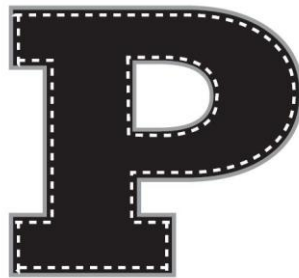


PIONEER MIDDLE SCHOOL

STUDENT HANDBOOK 2018-19



Forty-Niners

450 Bridge St.
Walla Walla, WA 99362
(509) 527-3050 Main Office
(509) 527-3053 Student Services
Website: www.pioneer49ers.org

Pioneer Mission Statement

*Our mission is to close the achievement gap by
preparing all students for college and career readiness
and successful citizenship in a global society.*

THIS PIONEER HANDBOOK BELONGS TO:

NAME: _____

HOMEROOM TEACHER: _____

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HANDBOOK ACKNOWLEDGEMENT

I have read the Pioneer Middle School Handbook and I understand the expectations and information listed within the handbook.

Student Signature

Date

I have read the Pioneer Middle School Handbook and I understand the expectations and information listed within the handbook and I have reviewed the information with my child.

Parent Signature

Date

Homeroom Teacher Initial
Signature page completed

GENERAL INFORMATION

SCHOOL HOURS

8:10 a.m. to 3:05 p.m. M, Tu, Th, F

8:10 a.m. to 2:00 p.m. Wednesday (Early Dismissal)

- The doors to Pioneer open at **7:45 a.m.** Students should not arrive on campus before then since there is no scheduled adult supervision.
- From **7:45-8:00** students should wait in the Multipurpose Room **or Lobby**, where there is supervision until the hallways open at **8:00** a.m.
- Once students arrive at school in the morning, they are to remain at school, unless they have approval and check out through Student Services.
- Students are expected to leave the school building once school is over unless they are involved in an after-school activity or are meeting with a teacher after school.


OFFICE HOURS

Student Services - 7:45 a.m. to 4:00 p.m.


Main Office – 7:30 a.m. to 4:00 p.m.

Wednesday Hours – 7:45 a.m. to 3:15 p.m.

BACKPACKS

- Backpacks and sports bags may be used to bring student supplies to and from school, but should be stored in the student's lockers during the school day.
- For safety reasons and due to limited storage space in classrooms, we follow the "PACK THE PACK" rule. Thus, students do not take their backpacks from class to class at any time.
- Students may, however, carry a small purse, small sack pack, or small string bag that can be worn. 
- If sports equipment cannot fit in a locker, it should be taken to a teacher or the office before school.

BINDERS, PLANNERS & SCHOOL SUPPLIES

- The student Binder & Planner are an integral part of the learning experience at Pioneer and is to be used every day in every class. Students learn valuable college and career readiness skills by keeping class resources organized in their Binder.
- **Students are required to have a 3-ring binder** in which to keep their supplies and school work. Investing in a quality, zippered binder is recommended. Student Planners 

are provided to the student by the school each quarter.

- Pioneer conducts school-wide *Binder Checks* every Tuesday. Thus, students must take care not to forget, lose, misplace, or destroy their binder.
- During lunch or during PE activity classes, students may place binders on the shelves outside the gym doors.
- If binders are misplaced, students should immediately check with Student Services and the Lost & Found bin.

In addition to a binder, all students should have the following basic supplies:

- ✓ Dividers for binder
- ✓ Pencils, pens, and a pencil pouch
- ✓ Lined paper
- ✓ Composition notebooks 3-5
- ✓ Scientific Calculator TI-30XS MultiView




Optional Supplies

- ✓ Sticky notes, erasers, color pencils, markers, glue sticks

Additional supplies may be needed for individual classrooms.

BUSES/DROP OFF/PICK UP

Morning Drop Off

- District School Buses drop off students on Roosevelt Street. **Parent drop off of students is on Bridge Street** in front of the school. 
- After being dropped off each morning, students are expected to walk directly to the school. Morning supervision is not provided at drop off locations, however, students are expected to follow school rules in this location and school discipline can be imposed for misbehavior if it affects the school learning environment.
- No horseplay, ball games, or other games are allowed before school.

BUSES/DROP OFF/PICK UP

Afternoon Pick Up

- District School Buses pick up students on Roosevelt Street. Students waiting for the bus after school are expected to wait behind the yellow line on Roosevelt Street near the fence.
- **Parent pick up of students is on Bridge Street in front of the school** and students are to wait near the sidewalk. Students needing to cross Bridge Street need to do so at a crosswalk.

Note: Parents are asked not to drop off or pick up students on the Pioneer Park side of Roosevelt street.

Afternoon Pick Up (continued)

- The school buses park there and having students cross traffic there is unsafe.
- No horseplay, ball games, or other games are allowed after school.

CELL PHONES & ELECTRONIC DEVICES

General Guidelines

- All cell phones, headphones, earbuds, and other portable electronic devices will be turned off and stored out of sight during school hours. (7:45 a.m. to 3:05 p.m.)
- Cell phones will be allowed in class for educational purposes only with the **express permission of the classroom teacher.**
- Cell phones may not be used in the office, clinic, library, locker rooms or restrooms.
- If a school investigation is underway, the electronic device(s) of an involved student will be temporarily confiscated.
- Students will not use cell phones in a manner that poses a threat to academic integrity, disrupts the learning environment, threatens harm of another person, or violates the privacy rights of others.
- Students will 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/electronic device, while the student is on school grounds, at school sponsored events, or on school buses or vehicles provided by the district.
- Students are responsible for the cell phones and electronic devices they bring to school. The district shall not be responsible for loss, theft or destruction of such devices brought onto school property even when confiscated. Furthermore, the district will not investigate lost, stolen or damaged devices.



