under law to receive the license;
   (iii) Which is:
   (1) Not loaded; and
   (2) In a locked container
   (3) Locked firearms rack which is on a motor vehicle
   (4) By an individual for use in a program approved by a school in the school zone;
   (5) By an individual in accordance with a contract entered into between a school in the school zone and the individual or an employer of the individual
   (6) By a law enforcement officer acting in his or her official capacity; or
   (7) That is unloaded and is possessed by an individual while traversing school premises for the purpose of gaining access to public or private lands open to hunting, if the entry on school premises is authorized by school authorities.

2. It shall be unlawful for any person, knowingly or with reckless disregard for the safety of an other, to discharge or attempt to discharge a firearm at a place that the person knows is a school zone.
   (a) Shall not apply to the discharge of a firearm:
   (i) On private property not part of school grounds;
   (ii) As part of a program approved by a school in the school zone, by an individual who is participating in the program;
   (iii) By an individual in accordance with a contract entered into between a school in a school zone and the individual or employer of the individual; or
   (iv) By a law enforcement officer acting in his or her official capacity.
3. Nothing in this subsection shall be construed as preempting or preventing a State or local government from enacting a statute establishing gun-free school zones as provided in this subsection.

Definitions

As used in this chapter:

(a) The term "firearm" means (i) any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; any firearm muffler or firearm silencer; or (ii) any destructive device. Such terms include any antique firearm.

(b) The term "school zone" means:

- In or on the grounds of a public, parochial or private school; or Within a distance of 1,000 feet from the grounds of a public, parochial or private school.
- The term "school" means a school, which provides elementary or secondary education as determined under State law.

Penalties

Whoever knowingly violates section 922 shall be fined not more than $5,000, imprisoned not more than five years, or both. APPROVED BY THE TOUCHET SCHOOL BOARD.

APPENDIX G

Weapons Act of 1995

"AN ACT TO REQUIRE THAT STUDENTS WHO BRING FIREARMS OR OTHER WEAPONS UPON A SCHOOL CAMPUS SHALL BE EXPELLED."

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF WASHINGTON:

SECTION 1: Washington Administrative Code 6-18-502 is hereby amended to read as follows:

A. The Department of Education shall establish guidelines for the development of school district student discipline policies.

B. Such guidelines shall include, but not be limited to, the following requirements:

1. Parents, students, and school district personnel, including teachers, shall be involved in the development of school district student discipline policies;
2. Student discipline policies shall include, but not be limited to, the following offenses:
   a. Willfully and intentionally assaulting or threatening to assault or abuse any teacher, principal, superintendent, or other employee of a school system;
   b. Possession by students of any firearm or other weapon prohibited upon the school campus by law or by policies adopted by the school board;

c. Using, offering for sale, or selling beer, alcoholic beverages, or other illicit drugs by students on school property;

d. Possession by a student of any paging device, beeper, or similar electronic communication device on the school campus; however, the policy may provide an exemption

for possession of such a device by a student who is required to use such a device for health or other compelling reason; and

e. Willfully or intentionally damaging, destroying, or stealing of school property by students.

The school discipline policies shall:

1.Prescribe minimum and maximum penalties, including students' suspension or dismissal from school for violations of each of the aforementioned offenses and for violations of other practices prohibited by school discipline policies.

2.Prescribe expulsion from school for a period of not less than one (1) year for possession of any firearm or other weapon prohibited upon the school campus by law, provided, however, that the superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.

3.Establish procedures for notice to students and parents of charges, hearings, and other due process proceedings to be applicable in the enforcement and administration of such policies by the school administrator and by the school board.

4. Student discipline policies shall provide that parents and students will be advised of the rules and regulations by which the school is governed and will be made aware of the behavior that will call for disciplinary action and the types of corrective actions that may be imposed.

5. Each school district shall develop a procedure for written notification to all parents and students of the district's student discipline policies and documentation of the policies by all parents and students.

6. Teachers and administrators shall be provided with training as needed in classroom management and in other skills relevant to student discipline.

7. In developing the state guidelines for school district discipline policies, the Department of Education shall involve parents, students, teachers, and administrators.

SECTION 2: Washington Administrative Code Annotated 6-18-503(a) is hereby amended to read as follows:

A. Each school district in this state shall develop written student discipline policies in compliance with the guidelines established by the Department of Education and shall file such policies with the Department of Education.

1. Guidelines shall include minimum standards of quality, experimentation with innovative programs, and a system to judge the effectiveness of the program.

