



WASHOUGAL  
SCHOOL  
DISTRICT



# WHS Staff Handbook

2011-12

## **Our Mission**

*Our mission is to engage and challenge each student intellectually and to provide the knowledge and skills needed to become productive members of our global community.*

## **Our Vision**

*The WHS community will work together in an environment founded on respect, effective communication and accountability to develop holistically healthy and responsible, life-long learners who are equipped to achieve their post-high school goals and be productive members of our global community.*

## **Belief Statements**

1. *We believe a safe, supportive and well-managed environment is necessary for learning.*
2. *We believe our students need structure, accountability and consistent expectations and will thrive where system-wide support exists.*
3. *We believe our students are our future and should be life-long learners and productive members of society.*
4. *We believe instruction must be relevant and personalized to meet the instructional needs of each student.*
5. *We believe the collaboration of students, family, and staff is critical to students achieving high standards.*
6. *We believe students learn best when they are active participants in their learning.*
7. *We believe students and staff must interact with mutual respect.*

## **Our Motto**

*“The Race For Excellence Has No Finish Line”*

## ACCIDENTS

All accidents and injuries shall be reported to the main office immediately so needed information may be collected and accident reports filled out. When a student is referred to the health room, make sure you or another student escorts the individual, when necessary. If you bring a student to the office, see that another teacher covers your class.

## ACTIVITIES

Activities are an important part of the total educational picture. In order to make the activities successful, they should be well planned and organized in plenty of time to foresee any problems. Club presidents and advisors should keep in mind the following points when planning an activity:

1. **Schedule** your activity with the Gordon Washburn, Assistant Principal – Activities **well in advance** of date desired. If not scheduled in advance, the activity may be canceled.
2. All purchases by student organizations are to be made by a **purchase order**. All purchase orders are to be signed by the principal or assistant principal and advisor. **Do not buy and then fill out a purchase order or your personal check will cover the item.**
3. Clear all proposed fundraising activities with ASB and Gordon Washburn.
4. Rooms or areas to be used must be reserved through Gordon Washburn if related to school functions and Community Education if not school related. Facility Use Forms are required for Community Education.
5. Certain activities, such as dances, club parties, etc., will require the completion of a checklist form. Activity checklist forms may be obtained from the office. Chaperone lists (10 chaperones or more) **must** be turned into administration **24 hours before** a dance is held, or the dance will be canceled.
6. All school district rules and policies are in effect during all school-sponsored activities. **Please remind your students**

## ASSEMBLY INSTRUCTIONS

Assemblies are a regularly scheduled part of what we do at WHS and as such are designed to be informational as well as entertaining experiences. They also provide one of the few opportunities in school for students to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. It is the individual staff member's responsibility to instruct students that all talking, whispering, whistling, and other distractive behavior is discourteous. Panther Time teachers are to escort their individual classes to the main gym. All PT teachers should be seated with their classes and help with the supervision of all students. Teachers should take attendance prior to the assembly.

We will make an effort not to interfere with classes any more than necessary and in most cases they will be during Panther Time. **Assemblies are mandatory for all students and staff.**

## **ATTENDANCE PROCEDURES**

**Teachers will post attendance on the computer each period.** All absences must be recorded in the teacher's grade book (can use the computer generated report). **Accurate attendance records are mandatory and are the responsibility of each teacher.** If you cannot log onto the computer, due to a computer malfunction, give the Attendance Secretary a copy of your attendance **ASAP, (that period).**

## **BOOKS**

Textbooks: Books are loaned to the students for the duration of the semester or until the teacher checks them back in. Books are to be checked out by the number, and the student is to return the identical book. Books that are lost, marked in, torn, or damaged in any way will be charged against the student. Teachers are to notify the registrar and ASB office of students not returning books.

## **BULLETIN NOTICES**

All bulletin notices must be approved and **in the office by 3:00 p.m. the day before they are to appear** in the daily bulletin. All notices coming in after this time may be held for another day. Bulletin notices submitted by clubs or school organizations must have the advisor's signature and an administrator's signature. Bulletin forms are available in the office.

## **BUS SUPERVISION**

Staff members have been assigned to assist in the monitoring on the busses in the afternoon (taking six to ten minutes). We dismiss at 2:25 and the buses will be waiting on the west side of the school. You need to report to the bus loading area **IMMEDIATELY** after the sixth period class bell. At times you might be asked to monitor the commons area on days where students are taking cover from the weather.

**REMEMBER if you cannot make your duty time, you are responsible for finding a colleague to cover for you.**

You will be given a copy of the schedule. **Thank you in advance for your help!**

## **CAREER CENTER**

The Career Center is designed to coordinate student employment, career and post-high school planning. Career Center staff members conduct yearly grade level assessments of abilities, interests, values, and skills as they relate to the students' career pathway. Students may also pick up scholarship information in the Career Center.

## **CELL PHONE USAGE**

Staff are expected to limit the use of cell phones and personal calls throughout the day. **Cell phones should not be used in the classroom.**

## **CHANGE OF STUDENT SCHEDULES**

Students are **not** permitted to change from one class to another without a change of class slip. It is the intent to minimize the number of class changes. **Do not admit a student to class without a form from the Counseling Center, a note from Administration, or the student's name being added to your**

**computer class roster.** Do not assume that a student has dropped your class until you see their named removed from the roster and you have notification from the Counseling Center. Check your class roster on the computer daily.

## **CLASS, CLUB, OR ACTIVITY ADVISOR RESPONSIBILITIES**

Teachers may volunteer as advisors to organizations or groups. A stipend is paid in accordance with the association's negotiated agreement with the district. To help you understand the responsibility involved, the following represent guidelines that will help you function in this role:

1. Advisors of any student organization are directly responsible for all activities of that organization. No meetings shall be held without the advisor present.
2. Advisors will accept building responsibilities for all events held during and after school hours.
3. All money taken in through student organizations **shall be deposited promptly (daily) with the ASB. No money should be left in a classroom or taken home.**
4. Advisors are to see that an accurate account of the financial status and minutes of all meetings of the organization are kept up-to-date.
5. Advisors not able to cover their activity shall find a replacement or cancel the activity. No activity can proceed without an advisor present.
6. Advisors must attend scheduled advisor meetings.
7. Advisors must communicate to students that all school district policies are in effect during all school/club-sponsored activities, on or off campus.
8. Advisors will follow the fundraising process of the district and will not fundraise prior to ASB/District approval.

<b>International Club</b>	<b>Sheila Good</b>	<b>Interact Club</b>	<b>Ryan Isaacson</b>
<b>German Club</b>	<b>Susan Lewallen</b>	<b>French Club</b>	<b>Craig Grable</b>
<b>Spanish Club</b>	<b>Rachelle Aiton</b>	<b>Honor Society</b>	<b>Jay Bennett</b>
<b>Robotics Club</b>	<b>Aaron Hansen</b>	<b>FBLA</b>	<b>Lisa Leonard</b>
<b>FCCLA</b>	<b>Barbara Samjodeny</b>	<b>Art Club</b>	<b>Robert Yee</b>
<b>Equestrian Team</b>	<b>Debbie Buchanan</b>	<b>Drama Club</b>	<b>Kelly Gregersen</b>
<b>Choir Club</b>	<b>Jennifer Mahorney</b>	<b>Band Club</b>	<b>Kelly Ritter</b>
<b>Reader's Club</b>	<b>Kim Dillon</b>	<b>Yearbook</b>	<b>Rachelle Fouts-Carrico</b>
<b>Knowledge Bowl</b>	<b>?</b>	<b>Debate Club</b>	<b>?</b>
<b>Recycling Club</b>	<b>?</b>	<b>Panther Tales</b>	<b>?</b>
<b>"W" Club</b>	<b>?</b>	<b>Chess Club</b>	<b>?</b>
<b>Leos Club</b>	<b>?</b>	<b>Japanese Club</b>	<b>?</b>
<b>Dance Club</b>	<b>?</b>		
<b>9<sup>th</sup></b>	<b>?</b>	<b>10<sup>th</sup></b>	<b>?</b>
<b>11<sup>th</sup></b>	<b>Kim Dillon</b>	<b>12<sup>th</sup></b>	<b>Tami Grant</b>