Consequences for Unauthorized Use of Devices

- **1st Offense** – Warning and device confiscated, kept in office, and student may pick up device at the end of the school day. Student will sign a technology contract.
- **2nd Offense** – Same as first offense.
- **3rd Offense** – Parent/Guardian must come in to pick up the phone at the end of the day and every time thereafter.

Note: In cases where phones have been confiscated, guardians can contact a student during school hours by calling Student Services, 527-3053.

CLINIC & HEALTH ROOM ASSISTANT

School Clinic

- A Health Room Assistant is staffed in the clinic part of the day, usually 8:00 a.m. – 2:00 p.m.
- The clinic health room assistant or designated staff will treat all injured or ill students during school hours according to Walla Walla Public School policies.
- If a student should become ill during the day, he/she should notify the teacher and the teacher will send the student to the clinic with a pass.



Guidelines for Sending Ill Students Home

- Conditions such as having a temperature above 100 degrees, vomiting, diarrhea, and/or serious injury or extreme pain are reasons the school health room assistant may send a student home.
- In order to return to school, a student must be free of vomiting and diarrhea, as well as fever-free (without the use of fever-reducing medication) for 24 hours.
- Parents will be contacted whenever the student's injury or illness is such that continued attendance at school is not possible.
- Note: All students leaving school during the day due to illness must do so through the school clinic. Students may not contact parents and ask to be picked up *without* the health room assistant's permission.
- If a parent cannot be reached, the health room assistant or office personnel will call the persons listed as emergency contacts and request that they pick up the child.
- For your child's safety, all parents and emergency contacts will be asked to show their ID to School Staff when picking a student up during school hours.

Health and Safety Communication

Parents are encouraged to keep the school informed of the status of the student's health by communicating with the clinic's health room assistant. It is crucial that any student allergies to medications and various foods be communicated by the parent to the clinic's health room assistant.

Medications at School

- When a student must take medications during school hours, **written authorization and instructions must come from both the parent and the prescribing doctor.**



Health and Safety Communication (continued)

- Medicine must be delivered to the school in its original container by the student's parent/guardian.
- The written order of the doctor or dentist must include the dosage, time and special circumstances under which the medicine is to be administered, the length of time for which the medicine is prescribed, and any possible side effects of the medication.
- This includes all over the counter medications, eye drops, and cough drops.

COUNSELORS

Students should check with counselors when:

- They are requesting a schedule change.
- They are having a hard time with schoolwork.
- They are having a hard time with friends or other students.
- **Mr. Bartlow is the counselor for all students with last name M – Z.**
- **Mrs. Doyle is the counselor for all students with last name A – L.**
- The counselors are available to discuss any school, personal, home, or social concerns during the school day.
- Requests to see a counselor can be made at Student Services before school, during passing periods, during lunch, or after school.

LIBRARY MEDIA CENTER

The library is open from 7:45 a.m. to 3:30 p.m. each school day. To use the library at lunchtime, students must obtain a pass from the Main Office.



LOCKERS

- Each student at Pioneer will be issued a locker to use during the school year. The lockers are located in the hallways and monitored by our security cameras at all times.
- Students are responsible for keeping their lockers clean and orderly. No decorations are allowed on the outside of the locker.
- Students are not allowed to share lockers. Locker assignments are handled through Student Services.
- Students can use lockers to store their backpacks, since they are not allowed to carry the backpacks to classes due to limited spaces.
- We strongly encourage students NOT to bring any valuables to school, such as money, electronics, etc. *The school is not responsible for lost or stolen items.*



Thus, any valuable items brought to school must remain in student's possession at all times. Students will be permitted to carry a small purse, small sack pack, or small string bag to classes that can be worn.

- The school will not issue locks for student's hallway lockers. **Students do have the option of providing a lock for their locker though most students choose to not use a lock;** however, please know that all student lockers may be searched at any time, and thus, the lock may be removed.
- **Search & Seizure:** With reasonable suspicion, lockers, backpacks, clothing and possessions may be searched. Lockers, desks and storage areas are the property of the school district and subject to search in accordance with board policy; no right nor does expectation of privacy exist for any student as to their use. If illegal items are found they will be confiscated & appropriate discipline actions taken; parents & police will be notified
(For more information, see School Board Policy 3230 – Student Privacy on line)

LOST AND FOUND



- Lost and found items will be kept in the office. It is the student's responsibility to claim lost items.
- *If a student finds a lost item, it is his/her responsibility to turn it in to Student Services or to a teacher.*
- Lost & found items that are not retrieved will be donated quarterly to a charitable organization.

LUNCH & BREAKFAST INFORMATION

The lunch and breakfast areas will be a safe and clean environment where people interact with courtesy and respect.

- Lunch and breakfast offerings are available for purchase from the school. Students may bring lunch or breakfast food to eat at school.
- Students must eat their food and drink their beverages in the cafeteria/commons area or outside on the patio.
- Students are responsible to pick up their own litter.