2. The discipline policy shall include provisions for:

a. Placement of a student with disciplinary, socially dysfunctional, or behavioral problems associated with a handicapping condition in an alternative learning environment provided by the district;

b. Expulsion from school for a period of not less than one year for possession of any firearm or other weapon prohibited upon the school campus by law; provided, however, that the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis.

B. Behavioral problems shall include those at risk of not satisfactorily completing a high school education.

SECTION 3: Washington Administrative Code is hereby amended by adding a new subsection to read as follows:

A. The superintendent of any school district shall suspend any student from school for a period of not less than one year for possession of any firearm or other weapon prohibited upon the school campus by law; provided, however, that the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis."

SECTION 4: Washington Administrative Code is hereby amended to read as follows for concealing guns or drugs on school property.

A. For the purpose of this section:

1. School official means any public school employee receiving compensation for services from any public school system in the state of Washington;

2. School-owned property means any property located among premises owned in whole or in part by the state or any city, district, or county within the state, including but not limited to any desk, locker, file, or other tangible property assigned to, for use, or on loan to any student, or other person using the property for his own use;

3. School premises means any locale upon which is situated any school building.

4. Supervisor means any person who is employed as administrator or supervisor of any public school.

B. It shall be unlawful for any student, or any other person using school-owned property to conceal any gun, drug, or any other contraband in any desk, locker, or other school-owned property in this state.

C. Any school official employed in a supervisory capacity of students or other persons on school premises shall, upon receipt of information that drugs or other contraband are concealed in school-owned property, have the authority to investigate and search any school-owned property for any drugs, guns, or other contraband which may be concealed in the school-owned property, without the necessity of obtaining a search warrant from local authorities. In the event contraband is discovered, it shall be seized and held by the supervisor of the school premises until appropriate action, as described in subsection (d) of this section, is taken.

D. Whenever a school official discovers any illegal drugs, or other contraband in any school-owned property assigned to the use of an identifiable student or any other identifiable person, appropriate action for discipline, expulsion, discharge, or prosecution shall be within the discretion of the supervisor of the premises. In the event that prosecution by local authorities is pursued, the supervisor shall release the contraband to the local prosecuting authorities to be used as evidence in court. Any evidence obtained by use of the procedure as defined in this section shall be legally admissible in any court in this state.

E. Whenever a school official discovers any gun or other firearm in any school-owned property assigned to the use of an identifiable student, that student shall be expelled for a period of not less than one year; provided, however, that the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis. In the event that prosecution by local authorities is pursued, the gun or other firearm shall be released to the local prosecution authorities to be used as evidence in court and shall be legally admissible in any court in this state.

Washington Office of Superintendent of
PUBLIC INSTRUCTION

The following language is mandated by the Office of the Superintendent of Public Instruction (OSPI) in Washington State and must be included in each handbook without modification by local school districts. Touchet School District and its Board of Directors do not have local control over this section of the handbook. If you have concerns about the content or the requirement to include it in the student handbook, please contact OSPI:
Superintendent Chris Reykdal Email: superintendent@k12.wa.us Phone: (360) 742-7825

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (link to form) but reports about HIB can be made in writing or verbally. Your report can made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer Nancy Taylor, Ntaylor@touchetsd.org 509.394.2352 that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt

and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:
If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:
A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's touchetsd.org or the district's *HIB Policy 3207 and Procedure 3207P*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3207 and Procedure3207P], visit touchetsd.org.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3207 and Procedure 3207P, visit touchetsd.org].

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:
Civil Rights Coordinator: Robert Elizondo, Superintendent
Relizondo@touchetsd.org
509-394-2352
90 Champion St.
Touchet, WA. 99360

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Nancy Taylor, Business Manager
Ntaylor@touchetsd.org
509-394-2352
90 Champion St.
Touchet, WA. 99360

Concerns about disability discrimination:
Section 504 Coordinator: Ronni Tobin Principal
Rtobin@touchetsd.org
509-394-2352
90 Champion St.
Touchet, WA. 99360

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: Robert Elizondo, Superintendent
Relizondo@touchetsd.org
509-394-2352
90 Champion St.
Touchet, WA. 99360

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to
Vidal Pedroza, Board Chair
vpedroza@touchetsd.org
District #300
Term expires 2025
and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)
All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)
The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)
The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: https://www2.ed.gov/about/offices/list/ocr/index.html
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit touchetsd.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:
Robert Elizondo
Superintendent
509-394-2352

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 62.