## **CLASSROOM MAINTENANCE & CLEANLINESS**

At the end of the day, it is the responsibility of the teacher to see that the classroom is reasonably clean. It is suggested that teachers utilize students the last few minutes of the day to see that:

- Paper, pencils, etc., are picked up off the floor;
- Countertops are orderly;
- Desks are left in a systematic order;
- Desks or tabletops are cleaned off; and chairs placed on desks when able;
- Windows are closed and locked, and the classroom door is locked by the teacher before departing the room;
- Do not allow food and open drinks in your classroom. If you do, you are responsible for this clean up, including cans, bottles, spills, etc.

## **CLASSROOM OBSERVATIONS**

The administrators will conduct classroom observation for the purpose of evaluating programs and teaching performance and monitoring student learning. Observations will be conducted on a continuous basis throughout the school year. All staff members will receive a written evaluation on or before the last week of school. Teacher post-conferences will be held with individual teachers to discuss their teaching performance. Formal and informal observations may be conducted throughout the year. Conferences will be held with the teacher to discuss teaching objectives, method of instruction, and to establish how the observer might assist the teacher in determining the effectiveness of instruction, organization and management, and classroom control. Teachers are encouraged to set up peer observations for the purpose of sharing ideas and improving the teaching/learning process.

## **CLOSED CAMPUS**

We will continue to operate under a closed campus rule. Junior and Senior students will be permitted to leave campus during lunch as long as they are in good academic standing as well as to attend Clark College with parent permission. Sophomore and freshman students will not be allowed to leave campus during the school day. **Teachers cannot give students permission to leave campus.**

## **COLLECTING AND REFUNDING MONEY**

**Teachers are not to collect money from students at any time.** You risk your license to teach each time you do. Money will be collected and receipted in the ASB office, **not in the classroom.** Students leaving school may receive a refund from fees when they check out of school. This will be done in the high school business office.

## **COMMUNICATION WITH PARENTS**

**We are professionals and communication is one of our most important tools.** Parents must be informed when their student's behavior is questionable or performance is below expectations. Action of this type will alleviate the possibility of the parents stating, "Why wasn't I told earlier?" If at all possible, make a parent contact before involving administration.

Your role is to promote a passion for learning and to communicate this effort to parents. We encourage you to make five to ten (5-10) positive phone calls or e-mails or notes to parents each semester and to document those contacts. Everyone likes hearing (including you) how they are doing especially if it is positive. The more you communicate the stronger the relationship with the parent becomes and they see you as having knowledge and concern for their child.

Below are the 9 Wednesday afternoons devoted to Parent Communication:

**1<sup>st</sup> Semester: September 21, October 12, November 9, December 7, January 18**

**2<sup>nd</sup> Semester: February 15, March 14, April 11, May 16**

## **COPY MACHINE**

Copy machines are available in the mailroom/workroom. Staff members are encouraged to plan ahead for machine use. Students should not be sent to the office to make copies or request copies.

*Student may not use the copy machine.*

## **CUSTODIAN / MAINTENANCE REQUEST**

Please make your custodian/maintenance requests electronically. Requests will be taken care of on a priority basis, as quickly as possible. Once the request is submitted, Gordon Washburn will approve/deny the request and forward it on to maintenance.

## **CUMULATIVE RECORDS**

A cumulative record file is maintained for each student. It includes a record of testing results from primary grades to the present, basic information on home and family, notes on behavior, etc. A separate file containing confidential psychological reports pertaining to all students tested by special services is maintained in the resource room and available to teachers, students, and/or parent/guardians.

**Confidentiality is a critical factor.**

## **DAILY SCHEDULES**

### **Normal Schedule**

1st Period	7:55 - 8:45
2nd Period	8:50 - 9:40
3rd Period	9:45 - 10:35
PANTHER TIME	10:40 - 11:10
LUNCH	11:10 - 11:40
4th Period	11:45 - 12:35
5th Period	12:40 - 1:30
6th Period	1:35 - 2:25

### **3-hour Early Dismissal Schedule-All Periods**

1st Period	7:55 - 8:25
2nd Period	8:30 – 8:55
3rd Period	9:00 – 9:25
4th Period	9:30 – 9:55

5th Period	10:00 – 10:25
6th Period	10:30 -10:55
Lunch	11:00 -11:20

**3-hour Early Dismissal Schedule**

1st / 4th Period	7:55 - 8:55
2nd / 5th Period	9:00 - 9:55
3rd / 6th Period	10:00 - 10:55
LUNCH	10:55 - 11:25

**3-hour Early Dismissal for FINALS Schedule (3 days)**

1st / 3rd / 5th Period	7:55 - 9:20
BREAK	9:20 - 9:30
2nd / 4th / 6th Period	9:30 - 10:55
LUNCH	10:55 - 11:25

**2-hour Late Start Schedule**

1st Period	9:55 - 10:30
2nd Period	10:35 - 11:10
LUNCH	11:10 - 11:40
3rd Period	11:45 - 12:20
4th Period	12:25 - 1:00
5th Period	1:05 - 1:40
6th Period	1:45 - 2:25

## HSPE Testing Schedule

Schedule A (Alternates with B)	TIME SCHEDULE	Schedule B (Alternates with A)
1st Period	7:55 - 8:45	4th Period
2nd Period	8:50 - 9:40	5th Period
3rd Period	9:45 - 10:35	6th Period
<b>LUNCH</b>	<b>10:35 - 11:05</b>	<b>LUNCH</b>
4th Period	11:10 - 12:10	1st Period
5th Period	12:15 - 1:20	2nd Period
6th Period	1:25 - 2:25	3rd Period

### DAY --- Teaching/Student

The teacher day starts one-half hour before and ends one-half hour after the student day (7:25 a.m. – 2:55 p.m.) Teachers will be allowed to leave at 2:25 p.m. on Fridays and on days leading up to a holiday to help offset the times that teachers stay beyond 2:55 p.m. It is an expectation that teachers be available during these times before school and after school to work with students, schedule parent meetings, and attend staff and department meetings. The expectation is that you approach your job professionally, complete your responsibilities, and be available to students and parents. Please **notify Ann Jendro in the main office and an administrator** if there is a need to change your schedule for a personal reason. If you have reasons to alter your day routinely, schedule the change with the principal.

### DISCIPLINE

To be able to maintain good discipline is a necessary part of good teaching. There must be an atmosphere in our school, based on standards of conduct, which will be conducive to the efficient learning of habits and attitudes by our students. Utilize the student handbook as a baseline. We urge you to maintain discipline by a positive means as much as possible. Keep your students on task and generate enthusiasm and interest in your classroom. Talk with students individually and as a group and let them know why certain things are required. Always try to reach the students on a positive level.

Teachers are expected to **be fair, courteous, and consistent** in their treatment of students at all times. It is important to be **firm** and to maintain a good standard of conduct. Behavior problems will be fewer if control is consistent and continuous.