LUNCH & BREAKFAST INFORMATION (continued)

- Due to security concerns, delivery lunches will only be accepted from parents/guardians. No lunches will be delivered to parties or groups of students.
- Hallways are closed during lunch with the exception of the restrooms in the 7th grade hallway, which are available to all students during lunch when a pass is obtained from the Lobby Supervisor.
- Students may use the library during lunch time if they have a library pass, available from the main office. Students may meet with a classroom teacher in a classroom if they have the teacher's approval.
- During inclement weather, "Indoor Lunch" may be held where students may be allowed in the gym, or lobby, or cafeteria after eating.

RESTROOM USE

- Students may use restrooms during the passing period between classes.
- Each classroom teacher also has a pass which may be issued to students needing to use the restroom during class time. Students are to return the pass to the teacher upon returning to the classroom.
- Restroom passes are available in the main lobby during the lunch period for students to use. Note: Restrooms located in the 7th grade hallway are the only ones available during lunch.
- Students shall immediately report to Student Services if anything is out of order in a school restroom (i.e. missing supplies, paper towels; damaged or non-working items; messes, etc.).
- Cell phones are not to be used in restrooms.



SPECIAL OCCASIONS

Special occasions are celebrations best shared at home. Deliveries of balloons, flowers, etc., disrupt the classroom. Should a student receive a delivery at school, he/she will be called down at the *end of the day* to pick it up.

STUDENT MESSAGES

- It is our goal to protect the integrity of instructional time. Deliveries and telephone messages are a great distraction. Thus, we ask that parents and students make arrangements before school regarding after-school activities, appointments, and transportation home.

- In emergency situations or urgent matters, school staff will make every effort to have expedient communication with the student.

TELEPHONE USE IN THE OFFICE

- Students may use the telephone at the Student Services window before, after school, and during lunchtime.
- Students may use the classroom telephones only for school-related calls and at the discretion of their teachers.



For Cell Phone information, please see information on page 5.

VISITORS

- Parents and other adults are welcome to visit the school.
- All visitors need to report directly to the Main Office to be approved and obtain a visitor's pass.
- As a courtesy, we ask that parents let teachers know a day in advance if they plan to visit the classroom.
- *With principal approval*, 6th-8th grade students from other schools may be allowed to visit Pioneer during lunchtime only. (Note: Students from the local region may not come as a visitor on a day when their home school is in session.) In order to gain approval, students must submit a note from a parent to the principal 24 hours in advance of the proposed visit.

For more information, see *School Board Policy 4200*

ACADEMICS

Academic Progress and Grade Reports

- Grade reports will be mailed home at the end of each semester (January and June) **upon request**. **1st, 2nd and 3rd quarter grades are given to students to take home to parents.**
- Students and parents also have online access to the Skyward Family Access system where current grades are posted (check the school website at www.pioneer49ers.org and select *Grades*). To obtain your login and password credentials for Skyward Family Access call Student Services at 527-3053.
- Parents and students who have concerns about grades should contact the appropriate teacher. Teachers may be reached by email or telephone. Teachers' email addresses are in Skyward and on the school website, or you may call 527-3050 before or after school to speak with a teacher. If further help is needed, parents are encouraged to check with their child's counselor.

Grading

All subjects in grades 6, 7, and 8 will be evaluated with letter grades, with the exception of some exploratory classes and special education courses.

Grading (continued)

The following letter grades will be used:

- A – outstanding
- B – above average
- C – average
- D – below average
- F – unacceptable performance
- NC - no credit for the term



Homework

Students can help themselves by:

- attending academic lab until they are caught up with current assignments- Monday through Thursday for 45 minutes after school
- knowing and following each teacher's homework expectations
- recording assignments and due dates in their planners and understanding the directions of homework assignments
- communicating with the teacher when homework clarification is needed
- completing and returning homework as required
- checking with the teacher for missing homework assignments and completing them as required
- check Skyward online grades for missing assignments

Please be aware that teachers may use homework assignments as part of their grade.

Parents can help by:

- checking their student's planner for current homework/assignments and accessing Skyward online grades
- providing a good study environment for their child to do homework, which is free of TV, cell phone, video games, and other distractions
- contacting teachers if they have a concern about homework policy, their child's difficulties with homework, or a need for enrichment activities

Although some homework may require parental assistance, parents are not responsible for doing their child's homework.

Teachers can help by:

- assigning student to academic lab for academic improvement
- assigning homework to students for the purpose of improving student learning

- providing in-class explanation and directions needed by the students to complete the work outside of class
- checking homework assignments and providing feedback to students in a timely manner
- providing clear written explanations or examples of finished long-term assignments/projects, which should be broken down into components with clear deadlines
- considering the availability of resources necessary for students to successfully complete homework
- sharing homework expectations with parents and students at the start of school and reviewing them as appropriate throughout the year
- attempting to coordinate with other teachers due dates of major assignments

ATTENDANCE

School, Student, Parent Responsibilities

It is a goal at Pioneer Middle School to teach appropriate habits of attendance and timeliness. Regular attendance habits should be maintained by all students. Such habits are essential to present and future success. Pioneer Middle School has an important responsibility to keep students and parents advised about attendance matters though it is clear the primary responsibility for regular school attendance ultimately lays with the student and his/her parents/guardian. Parents are obligated by law to provide regular attendance for their children. The failure or refusal of a student to comply with written rules and regulations regarding school attendance as established by the school district and shall constitute sufficient cause for discipline.

General Attendance Guidelines

How to Excuse an Absence

A Parent/Guardian must call the school each morning the student is not in school. The attendance office phone number is 527-3053; the main office phone number is 527-3050.

Appointments During the School Day

- When it is necessary for a student to leave school for appointments (medical, dental, etc.) the student is to bring a note or appointment verification to Student Services on the morning of the appointment (or a parent/guardian may call Students Services on the morning of the appointment.)
- A *Check-Out Slip/ Verification Form* will be issued to the student at this time which he/she will keep.

Appointments During the School Day (continued)

- Prior to leaving the campus, the student is to show the *Check-Out Slip/Verification Form* to his/her teacher and then report to Student Services to check out of school.
- A parent, guardian, or emergency contact will come to Student Services to pick up the student. *(Note: For your child's safety, all parent/ guardians and emergency contacts will be asked to show their ID to School Staff when picking a student up during school hours. Anyone not listed as a contact for the student will not be allowed to pick up the student.)*
- While at the appointment, the student or parent will have the appropriate authority sign the *Check-Out Slip/ Verification Form*.
- Upon returning to school immediately following the appointment, the student will check in at Student Services, present the signed *Check-Out Slip/ Verification Form*, & receive a pass to class.

Returning to School After an Absence

- When a student is returning to school after missing part of the day (including illness, appointments, etc.), students must report to Student Services to check in and get a pass to class.
- When a student is returning to school after missing a full day (or days), the student should check in with Student Services (or check Skyward online) to confirm that the absence has been properly excused.

Pre-Arranging an Absence – “Pre-Trips”

- A form for an excused “Pre-Trip” is available from Student Services and is to be requested (by phone or in writing) by the parent/guardian a minimum of one day prior to the planned absence.
- A “Pre-Trip” form is to be used for absences that do not fall under one of the first four categories of Excused Absences *(as defined in School Board Policy 3122)*
- The student will be given a copy of the “Pre-Trip” form to take to his/her parent/guardian, obtaining feedback on the educational impact of the requested trip/absence.
- The student turns in the “Pre-Trip” form to Student Services at the end of the school day.
- If a teacher (or teachers) indicate the “Pre-Trip” absence(s) will be detrimental to the student’s academic progress and/or standing in class, Pioneer Middle School discourages carrying out the planned absence/trip.

Make-Up Work & Homework Requests

- Students who are out of school because of illness may request that assignments be sent home after the second consecutive day of their absence.
- When a student is absent (excused), make-up work is the student's responsibility and must be completed according to district policy.

Student Attendance Related to Grades

Teachers who give participation points for discussions and in-class activities or any graded assignment need not provide make-up for these if a student’s absence is unexcused. Unexcused absences may result in a lower grade than students who attend regularly.

Attendance – Miscellaneous

- The school will notify parents/guardians when a student has an unexcused absence as well as when a student accumulates excessive excused absences *(as directed in the School Board Policy 3122)*.
- Students who are removed from a class for any reason (attendance, behavior, illness, etc.) or who need to leave school for any reason must immediately and first report directly to Student Services. Parental contact will be made by the clinic or Student Services, as appropriate.
- Students who have been absent from school during the day of an extra-curricular activity will not be allowed to participate in such activity unless the absence is excused. If the absence is due to illness, participation will not be allowed in the extra-curricular activity unless permission to attend is granted by an administrator.
- Any student who presents false evidence, with or without the consent of his/her parent/guardian, in order to wrongfully qualify for an excused absence shall be subject to the same disciplinary action as an unexcused absence.

For more information, see School Board Policy 3122.

EXTRA-CURRICULAR ACTIVITIES

Athletics

Pioneer Middle School encourages good sportsmanship. The other teams are our guests in our building. Whether a participant or a spectator, students are expected to observe these rules of good sportsmanship at all times:

- Show compassion for an injured opponent.
- Treat officials with respect. Accept all decisions of the officials without complaint.
- Never hiss, boo, or use offensive language toward players, coaches, officials, or visitors.

EXTRA-CURRICULAR ACTIVITIES (CONTINUED)

- Play fairly according to the rules of the game.

The additional expectations apply for home games:

- Students waiting for the game to begin should wait quietly and orderly in the lobby or gym.
- Students are to be seated in the bleachers during the game (either in section A or with their parents)- No coming in and out of the gym.
- During the halftime intermission students may get a drink or use the restroom.
- **Follow all school rules, cooperate with school personnel, and comply with requests immediately.**
- **No outside food and drink is allowed in the gym.**
- Students should make arrangements for rides before the games begin.
- Students on suspension (ISS or home suspension) may not participate in nor attend school events that day.

Students who have been absent from school during the day of an extra-curricular activity will not be allowed to participate in such activity unless the absence is excused. If the absence is due to illness, participation will not be allowed in the extra-curricular activity unless permission to attend is granted by an administrator.

Please see the "Parent/Student Athletic Handbook" for guidelines, expectations, and the athletic code of conduct for students participating in athletics.