### STUDENT BEHAVIOR MANAGEMENT PROCESS

#### Classroom Managed Behaviors or Minors

Calling out  
Electronic devices  
Horseplay  
Leaving class w/out permission

Defiance/disrespect/insubordination  
Food and/or drink  
Inappropriate language/comments  
Non-preparedness/Non-suited

Property misuse  
Touching  
Dishonesty (minor)

Throwing objects  
Refusing to work  
Sleeping

### **Office Managed Behaviors or Majors**

Aggressive behavior  
Bullying/Harassment  
Significant vandalism  
Gang related activity  
Truancy/skipping class  
Alcohol  
Major Dishonesty  
Chronic Minor Infractions  
Leaving campus w/out permission

Fighting  
Instigating conflict/major disruption  
Smoking  
Theft  
Drugs  
Tardiness/lateness  
Dress Code  
Weapons

### **Washougal High School Classroom Consequences**

Below are suggestions for classroom consequences. Teachers should choose an appropriate consequence for the behavior. Documentation of the incident and the consequence is required in the event administrative action becomes necessary. It is best if the documentation occurs in the student's electronic file. Any notes written by the teacher can be viewed by administration.

#### **First Offense-Use Classroom Consequence & Complete Minor Incident Form**

Proximity Control  
Nonverbal cue to correct behavior  
Warning (Verbal or Written)/Behavior Correction

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#### **Second Offense-Classroom Consequence & Complete Minor Incident Form**

Last to leave room  
Seat Change  
Parent Contact  
Time out in Buddy Room  
Minor Incident Slip  
Write Apology

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#### **Third Offense-Classroom Consequence & Complete Minor Incident Form**

Parent Contact  
Write essay about incident  
Time out in Buddy Room  
Detention w/teacher

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#### **Fourth Offense-Classroom Consequence & Complete Minor Incident Form**

Parent Contact & Referral

## STUDENT RESPONSIBILITIES

<b>Attendance:</b>	Attend class regularly.
<b>Respect:</b>	Treat others with respect and dignity. Treat others the way you want to be treated.
<b>Responsibility:</b>	Obeys all reasonable requests from school staff and follow district, school and classroom rules and policies.
<b>Punctuality:</b>	Report to class on time.
<b>Preparedness:</b>	Bring the appropriate learning materials to class (examples: paper, pencil, books, notebooks, etc).
<b>Participation:</b>	Participate in the learning activities as directed by the teacher (example: ask questions, respond to questions, read and think about content, challenge and engage yourself in all activities).

**Be sure that your classroom expectations reflect the student responsibilities listed above.**

## OFFICE REFERRALS

Any student being sent to the office for counseling or discipline reasons **must** have an appropriate pass. Contact the office if a student has been sent. **Work should be sent when appropriate.** This year we will be using electronic referrals.

Prior to sending a student to the office as disciplinary action, the teacher will utilize the following steps:

1. Set behavior expectations.
2. Reinforce good behavior and teach the appropriate behavior you expect.
3. Ask the student to cooperate or refrain from demonstrating inappropriate actions.
4. Follow the above mentioned student behavior management process.

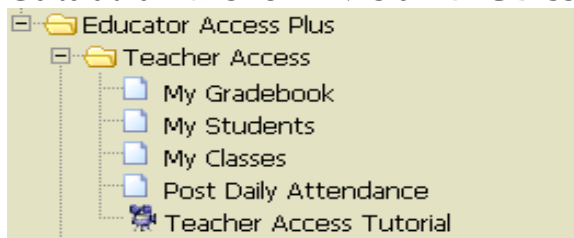
**NOTE: Flagrant or violent behavior should be referred to the office immediately.**

**WAC 180-44-020**, “Teachers shall maintain good order and discipline in their classrooms at all times, and neglect of the requirement shall constitute sufficient cause for dismissal.” This states our responsibilities clearly.

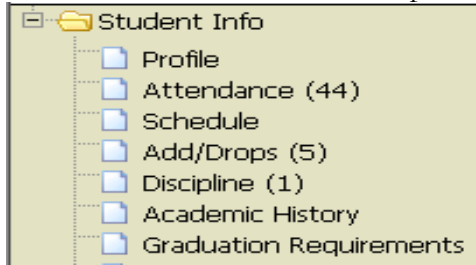
## TEACHERS ADDING DISCIPLINE REFERRALS IN EA+

A teacher can enter a referral on one of their students in EA+.

Go to either MY STUDENTS or MY CLASSES



Select the student, click on Discipline.



At this point you can view past offenses for that student. It is setup to only view current year discipline records.

Click ADD. Below is the screen you enter the referral information on.

A screenshot of a web form for entering referral information. The form has several dropdown menus and text input fields. The 'School' field is set to 'WASHOUGAL HIGH SCHOOL'. The 'Officer' field is set to 'Hansen, David'. The 'Offense' field is set to 'BUL - Bullying'. The 'Location' field is set to 'CAFETERIA'. The 'Date of Offense' is set to 'May 13, 2011' (Fri, May 13 2011). The 'Time of Offense' is set to '10:14 AM'. There is a checkbox for 'Parent Notified' which is currently unchecked. The 'Comment' field contains the text 'Student was bullying another student.'. At the bottom right of the form, it says 'Entered: 05/13/11 at 10:14 AM'. On the right side of the form, there are buttons for 'Save', 'Back', and 'Check Spelling'.

## DRESS CODE (STAFF)

It should be understood that all of us as educators will conduct ourselves appropriately at all times. Not only our actions, but our appearance should be professional. Your cooperation and awareness of this responsibility will be appreciated. As staff we are role models for the students on a daily basis. Professional attire is one way to model to meet this responsibility. **On Fridays** please model the spirit of the school (jeans OK) and show our **PANTHER PRIDE by wearing black and orange.**

## DISTRICT POLICY HANDBOOK

Teachers should familiarize themselves with district policies that specifically apply to students and personnel. This information is available on the school district's website.

## **EXPENSE CLAIM**

Purchase orders are required in advance of any expenditures or orders. Signed receipts, along with copies of cancelled checks or account statements must verify all claims. Expense claim forms are available in the office. See district policy No. 4133. See Ann Jendro in the main office for assistance with this process.

## **FACULTY MEETINGS**

The expectation is for all staff to attend faculty meetings. It is the intent of the administration to schedule general faculty meetings for the primary purpose of communication, developing the program and activities of the building, and staff development. Such meetings will be held at **2:45 p.m.** **Please refer to the building calendar for the meeting schedule.**

## **FIELD TRIPS**

Field trips shall be considered as an extension of the student's classroom experience. All trips shall be planned with **specific instructional goals in mind.** Teachers requesting field trips must submit a written communication plan establishing the lead-in and follow-through activities justifying the trip request. **All trip requests must be submitted two weeks in advance to Gordon Washburn, including costs and funding sources, etc.** The bus barn will not process paperwork unless there is an account code included.

Teachers must distribute (to staff) a list of students participating, **five (5) school days in advance.** Teachers must also have on file a parent permission form for any student traveling on a field trip. The permission form must give an overview of the trip, mode of transportation, lodging location (if applicable), and anticipated time of return. It is an expectation that students and/or parents be informed that all school and district policies are in effect during a field trip and/or all school-sponsored events. Teachers will be required to take medical field trip information on **each trip.** This information then is returned to the office upon return. **There will be no field trips the first three weeks of school and last three weeks of school.**

## **FINAL TESTS**

It is an expectation that staff administer meaningful final semester tests/evaluations on scheduled dates. This needs to be communicated to students. Copies of your final(s) must be submitted to your supervisor at the beginning of each semester.