Before-School and After-School Programs

Pioneer has many opportunities for students to participate in Before- and After-School Programs. Students are expected to conduct themselves in a manner befitting the program, including:

- Following all school rules.
- Cooperating with school personnel and complying with requests immediately.
- Making arrangements for rides prior to the program beginning.

Students on suspension (ISS or home suspension) may not participate in before- or after-school events that day.

STUDENT CONDUCT AND DISCIPLINE

Pioneer 49er Guidelines for Success

- As a **Pioneer 49er**, I am responsible for and will be held accountable for my actions and choices.
- I am also expected to act in a manner that will promote the learning environment and will reflect positively upon my school.

Every Pioneer Student will demonstrate good citizenship as well as College & Career Readiness when they do the following:

- Arrive to class on time, ready for learning, by being in the classroom when the bell stops ringing.
- Behave in a responsible, orderly manner so that the educational process will not be interrupted.
- Cooperate with all staff members.
- Demonstrate responsibility by always bringing a binder, textbook, notebook, & supplies to class.
- Engage in class and take responsibility for learning by completing & turning assignments in on time.
- Collaborate in class with fellow students when instructed to do so.
- **Work individually in class when instructed to do so, not allowing others to cheat from their work, nor copying others' work.**
- Use appropriate language and volume and tone of voice at all times and refrain from using put downs, swearing, yelling, and gossiping.
- Show respect for other people, their property, and school property.
- Dress for Success by follow the dress code
- Solve problems by notifying an adult or Student Services when a problem occurs or when there is good reason to think there is a safety issue.
- Eat food and drink beverages in the cafeteria or on the patio area.
- Help keep Pioneer neat and clean.
- Refrain from public displays of affection (PDA) including, but not limited to, holding hands, hugging, and kissing.
- Note: Additional rules & expectations may be used by individual teachers in their classroom.

Consequences for Student Misconduct

Pioneer follows School Board Policy 3200

- All students are expected to conduct themselves in a manner as described above, both while on school district property and when attending any school sponsored activity.
- Each student is responsible for and will be held accountable for his/her actions and choices.
- **When students fail to follow guidelines and expectations described, students' behavior choices will be addressed by school staff using progressive discipline measures, as appropriate for the situation.**


Pioneer School-wide Expectations

Pioneer Middle School

SLANT

This is how we learn!

Sit up.
Listen.
Ask & answer questions.
Nod your head.
Track the speaker



The first ten minutes and the last ten minutes of the class is the most important.


10/10

To maximize the academic learning time, no hall passes are allowed during the first 10 minutes and the last 10 minutes of each class period.

Pioneer Middle School

VOICE LEVELS FOR LEARNING

0 – Silence
 1 – Whisper
 2 – Table Talk
 3 – Presentation
 4 – ‘12th Man’ (Outside)



POWER Tardy Policy

Our goal is to maximize the academic learning time by making sure that every student is present and ready to learn.

You are tardy if you are not inside your classroom when the bell stops ringing.

# of Tardies	Consequences
0	Ready to learn! 😊: Incentives
1 – 2	Warning
3	Warning: Call Home & Lunch Detention
4 +	Office Referral: Progressive Consequences

The 3-D's: Disruption, Disrespect, & Defiance

3-D's Definitions	3-D Policy Consequences & Incentives
A Disruption is any behavior that causes the teaching/learning to slow down, stop or impedes the learning of peers.	0 Referrals = Ready to learn! = Incentives "Power On"
Disrespect is intentional or unintentional words, tone, actions or attitude that are rude or harmful to others.	3-D's in class = <i>Lunch Detention</i> assigned by <i>teacher</i> , as many as warranted & determined by <i>the teacher</i> . Parent contact each time.
Defiance is refusing to comply with reasonable requests by an adult either in the classroom or at any school-wide event.	Repeated 3-D's = Office Referral = After school detention and/or progressive consequences. Student not allowed to stay for after school activities on the day the detention is served.

Progressive Discipline Description

School staff will evaluate the severity and frequency of student misconduct to determine the appropriate consequence and discipline for the student. In general, minor offenses committed the first time are given lower-level consequences and discipline, whereas repeated minor offenses and major offenses result in higher-level consequences and discipline. Here are some consequences used at Pioneer Middle School, ordered progressively from lower-level to higher-level:

- *Warning*: Student engages in a conversation with a staff member to discuss the situation and problem-solve ways to avoid the misbehavior in the future. *Parent contact may not always be made when a staff member gives a student a Warning.*
- *Time-Out*: Student is removed from a classroom and spends the remainder of the class period in the office, discusses the issue with the counselor, administrator, or intervention specialist and problem solves ways to avoid the behavior in the future. Depending upon the circumstances of the Time-Out, the student may be assigned additional consequence (as described below). *Parent contact will be made when a teacher gives a student a Time-Out.*
- *Lunch Detention*: Student spends the lunch period (~30 minutes) in a room away from classmates and does not have social time with classmates during lunch. Students are provided the same lunch options (buy or bring sack lunch) as all other students. If a Lunch Detention is assigned in the morning prior to lunch, it is served that *same* day. If a Lunch Detention is assigned in the afternoon after lunch, the Lunch Detention is served the *next* school day. *Parent contact may not always be made when a staff member assigns a student a Lunch Detention.*
- *After-School-Detention*: Student spends either 30-minutes or 60-minutes after school in a room away from classmates and does not have social time with classmates during this time. Student and parent are normally provided opportunity to select the day to serve after-school detention so that appropriate transportation accommodations can be made since alternate transport arrangements may need to be made as the student will be unable to ride a school district bus home after the detention is completed. *Parent contact will be made when a staff member assigns an After-School Detention.*
- *In-School Suspension (ISS)*: Student spends a full day at school (beginning at 8:10 a.m. and ending at the normal time) in a room away from classmates, does not attend their normal classes, and does not have social time with classmates during this time. Teachers provide class work to students in ISS where work is completed in a quiet, supervised classroom. Students