**First Semester Finals: January 25, 26, and 27, 2012**

**Second Semester Finals: June 12, 13, and 14, 2012**

## **FIRE AND EMERGENCY DRILLS**

By law we are required to hold practice fire drills, earthquake drills and lock-downs. In the case of fire drills, take your grade book (or period class list) with you and take attendance outside. Teachers are asked to accompany their classes out of the building. We will always leave in an orderly manner using the exit door nearest your room. Make sure windows and doors are closed and lights turned off. It is mandatory that students and staff move away from all entrances after exiting buildings so that the fire department can safely access doorways unimpeded. **The all-clear signal will be broadcasted over the regular bell system.** We will also be conducting lock-down drills during the school year.

Further information will be provided at staff meetings on other drills.

## FLAG SALUTE

The flag salute shall be conducted each day over the PA at the start of Panther Time. Students not reciting the flag salute shall maintain a respectful silence and are not required to stand.

## GRADE BOOK

Put all student grades on the Wes-Pac grade book. Please include the following information in your grade book(s):

1. Teacher's name
2. Date for current school year
3. Summary of grades at the end of each semester
4. The period of day, class title, and grade level
5. Student's name (Pay particular attention to late enrollments.)
6. Accurate record of student's attendance
7. Explanation of grading system
8. **In order to maintain confidentiality, do not let students enter grades into your Wes-Pac grade book.**

Grading Criteria:	100 - 93%	A	4.0	Superior
	92 - 90%	A-	3.7	
	89 - 87%	B+	3.3	
	86 - 83%	B	3.0	Above Average
	82 - 80%	B-	2.7	
	79 - 77%	C+	2.3	Average
	76 - 73%	C	2.0	
	72 - 70%	C-	1.7	
	69 - 67%	D+	1.3	
	66 - 60%	D	1.0	Below Average
59 - 0%	F	0.0	No Credit	

## GUIDANCE AND COUNSELING

The counselors are located in the counseling center off of the Commons. The personal and social development of an individual precludes adequate functioning in interpersonal relations and the world of work. The student services provided by the counseling department assist in fulfilling student needs in this area. Typically, the services fall within three categories: self and interpersonal relations, career development, and academic planning. The counselors also serve as resource persons for staff and parents. The duties of the counselors are:

1. Self and Interpersonal Relations
  - Individual counseling (drug/alcohol abuse, family conflicts, divorce, child abuse)
  - Group Counseling (communication skills, study skills, etc.)
2. Career Development (Also in Career Center)
  - Career Exploration and Planning
  - Exploration of Post Secondary Schooling (programs, expenses, financial aid)
3. Academic Planning
  - Academic Problems

- Scheduling, Planning, and Registration
- Administration and Interpretation of Standardized Tests
- Coordination of Computerized Student Records

## **HALL PASSES**

One Hall Pass will be provided to each teacher. It should be used by all students when not in the classroom. Students should not be in the hallway(s) without a pass. Faculty should continually monitor the use of passes from their classes and students in the hall. Use only the Hall Pass provided unless the student will not be returning to the classroom or will be gone for the majority of the period.

## **HEALTH ROOM**

Students being sent to the health room should be given a pass and instructed to report directly to the main office. Another student or the teacher must always accompany a student who leaves the room due to an apparent serious illness or injury. Internal medication (including aspirin) is not to be administered at school unless parents send the medication with a doctor's note requesting that the student be permitted to use it. Mrs. Jendro, Mrs. Misty Young, or Mrs. Ritter can dispense medication to students with appropriate documentation, following district procedures (for prescription and non-prescription medication).

## **HOMEWORK/SCHOOLWORK**

Students are expected to complete all of their homework/schoolwork. Make sure the homework/schoolwork is meaningful and has a purpose. If students do not complete homework/schoolwork we need to investigate why. Homework, when assigned, must be well explained by the teacher to ensure the students are clear on the purpose of the assignment and the skills involved in completing the work. Homework is an extension of the teaching day learning targets. The key is to assess that the student has learned the concepts that were taught and/or practice past concepts. Do not expect students to tackle new material that you have not taught in a homework assignment. Teachers should exercise good judgment in assigning homework: i.e., length of time required, vacations, weekends, etc.

How do we respond with late or no homework?

The work should be done and is not a choice - students should do homework/schoolwork even if it means taking away privileges (choice time), detention, or an office referral.

As a teacher you have the right to penalize a student's grade for a late assignment. However, before doing that, please take into consideration their homework record and/or the needs of the child. Be understanding. Be flexible.

Late policy: High School currently doesn't have a late policy. Obviously, at some point, some sort of grade must be entered into the grade book; however, several attempts to collect the work should be made. Parent contact about missing assignment(s) must occur. This is an area that must be addressed.

## **INSTRUCTIONAL PLANS**

Teachers will maintain updated instructional and daily lesson plans. These need to be available to Administration upon request. Instructional plans will assist in developing curriculum, lend direction and act as a tool for assessment of individual teaching goals. Plans will also provide a means for comparative analysis of departmental and grade level teaching.

## **KEYS**

Each teacher will be provided a classroom key and outside entrance FAB. You are responsible for these items and the security of the building after hours. **Loaning keys to students is strongly discouraged!** Teachers will return keys at the end of the school year unless other arrangements have been made.

## **LEAVES**

Teachers are responsible for notification to their administrative supervisor of a leave or request for leave. The secretaries have no authority to grant such leaves, such as illness and/or injury, maternity, emergency, bereavement, personal (with and without pay). Check WAE negotiated agreement for procedures, forms, etc. No leaves will be granted during potential snow make up days. No leaves will be granted during the first week of school or the last two weeks of school unless it is an emergency with the family.

## **LIBRARY SERVICES**

The library serves as a resource center. This is where you check out audio-visual materials and equipment. The media specialist will check out all materials you need; teachers are not to help themselves. Please check with the media specialist before materials are removed for use.

Classes may use the library for research work; however, teachers are to supervise their group while using the library. Make prior arrangements to reserve the library for class use. Students are not to be sent to the library without making prior arrangements, or sending a library slip (pass) with the student.

## **STAFF LOUNGE**

The Staff Lounge has been provided for your convenience. Please do your part in cleaning it up and putting things away, etc. Do not remain in the lounge when you are expected to be available to students, to provide supervision, to be in attendance at assemblies, etc.

## **MAIL BOXES**

Teacher boxes are located in the mail room. District mail is delivered once per day and arrives at approximately 9:30 a.m. U.S. Mail is delivered mid afternoon. Staff boxes should be cleared once a day. Please **do not send students** to collect your mail.

## **MAKE-UP WORK**

Students missing work, due to an absence, should be given time to complete their assignments. A student shall be given a minimum of the number of days absent, plus one, to make up the work.

## **PARKING**

Staff parking spaces are located in the North and South parking lots (marked in both areas). Please do not park in the visitor row or the handicap spaces. Staff members who need handicap parking should contact Mike Taylor, Security, so that he can label a space for you.

## **PANTHER TIME**

All students will be assigned to a classroom during Panther Time. Panther Time is dedicated for students to complete schoolwork and receive additional support from teachers. All students must report to their Panther Time classroom for the first 5 minutes each day. Students with C's or better in all classes will have an extra 25 minutes after 3<sup>rd</sup> period for meeting time, personal study time, enrichment time or lunch. Students who are not earning C's or better in all classes will utilize this time for completing assignments, taking tests/quizzes and receiving additional support from teachers.

There will be designated days where all students or grade levels will remain with their Panther Time teachers to complete graduation requirements, which includes the development and completion of the state required High School and Beyond Plan and preparation for Student-led Conferences. Also, during this time we will have opportunities to have class and club meetings and assemblies.