also work with staff to identify ways of repairing harm or restoring relationships that may have occurred in leading to the ISS placement. Students are provided the same lunch options (buy or bring sack lunch) as all other students. *Parent contact will be made when an administrator assigns In-School Suspension.*

- *Short-Term Suspension (Out-of-School)*: Students are denied attendance at school and are to be at home when on an out-of-school suspension. Teachers will provide class work for students when the suspension length is more than two days. Short-Term Suspensions may not exceed ten consecutive school days in length. *Parent contact will be made when an administrator assigns Short-Term Suspension. A Re-Entry or Reengagement Meeting with student, parent & administrator may be held when the student returns to school.*
- *Long-Term Suspension (Out-of-School)*: Same parameters as the Short-Term Suspension but the length of the suspension exceeds ten school days. *Parent contact will be made when an administrator assigns Long-Term Suspension. A Re-Entry or Reengagement Meeting with student, parent & administrator will be held when the student returns to school.*
- *Emergency Expulsion*: Student is emergency exclusion from school when there is reason to believe the student is an immediate and continuing danger to self or others at school, or is a substantial disruption to the educational process of the school or district. *Parent contact will be made when an administrator assigns Emergency Expulsion. Within ten school days, a hearing with student, parent, administrator & district hearing officer will be held to either end the emergency expulsion or to convert to another discipline.*
- *Expulsion*: Student is denied the opportunity of attending school for a period of time up to, but not longer than, one calendar year from the time the student is removed from his or her current school placement; and may include denial of admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the school district. *Parent contact will be made when an administrator assigns Expulsion and parent will be made aware of the opportunity for a hearing.*

School Dress Code

Pioneer Middle School looks upon the district dress code policy as one of the key components of the educational process.

Purpose of Dress Code Policy

- a) To reduce disruptions to educational process
- b) To promote healthy and safe learning environment
- c) To develop school to work transitional skills

How does violation of dress code disrupt educational process?

- Cause others to feel uncomfortable
- Distraction from the learning task on hand
- Offensive to others
- Create physical hindrance to participate in the learning activities

How does violation of dress code cause safety issues?

- Certain attire can result in injury to self or others (example: chains, sagging pants, spikes, gang related attire etc.)

How does dress code help develop school to work transitional skills?

- Appropriateness to fit the environment
- Modesty
- Personal hygiene

General Dress Guidelines

In order to provide guidance for parents and students, the following are some **General** dress guidelines to be followed. The following is an example list of items (but not limited to) that are considered inappropriate or cause a disruption to the educational environment:

- Hoods or head coverings that cover the face or eyes are not to be worn in the building during school hours (8:05 a.m. – 3:05 p.m.).
- Clothing featuring innappropriately dressed individuals, alcohol, drugs, illegal activities and discrimination is not allowed. If the image on your shirt could be dress coded it is not allowed.
- Attire with obscene, suggestive, or tasteless slogans will not be worn in any form.
- Gang related attire is not allowed. Flagging ect.
- Gang-related tattoos/markings, permanent or temporary, must be covered.
- No sagging is allowed.

- No chains, spikes or any object that could be used as a weapon.
- Dresses are to be longer than the student's fingertips when arms are straight down at their sides.
- Clothing that is tight enough to reveal private areas is not allowed.
- Clothing should not reveal any part of the buttocks, breasts or midriff.
- Shoes must be worn at all times.
- No underwear should be exposed.
- Specific classes may require certain types of clothing, i.e. physical education, vocational, lab classes.

Consequences for Dress Code Violation

The student will be asked to adjust clothing.

- On first and second offense, the students will be sent to the office for a warning.
- The student will be asked to change their clothes, call parents to provide a change of clothes, or wear school issued attire.
- If student is sent to the office a third time, the administration will follow the progressive discipline steps for non-compliance.

Gangs and Gang Behavior Prohibited

- A gang is defined (RCW 28A.600.455) as a group of people (3 or more) who interact among themselves; have identifiable leadership; take upon themselves an identity and/or a group name; claim a physical territory; and engage together in one or more forms of antisocial behavior and/or criminal activity on a regular ongoing basis.
- Student behavior, dress, signing, or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school sponsored events. These symbols change from time to time and include such items as hats, bandanas of any color, chain ornaments, clothing colors and styles, gang colors, use of hand signals, and symbols of affiliation.
- Other attributes that denote membership in a gang may include the presence of types of apparel, jewelry, accessories, graffiti, grooming, and tattoos.
- Behavior on or about school premises or at school-sponsored events that creates conflict or an atmosphere of intimidation, or creates a clear and present danger, or disrupts the orderly operation of school is prohibited.