### **Panther Time Grade & Attendance Checks**

1 <sup>st</sup> Check	9/23/11
2 <sup>nd</sup> Check	10/21/11
3 <sup>rd</sup> Check	11/18/11
4 <sup>th</sup> Check	12/16/11
5 <sup>th</sup> Check	1/20/12
6 <sup>th</sup> Check	2/10/12
7 <sup>th</sup> Check	3/23/12
8 <sup>th</sup> Check	5/4/12
9 <sup>th</sup> Check	6/1/12

\*Students may qualify for Choice Time between grade checks. It is up to the student to provide the proof.

### **PROGRESS REPORTS - REPORT CARDS**

All students will receive a progress report midway through each semester and any other time deemed necessary. Students will receive a grade and at least one comment on each progress report. For those students not performing to their capabilities, the parent must be contacted by telephone by the teacher. Contact an Administrator if you have difficulty reaching a parent.

<b>November 4</b>	<b>9 Weeks</b>	<b>Grading Open November 3</b>	<b>Closed November 8</b>
<b>January 27</b>	<b>1<sup>st</sup> Semester</b>	<b>Grading Open January 27</b>	<b>Closed February 1</b>
<b>March 30</b>	<b>9 Weeks</b>	<b>Grading Open March 30</b>	<b>Closed April 9</b>
<b>June 14</b>	<b>2<sup>nd</sup> Semester</b>	<b>Grading Open June 14</b>	<b>Closed June 19</b>

### **PRESS/MEDIA**

News items to be released to the media are to be cleared through the Administration. Reporters and photographers need to be cleared through the office before interviewing or taking pictures. This policy is especially necessary during high profile crisis situations in which the media can become very aggressive.

Distribution of political information to teachers through the use of school mailboxes is prohibited. (However, distribution of chocolate to the office staff especially the principal is acceptable and always appreciated.)

### **PURCHASE ORDERS**

All purchase orders have a minimum 24-hour turn around time for processing. Purchase order request forms are found in the office. P.O.s *may* not be issued the day needed when not requested in a timely manner.

### **SONITROL SECURITY SYSTEM**

The building is electronically monitored at night and over the weekend. On non-school days, you must use your ID badge or FOB to enter the building. Upon leaving the building be sure doors are locked and secure.

Your security code and card are for *your* use only. It records your name and the length of time you were in the building. It will give you access to appropriate sections of the school. If you give your card and code out to others and problems arise, your name is coded in and you are the responsible party.

## **SPECIAL SERVICES**

The identification of students needing Special Services help is essentially the responsibility of all of us. If you believe a student needs help, please complete the appropriate forms (located in the Counseling Center) and refer the student to Special Services. Give these forms to Pam Ausman. An IEPC staffing will be scheduled in which the referring teacher may be requested to attend.

## **STUDENT HANDBOOK**

Teachers are expected to be familiar with the information contained in the student handbooks. Every student should receive a student handbook during Panther Time and must return a Handbook Acknowledgement Form to their Panther Time Teacher.

## **STUDENT RIGHTS**

A copy of the district's student rights and responsibilities is available in the main office. Teachers or students may obtain a copy, upon request.

## **STUDENT WITHDRAWAL**

A student who has indicated his or her intention of withdrawing from school should be directed to the Counseling Center. The students should clear through the office, with their teachers, Panther Time advocate, and with the library. Records will be mailed to their new school upon receipt of the school's request. Please do not send grades or records with the student or parents.

## **SUBSTITUTES**

If it is necessary for you to be absent from work, please log on to **AESOP**.

1. Please use the following website [www.aesoponline.com](http://www.aesoponline.com) up to 6:00 a.m. on the day of an absence.
2. Call Sandy Ladd by 6:30 a.m. if not able to put information onto sub online. The dedicated phone number for this is 954-3080.
3. Please make sure you update *all* of your personal information in sub-online: Position, Work Hours, Subject areas, etc.
4. If you know you are going to be gone to a conference, workshop, etc., please input your information into sub-online as soon as possible to increase the probability of coverage.

Teachers are responsible to see that lesson plans are available. Plans are to include:

1. An outline of what is to be studied
2. List of books and materials
3. Page numbers to be covered
4. Up-to-date seating chart
5. Special instructions
6. Grade book
7. Attendance procedures
8. Panther Time list of students remaining in Panther Time
9. Bell schedule and Lunch schedule
10. Supervisory (hall) duty and/or bus duty schedule

Plans left in the teacher's absence will be for one day (unless otherwise indicated). If for some reason you cannot return the following day, call the school prior to 2:30 p.m. of the day you are absent.

**Teachers must turn an emergency sub folder in to Ann Jendro within five (5) days of the start of the semester. You need to update these *each* semester.**

## **SUPERVISION**

All teachers are expected to be in the doorway of their classroom at the tardy bell and until the end of the period. Teachers are also expected to stand at the doorway of their classrooms during passing time to help monitor the hallways. Other duties are scheduled and notification is in this staff handbook, mail room, and staff lounge and reminder notices will come from the office. If you cannot do your supervision, it is your responsibility to arrange for a colleague to cover for you and to notify the Administration of this change.

## **TARDIES**

Students arriving late to class must present a note from a staff member if they have been held late and don't want to be considered tardy. Being late to class is disruptive. Once the "beginning of class" bell rings, teachers shut their doors. Students who are tardy report to the office to receive a pass back to class. Prior to returning to class students will complete a tardy reflection form, be assigned detention, and the tardy will be noted in the system by the attendance staff.

Teachers will not mark "Tardy" or "Late"--that will be done by the office staff.

Each tardy = 20 minute lunch detention

Tardies 1, 2 and 3 periods result in a lunch detention that day

Tardies 4, 5 and 6 periods result in a lunch detention that next day

Students will get their lunch and report to the room #139

Students who do not serve their detention will be assigned after-school detention and/or In-School Detention

Reminder: No student should be in the hall during class time without a pass. It is the responsibility of all staff to reinforce this rule! This includes walking them back to their assigned classrooms or to the office.

## **TECHNOLOGY**

Washougal School District has provided a combination of local and wide area networks, linking computers in all district facilities together and providing access to public networks. The District has the right to specify who uses district-owned hardware and software and the information contained therein, under what circumstances and for what purposes. Employees, volunteers and students in the district have no ownership rights to any hardware and software loaned to them by the district. If personal software is to be loaded on district hardware, administrative approval must be granted and documented and the license must be on file in the office.

The district network manager in the regular course of maintenance or at the direction of the Superintendent or designee may monitor use by random inspection of users' directories for contents that

are in violation. The network manager will conduct an individual search if there is reasonable suspicion that a user has violated district policies, district regulations, or the law.

## **THREATS**

**RCW 28A.320.128:** Individual or building directed threat of violence or harm that create fear of physical harm to a specific individual(s) or intent to damage to school property must be communicated immediately and with details to the administration.

## **TRANSFER STUDENTS**

A transferring student's class schedule will indicate a transfer grade is forthcoming. This grade shall be incorporated with a grade the student earns at WHS to formulate a final grade.

A student without a transfer grade may earn partial credit. Partial credit grades should be indicated by the appropriate comment. Procedures for making up needed work shall be clearly communicated to the student (i.e., contact home, list of needed make-up work, and contract signed).

## **TRAVEL**

If you are requesting attendance at a conference, seminar, visitation, etc., please complete the appropriate leave or travel request form (located in office) and submit at least five days prior to travel date. Travel requests are used if you will have out of pocket expenses, such as mileage, meals, room, etc. If the travel is out of the state and the Portland/Vancouver area, the request needs to go to the school board. The request must be made at least two weeks in advance.

## **VALUABLES**

Do not leave your purse or other valuables unsecured in your desk or classroom. Lock your rooms when you are not in there for class or planning.

## **VISITORS**

**All visitors**, regardless of age, must stop in the main office prior to visiting any student or staff member on our campus. Student visitors are not allowed during the school day because of disruption to the classroom except in special cases that are cleared at least 24 hours in advance by an administrator. Teachers are not to permit visitors to class unless the individual has a visitor's pass issued through the office. **Adult visitors also need passes and should be approved by administration at least one day in advance of the visit.** If you have arranged for guests or speakers, notify administration and have speakers secure visitor passes in the office. Parents and patrons wishing to visit must have administrative approval; and, unless prior arrangements have been made, teachers will be notified at least one day prior to the visit.

## **VOICEMAIL AND E-MAIL**

Staff members should check their voicemail and e-mail daily in order to retrieve messages. All Communication should be responded to within 24 hours. **E-mail should only be used for school related business.** E-mail communication should not be allowed to interfere with instruction. Designate specific times during the day to check and respond to your e-mails. **Be aware of sending reply-all responses when that would not be advisable or appropriate.**

## Policy 6590 - Sexual Harassment

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

The district will take prompt action on formal or informal allegations of sexual harassment. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services.

Engaging in sexual harassment will result in appropriate discipline or other sanctions against offending students, staff or contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate. Victims of harassment will be informed of appropriate remedies.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving reports of sexual harassment. The procedures will include time lines and staff responsibilities. Any staff member who receives a report of sexual harassment is responsible for ensuring that district personnel are informed.

The superintendent shall develop procedures to disseminate age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. This policy will be in any publication setting forth rules, regulations procedures and standards for a school or the district.

The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

### **Cross References:**

Executive Limitation 4 Staff Treatment

Board Policy 3210 Nondiscrimination

Board Policy 5010	Nondiscrimination
Board Policy 5281	Disciplinary Action and Discharge
Board Policy 3421	Child Abuse and Neglect
Board Policy 3207	Student Harassment, Intimidation and Bullying
Board Policy 3240	Student Conduct

**Legal References:**

RCW 28A.640.020	Regulations, guidelines to eliminate discrimination
WAC 392-190-056-058	Sexual Harassment

The Washougal School District complies with all federal and state rules and regulations and does not discriminate on the basis of race; color; national origin; sex; age; disability; sexual orientation, including gender identity; disability or Viet Nam and more recent military action veteran status. This holds true for all district employment and educational programs. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/ RCW 28A.640 compliance officer and/or Section 504/ADA coordinator.

**Adoption Date: March 23, 1993**  
**Revised with Board Approval: November 28, 1995**  
**Revised with Board Approval: June 26, 2007**

## **Sexual Harassment**

### **Administrative Procedure 6590-P**

Informal Complaint Process:

**Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff shall always inform complainants of their right to file a formal complaint and the process to be used. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment.**

**Informal remedies include:**

- **an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;**
- **a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;**
- **or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant.**

**Informal complaints may become formal complaints at the request of the complainant, parent or guardian, or because the district believes the complaint needs to be more thoroughly investigated.**

Formal Complaint Process:

Anyone may initiate a formal complaint, even if the informal complaint process has been used. School officials may begin an investigation based on form or informal complaints. Confidentiality of information is not guaranteed in cases where the District is required to make all information available to the accused. A District official may conclude that an incident must be investigated even in cases where an individual does not wish to file a formal written complaint.

The District guarantees that all anti-retaliation provisions of this policy will be implemented for the protection of complainants and witnesses. Student complainants and witnesses may have a parent, guardian or another adult advocate with them during any investigation.

The following process shall be followed:

A. Formal complaints must be filed in writing and submitted to the District's Human Resources office. The complainant may complete and sign the District's Harassment/Bullying Incident Report Form, or by writing the information on paper and signing it, or by verbally relating the incident to another person who writes the information for the complainant's signature.

The information required in writing includes:

1. Name of complainant
2. Mailing address or for students, his/her school name and teacher name
3. Phone number where the complainant can be reached
4. Name of individual(s) that the complainant is reporting
5. Details about the incident: What happened, where it happened, when it happened
6. Other people who have information about the incident
7. What the complainant has done about it so far
8. What the complainant would like to have happen now
9. Signature of the complainant

B. A District official reviews the complaint and initiates an investigation. All formal complaints will be investigated.

C. When the investigation is completed, the investigator shall compile a written report summarizing the incident and the results of the investigation.

D. A District official shall review the results of the investigation with the complainant, and if the matter has not been resolved, the District will take further action on the report.

E. The Superintendent or designee shall respond in writing to the complainant and the accused within 30 days stating:

1. That the District intends to take corrective action; or
2. That the investigation is incomplete and will be continuing; or
3. That the District does not have adequate evidence to conclude that bullying, harassment, sexual harassment or intimidation occurred.

F. Necessary corrective measures will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

G. If a student remains aggrieved by the superintendent's response, the student may pursue the complaint as one of discrimination pursuant to Policy 3210, Nondiscrimination or a complaint pursuant to Policy 4220, Complaints Concerning Staff or Programs.

**All district staff will be informed of this policy. Staff will be provided information on recognizing and preventing harassment, intimidation or bullying. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation or bullying. Classified employees and regular volunteers shall receive orientation relevant to their rights and responsibilities. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.**

## **Appeal Procedure**

### **Level One**

**If a complainant remains aggrieved as a result of the action or inaction of the superintendent they may appeal to the board of the district by filing a written notice of appeal with the secretary of the board by the 10th calendar day following:**

- A. The date upon which the complainant received the superintendent's response, or
- B. The expiration of the 30-calendar day response period based on the receipt of the complaint by the school district, whichever occurs first.

The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board shall render a written decision by the 10th calendar day following the termination of the hearing and shall provide a copy to the complainant.

## Level Two

If a complainant remains aggrieved as a result of the decision of the board in resolving a complaint, the complainant may appeal to the superintendent of public instruction by filing a written notice of appeal with the superintendent of public instruction by the 10th calendar day following the date upon which the complainant received written notice of the board's decision. The superintendent of public instruction shall schedule a hearing to commence by the 40th calendar day following the filing of the written notice of appeal. The notice of appeal must state the areas of disagreement and the relief requested.

Appeals to the superintendent of public instruction shall be conducted in compliance with the state Administrative Procedures Act. The complainant shall present his or her case and the school district shall defend the decision rendered by the board.

## Policy Dissemination

Orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- A. Demands for sexual favors in exchange for preferential treatment or something of value;
- B. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- A. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- B. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- C. Using derogatory sexual terms for a person;
- D. Standing too close, inappropriately touching, cornering or stalking a person; or
- E. Displaying offensive or inappropriate sexual illustrations on school property.

Annually the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent shall prepare a report to the board including, if necessary, any recommended policy changes. The superintendent shall consider adopting changes to this procedure if recommended by the committee.

## **Policy 3245 – Student Use of Electronic Communication Tools**

Students in possession of telecommunications devices, including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school-related activities shall observe the following conditions:

A. Telecommunication devices shall be turned on and operated only before and after the regular school day and during the student’s lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.

B. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others.

C. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district.

D. When a school official has reasonable suspicion, based on objective and clear facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which shall only be returned to the student’s parent or legal guardian.

E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and clear facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.

F. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events.

G. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

H. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

**Adopted: March 22, 2011**

### **Student Use of Electronic Communication Tools**

#### **Administrative Procedure 3245-P**

If parents and guardians need to contact their student during the day, they are asked to please call

the main office of the school and the message will be sent to the student. Parents and guardians are asked to refrain from calling and texting their sons and daughters on their cell phones during the school day as students should only be accessing these devices during their passing periods and lunch as well as before and after school.