Gangs and Gang Behavior Prohibited (Continued)

- When an issue of concern is present, student(s) involved will be notified and asked not to display such symbolism again. Subsequent violation of this policy will result in discipline.

Prohibition of Harassment, Intimidation, Bullying (HIB) and Discrimination

School Board Policy 3207

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

- “Harassment, intimidation or bullying” means any 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.

Reporting procedures are available on the district web site (www.wvps.org) and by contacting Building Administrators or the District Office.

- “But I was only kidding,” is no excuse. When students repeatedly use hurtful words or actions toward another student, they are guilty of harassment, which will result in discipline.
- Students who feel they are the victims of harassment should tell a trusted adult.
- It is not OK to make someone feel uncomfortable by sexual name calling, rumors, note-writing, or touching. Sexual harassment will result in discipline.
- Bullying and harassment could include the following and will result in progressive discipline as well:

abusive language	sexual advances	gestures
aggressive acts	social/racial slurs	threats
jokes/taunting	physical harm	pictures
damaging property	graffiti	

Sexual Harassment Prohibited School Board Policy 5011

- The 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 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, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally.
- Allegations of criminal misconduct will be reported to law enforcement or Child Protective Services.
- Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

Discrimination and Sexual Harassment

Harassing conduct will not be tolerated that:

- Interferes unreasonably with an individual’s educational performance
- Creates an intimidating, hostile or offensive educational environment
- Such harassment may include, for example:
 - a) Jokes about another person’s protected status
 - b) Kidding, teasing or practical jokes directed at a person based on his/her protected status
 - c) Sexual harassment is conduct based on sex, whether directed toward a person of the opposite or same sex, and may include:
 - Explicit sexual propositions
 - Sexual innuendo (sly remarks)
 - Suggestive comments
 - Obscene printed or visual material (including email and electronic correspondence)
 - Physical contact such as patting, pinching, or brushing against another person’s body
 - Treating someone differently, even in non-sexual ways, solely because of their gender.

Weapons are Prohibited (School Board Policy 4210)

Students who are found in possession of weapons on school property are subject to a one-year mandatory expulsion, subject to appeal and notification of law officials and parents. Dangerous weapons include, but are not limited to, firearms, knives, martial arts weapons, tear gas or mace, pellet/BB guns or anything that could be interpreted to be a weapon or cause physical injury.

Safe Schools Procedures

Walla Walla Public Schools meets the requirements of SAFE SCHOOLS RCW 28A.320.125. Each school has a comprehensive Safe Schools Plan. Each building principal is certified on the use of the Washington “incident command system.” Each school provides for permitting the facility to be used as “a community asset” in the event of a community wide emergency that is not related to school operations. The school district annually reviews the safe school plan, and a

number of other related matters; including inventory, hazardous materials, updating school mapping, identifying all staff trained on the nation’s incident management system or incident command systems, evacuation procedures, and notification of staff on emergency procedures. The district files annual reports on these reviews with the Washington Association of Sheriffs and Police Chiefs.

Each school completes monthly safety drills, including a drill for lockdowns, shelter-in-place, and six fire drills. Schools also consider drills for earthquakes, tsunamis, or other high risk events. All drills are documented.

Safety is of the utmost importance to us. It is the responsibility of all of us to make sure that our children and visitors are safe. In the event of a disaster, we will make every attempt to keep your child at school. We may send home safety information or ask you to participate in training or surveys. Your eyes and ears help us! Please cooperate and model appropriate behaviors so that the children know that this is a top priority.

APPENDIX: SCHOOL BOARD POLICIES

CHILD CUSTODY - Policy 3126 – Child Custody

The person who enrolls a student in school is the residential parent/legal guardian of the student. The residential parent/ guardian is responsible for decisions regarding the day-to-day care and control of the student. Parents or legal guardians have rights to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others, subject to the authority granted to the residential parent/guardian. The district, unless informed otherwise, assumes that there are no restrictions regarding the nonresidential parents/guardians right to be kept informed of the student’s school progress and activities. If restrictions are made relative to the above rights, the residential parent/guardian will be requested to submit a certified copy of the court order which curtails these rights. If these rights are questioned by the nonresidential parent/guardian, the issue will be referred to law enforcement authorities for resolution. Unless there are court-imposed restrictions, the nonresidential parent/guardian, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries. If there is a court order on file with the district that restricts and/or prohibits any parent or other person from contact with a student at school or picking up a student from school, then the district will not permit the student to visit with or be released to that parent, or other person. The residential parents/guardians will have access to their children and their classrooms pursuant to RCW 28A.605.

REMOVAL of STUDENTS from SCHOOL PREMISES - Policy 3124 – Removal/Release of Student During School Hours

The district recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with district procedures. Before a student is removed or excused, the person seeking to remove the student must present to the satisfaction of the superintendent or principal evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal. The superintendent is directed to establish procedures for the removal of a student during school hours. Prior to sending a student to his/her home for illness, discipline or a corrective action, the principal shall attempt to reach the student's parent/guardian to inform him/her of the school's action and to request that he/she come to the school for the child. If the principal cannot reach the parent/guardian, the student shall remain at school until the close of the school day. A student may be released to a law enforcement officer in accordance with the district policy.