Any student found using a cell phone, or any electronic device, for any reason, during an exam of any kind, without the knowledge and permission of the teacher; will automatically be considered to be cheating and consequences will be assigned according to the discipline policy.

### **Definitions:**

*Sexting* means sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer or other electronic means during school hours or school activities on or off campus; while on school district property, during any recess, lunch or leave periods on or off school district property; or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate or efficient operation of the school; or the educational process or experience.

*Disrupting the Learning Environment:* means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act or statement initiated, occurring, transmitted or received by a student at school that a reasonable person under the circumstance should know will have the effect of:

A. Insulting, mocking or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or

B. Creating an intimidating, threatening, hostile or abusive educational environment for a student or group of students through substantially severe, persistent or pervasive behavior.

*Third parties* include, but are not limited to coaches, school volunteers, parents or guardians, school visitors, service contractors or others engaged in district business or activities that are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

### **Reporting Violations:**

Any student, employee, parent or guardian or third party who has knowledge of conduct in violation of this policy or any student who feels he/she has been a victim of sexting, menacing, retaliation or reprisal in violation of this policy shall immediately report the concerns to:

The building principal or his/her designee;

A teacher who will be responsible for notifying the building principal or designee immediately if the matter cannot be adequately addressed by the teacher, or warrants administrative intervention;

A counselor, who is responsible for notifying the building principal or designee immediately if the matter cannot be addressed by the counselor or is sufficiently serious to warrant administrative intervention; or

The superintendent of schools or designee.

**Investigating:**

The principal or designee shall be responsible for timely investigating a complaint made under this policy. The investigation, witness statements and evidence shall be documented along with the outcome of the investigation.

In the course of the investigation, administrative staff will not send, receive or unnecessarily view or transmit sexting photographs or any other inappropriate images on either the district's or their personal electronic devices. The examination or viewing of the evidence/information will be limited to the extent necessary to determine that misconduct occurred.

**Parent or Guardian Notification:**

Parents or guardians of all students identified in the report shall be notified of the investigation and informed of their students' involvement in the incident.

**Discipline:**

Students whose behavior violates this policy will be subject to discipline up to and including expulsion. Law enforcement will also be notified when conduct may violate criminal laws. In addition to discipline, the district will assist students and/or parents or guardians to resolve concerns and issues prior to the use of the formal criminal complaint process. These interventions may include consultation, counseling, education, mediation and/or other opportunities for problem-solving.

In imposing discipline the administrator will take into consideration the context of the events, all relevant circumstances, and the parties' prior behavior, the nature of the behavior and its potential harm and the emotional and/or physical harm resulting from the reported party's actions. Exceptional misconduct penalties may be imposed, if in the opinion of the administration it is warranted.

**Sexting Offenses****First offense:**

Parents or guardians will be notified;

The district will file an information report with the police by phone or in writing;

The student's phone or electronic device will be confiscated, searched and returned only to a parent or guardian;

The student will receive a short-term, out-of-school suspension or an in-school suspension; and

The district may impose appropriate interventions.

**Second offense:**

Parents or guardians will be notified;

Police will be notified;

The student's phone or electronic device will be confiscated, searched and returned only to a parent or guardian;

The student will receive a long-term suspension; and

The student will be ineligible to participate in extracurricular activities.

**Third offense:**

Parents or guardians will be notified;

Police will be notified;

The student's phone or electronic device will be confiscated, searched and returned only to a parent or guardian;

The student will be expelled; and the student will be ineligible to participate in extracurricular activities.

**Policy 3122 - Excused and Unexcused Absences**

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. The superintendent shall enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures shall be disseminated broadly and made available to parents and students annually.

**Excused Absences**

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

A. Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused.

B. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress.

C. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.

D. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

E. An excused absence shall be verified by either a phone call or note from the parent, adult or emancipated student, or school authority responsible for the absence.

F. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

**Excessive Absenteeism**

- A. Excused absences in excess of eight (8) days between the first day of school and the last school day in January and/or the first day of school in February and the last day of school may be deemed to be excessive and may have an adverse effect on the student's educational progress.
- B. Excused absences in excess of six (6) consecutive days may be deemed to be excessive and may have an adverse effect on the student's educational progress.
- C. Excessive absences will necessitate a parent and student conference with school staff to determine what corrective actions should be taken to reduce the student's absences. If the parent does not attend the required conference, any of the following actions may be taken:
- The parent may be notified that excessive absences have had an adverse impact on the student's academic progress.
  - The student may be subject to disciplinary action, in which case the parent will be notified.
  - The principal or attendance officer may petition the juvenile truancy court regarding an alleged violation of compulsory school attendance law by the parent.

### **Unexcused Absences**

As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

An unexcused absence will be recorded when the student fails to attend the majority of hours in a school day or the majority of periods in an average school day. For secondary schools, student absence for four single periods in a school year are considered the equivalent of missing the "majority of periods in an average school day" and will be recorded as a day of unexcused absence.

- A. Any absence not verified as an excusable absence by the school attendance clerk, either by telephone call or by written note from the parent, adult or emancipated student, or school authority responsible for the absence will be unexcused.
- B. The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year.
- C. A conference with the parent or guardian shall be held after two (2) unexcused absences within any month during the current school year.
- D. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified that the student has unexcused absences.
- E. A conference shall be scheduled to determine what corrective measures should be taken to reduce the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences. The attendance officer may petition the juvenile court to assume jurisdiction of the alleged violation by the parent.
- F. At the request of a parent, the principal or attendance officer may petition the juvenile truancy court regarding an alleged violation of compulsory school attendance by the student.

## **Truancy Court Referral**

A. No later than the student's fifth unexcused absence in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

B. If such action is not successful, the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

## **Disciplinary Action Reporting**

A. All suspensions and/or expulsions shall be reported in writing to the superintendent within 24 hours after imposition.

**Legal References:** RCW 13.34.300 Failure to cause juvenile to attend school as evidence under neglect petition  
RCW 28A.225 Compulsory School Attendance  
WAC 180-16-215(4) Minimum 180 school day year — Five day flexibility — Students graduating from high school  
WAC 392-400-235 Discipline — Conditions and limitations  
WAC 392-400-260 Long-term suspension — Conditions and Limitations

**Adopted: September 1980**

**Revised: November 8, 1988**

**Revised: January 11, 1994**

**Revised: February 14, 1995**

**Revised: July 22, 2008**

**Revised: November 23, 2010**

**Administrative Procedure 3122-P**

## **School Attendance Accountability**

Regular student attendance at school is necessary for master of the educational program. Under the supervision of the principal, each school has a staff person assigned to tracking and recording student attendance as required by law. The staff person assigned to attendance will manage procedures necessary for students who have unexcused absences.

### **Procedures for Managing Unexcused Absences**

1. Parents/guardians will be notified after the first unexcused absence in which the student fails to attend the majority of hours or periods in a school day. Parents/guardians will be notified if a middle or high school student misses one period in a day on three or more days.
2. After the second unexcused absence in a month, the parent/guardian will be contacted for a conference with school staff. During the conference, it shall be determined what corrective measures will be taken to reduce the student's absences from school and that plan will be entered into a signed Attendance Agreement. If the parent does not attend the conference, the parent will be notified of the steps the District will take to reduce the student's absences in the form of a binding Attendance Agreement.
3. After a fifth unexcused absence in a month or the tenth unexcused absence in the school year, a letter warning non-compliance with the Attendance Agreement will be mailed to the parent/guardian. It will explain that the Washougal School District will file a "Truancy Petition" if further unexcused absences occur.
4. No later than the student's fifth unexcused absence in a month or tenth unexcused absence in a year, the Truancy Petition will be filed with the Clark County Juvenile Court.
5. The District will send the parent by certified mail a "Notice and Summons for Truancy Hearing" which requires the parent and the student to attend a scheduled court hearing regarding the student's absences. The packet will include, proof of service/affidavit, truancy petition and documentation, four copies of the intervention order, student update form including attendance since the filing, age, grade and personal information relevant to attendance. At the hearing, an intervention may be issued by the court.
6. School staff will monitor and intervene as mandated by the court if additional unexcused absences are documented.

### **Procedures for Managing Excessive Excused Absences**

1. The parent/guardian will be contacted for a conference with school staff under the following conditions of excessive excused absences:
  - a) Absences in excess of eight days between the first day of school and the last day of school in January and/or the first day of school and the last day of school in June.
  - b) Excused absences in excess of six consecutive days.
2. During the conference, the parent/guardian and school staff will determine what corrective actions shall be taken to reduce the student's absences.
3. If the parent does not attend, they may be notified in writing that excessive absences have had an adverse effect on the student's academic progress. Additionally, the student may

be subject to disciplinary action, in which case the parent will be notified. Finally, the principal or attendance officer may file a “Truancy Petition” with the Clark County Juvenile Court for an alleged violation of the Compulsory School Attendance law by the parent.

### **Policy 2022 – Instructional Technology and Electronic Resources**

The Washougal School District Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Washougal School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district’s goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district’s technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work and to take ownership of their lives.

The Board directs the Superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

**Legal Reference:** 18 USC §§ 2510-2522 Electronic Communication Privacy Act

**Adopted: October 22, 1996**

**Revised: July 26, 2001**

**Revised: October 12, 2010**

**Instructional Technology and Electronic Resources**

## **Administrative Procedure 2022-P**

### **K-20 Network Acceptable Use Guidelines/Internet Safety Requirements**

These procedures are written to support the Electronic Resources Policy of the Board of Directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

#### **Network**

The district network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

#### **Acceptable network use by district students and staff includes:**

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;
- Connection of staff personal laptops to the district network after checking with Supervisor of Technology to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all guidelines in this document.

#### **Unacceptable network use by district students and staff includes but is not limited to:**

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from the (insert title of position);
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- Unauthorized access to other district computers, networks and information systems;

- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the district network. Any such equipment will be confiscated and destroyed.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

## **Internet Safety**

Personal Information and Inappropriate Content:

- Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

## **Filtering and Monitoring**

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment or have occasion to

observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and

- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

## **Copyright**

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

## **Network Security and Privacy**

### **Network Security**

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password. The following procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your user account password, keep it in a secure location;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen, or log off, if leaving the computer.

### **Student Data is Confidential**

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

### **No Expectation of Privacy**

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;

- Internet access; and
  - Any and all information transmitted or received in connection with network and e-mail use.
- No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

### **Archive and Backup**

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers nightly – Monday through Friday. Refer to the district retention policy for specific records retention requirements.

### **Disciplinary Action**

All users of the district's electronic resources are required to comply with the district's policy and procedures [and agree to abide by the provisions set forth in the district's user agreement]. Violation of any of the conditions of use explained in the district's user agreement, Electronic Resources Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

## **Policy 3207 - Prohibition of Harassment, Intimidation and Bullying**

Washougal District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property.
  - Has the effect of substantially interfering with a student's education.
  - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
  - Has the effect of substantially disrupting the orderly operation of the school.
- Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.
- “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.
- “Intentional acts” refers to the individual's choice to engage in the act rather than the ultimate

impact of the action(s).

### **Behaviors/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

### **Training**

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

### **Prevention**

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

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

### **Retaliation/False Allegations**

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

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

### **Compliance Officer**

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

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

**Adopted: August 5, 2003**

**Revised: June 26, 2007**

**Revised: February 8, 2011**

## **Prohibition of Harassment, Intimidation and Bullying Administrative Procedure 3207-P**

### **A. Introduction**

Washougal School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics. Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its recurrence.

School staff who talk with a student regarding his/her involvement in or reporting of harassment, intimidation or bullying must call that student's parent or guardian to provide information regarding their student's involvement in or reporting of an incident or situation.

### **B. Definitions**

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

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

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

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an

individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. A sample form is provided on the Office of Superintendent of Public Instruction's (OSPI) School Safety Center website: [www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx](http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx).

**Retaliation** is when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

**Staff** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

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

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

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

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

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

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

### **D. Prevention**

#### **1. Dissemination**

In each school and on the district's website the district will prominently post information on reporting harassment, intimidation and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. The district's policy and procedure will be available in each school in a language that families can understand. Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district's website.

Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226.

## **2. Education**

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a web-based form.

## **3. Training**

Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common areas and the use of the district's Incident Reporting Form.

## **4. Prevention Strategies**

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches. Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools.

## **E. Compliance Officer**

The district compliance officer will:

1. Serve as the district's primary contact for harassment, intimidation and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.
6. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training.
7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.
8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI website: [www.k12.wa.us/SafetyCenter/default.aspx](http://www.k12.wa.us/SafetyCenter/default.aspx).

## **F. Staff Intervention**

All staff members shall intervene when witnessing or receiving reports of harassment,

intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

### **G. Filing an Incident Reporting Form**

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

### **H. Addressing Bullying – Reports**

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

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

#### Status of Reporter

##### a. Anonymous

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned Incident Reporting Form dropped on a teacher’s desk led to the increased monitoring of the boys’ locker room in 5<sup>th</sup> period.)

##### b. Confidential

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, “I won’t be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court, if that would help.”)

##### c. Non-confidential

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

## **Step 2: Receiving an Incident Reporting Form**

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

## **Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying**

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

- a. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.
- b. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.
- c. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation and bullying.
- d. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.

e. The investigation shall include, at a minimum:

- An interview with the complainant;
- An interview with the alleged aggressor;
- A review of any previous complaints involving either the complainant or the alleged aggressor; and
- Interviews with other students or staff members who may have knowledge of the alleged incident.

f. The principal or designee may determine that other steps must be taken before the investigation is complete.

g. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.

h. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:

- The results of the investigation;
- Whether the allegations were found to be factual;
- Whether there was a violation of policy; and
- The process for the complainant to file an appeal if the complainant disagrees with results.

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

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States Postal Service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district.

#### **Step 4: Corrective Measures for the Aggressor**

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

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

### **Step 5: Targeted Student's Right to Appeal**

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.
2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.
3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final district decision.

### **Step 6: Discipline/Corrective Action**

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement. Corrective measures for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance.

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

If staff have been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts.

### **Step 7: Support for the Targeted Student**

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the

harassment on the student shall be addressed and remedied as appropriate.

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

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

### **J. Other Resources**

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

- OSPI Equity and Civil Rights Office  
360.725.6162  
Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)  
[www.k12.wa.us/Equity/default.aspx](http://www.k12.wa.us/Equity/default.aspx)
- Washington State Human Rights Commission  
800.233.3247  
[www.hum.wa.gov/index.html](http://www.hum.wa.gov/index.html)
- Office for Civil Rights, U.S. Department of Education, Region IX  
206.607.1600  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
[www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)
- Department of Justice Community Relations Service  
877.292.3804  
[www.justice.gov/crt/](http://www.justice.gov/crt/)
- Office of the Education Ombudsman  
866.297-2597  
Email: [OEInfo@gov.wa.gov](mailto:OEInfo@gov.wa.gov)  
[www.governor.wa.gov/oeo/default.asp](http://www.governor.wa.gov/oeo/default.asp)
- OSPI Safety Center  
360.725-6044  
[www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx](http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx)

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

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