SCHOOL VISITORS -Policy 4200 – Safe and Orderly Learning Environment

The board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. The superintendent shall establish procedures governing school visits to ensure orderly operation of the educational process and the safety of students and staff.

COMPULSORY ATTENDANCE -Policy 3110 – Qualification of Attendance & Placement & Policy 3121 – Compulsory Attendance

Attending the schools of the district shall be recognized as a right and responsibility for those who meet the requirements prescribed by law. Every resident of the district who satisfies the minimum entry age requirement and is less than 21 years of age has the right to attend the district's schools until he/she completes high school graduation requirements. Children of at least age 8 and less than age 18 are required by law to attend a public school, an approved private school or educational center, unless they are receiving approved home based instruction.

EXCUSED AND UNEXCUSED ABSENCES -Policy 3122 – Excused & Unexcused Absences

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. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

A. The following are valid excuses for absences:

- A.
 1. Participation in a district or school approved activity or instructional program;
 2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
 3. Family emergency, including, but not limited to, a death or illness in the family;
 4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
 5. Court, judicial proceeding or serving on a jury;
 6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
 7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
 8. Absence directly related to the student's homeless status;
 9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
 10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity. The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence. The principal may require a doctor's note for students who are chronically absent.
- B. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teachers. 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.
- C. An excused absence will be verified by the parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. 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.

BECCA BILL

The Washington State Becca Bill requires by law that schools communicate with families about accumulated absences, whether they are excused or unexcused. Students with unexcused absences or excessive excused absences may be subject to district-level consequences through the Walla Walla School District's Interagency Truancy Committee. To avoid such sanctions, it is very important for parents and school office staff to communicate regarding attendance. If, at any point in time, you receive a letter of concern or become concerned about your child's attendance, we encourage you to contact our office and speak with a Counselor, Attendance Secretary, or the Assistant Principal.

The school district requires schools to send letters home for **excused** as well as unexcused absences. Parents will receive the following:

- 10 excused absences, a letter from the school
- 15 excused absences a letter will be sent, an attendance contract may or may not be developed, and/or a conference with the principal or designee will be held.
- 20 excused absences a letter will be sent home. In addition, the student will be placed on an attendance contract and/or a conference with the Assistant Principal or designee will be held. A doctor's note will be required for all future absences.

For **unexcused** absences, parents will receive the following:

- If a student has **1** unexcused absence in a month, the school will contact the parents.
- If a student has **2** unexcused absences in a month, the school will send a Principal's letter, and a parent conference may be held with the Principal or designee to make a program adjustment or determine other corrective action.
- If a student has **3** unexcused absences in a month, the school will request a Superintendent's letter be sent and the Principal or designee may make a program adjustment or determine other corrective action.
- If a student has **5** unexcused absences in a month, the school will request a Prosecuting Attorney's letter be sent. In addition, a parent conference may be held with the Principal or designee, an attendance contract may be developed and signed by the parent/guardian, student and school representative, and the student may be referred to the Interagency Truancy Committee. A petition may be filed in Superior Court.
- If a student has **7** unexcused absences in a month, a petition will be filed in Superior Court.
- If a student has **8** unexcused absences in a year, a Superintendent's letter will be sent, and the Principal or designee may make a program adjustment or determine other corrective action.
- If a student has **9** unexcused absences in a year a Prosecuting Attorney's letter will be sent. In addition, a parent conference may be held with the Principal or designee, an attendance contract may be developed and signed by the parent/guardian, student and school representative, and the student may be referred to the Interagency Truancy Committee.
- If a student has **10** unexcused absences in a year, a petition will be filed in Superior Court.

STUDENT CONDUCT EXPECTATIONS AND REASONABLE SANCTIONS – Policy 3240

The board acknowledges that conduct and behavior is closely associated with learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Respect the rights, person and property of others;
- B. Pursue the required course of study;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Comply with district rules and regulations;
- E. Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.

The Board also recognizes that schools must take reasonable steps so that students who fail to adhere to the district's rules and regulations and who receive discipline for such misconduct remain engaged or are effectively reengaged in their educational program.

The superintendent will develop written rules of conduct which will carry out the intent of the board and establish procedures necessary to implement this policy.

CLASSROOM MANAGEMENT, DISCIPLINE AND CORRECTIVE ACTION – Policy 3241

Rules of student conduct are essential to maintain a school environment conducive to learning. A student's refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for discipline or corrective action.

Staff are responsible for supervising student behavior, employing effective classroom management methods and enforcing the rules of student conduct in a fair, consistent and non-discriminatory manner. Corrective action must be reasonable and necessary under the circumstances and reflect the district's priority to maintain a safe and positive learning environment for all students and staff.

The district will distribute its discipline policy and procedure to students, their parents/guardians, and the community on an annual basis.

Students and/or their parents/guardians will be provided all required substantive and procedural due process in regard to grievances, hearings and/or appeals of corrective action. The district will also strive to provide trainings regarding policies and procedures related to student discipline for appropriate school and district staff whose duties require them to interact with students and enforce or implement components of student discipline.

The district will assist long-term suspended and expelled students in returning to school as soon as possible by providing them with a reengagement plan tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion.

The district will annually collect and review data on disciplinary actions taken against students within each school. The data will be disaggregated into subgroups as required by RCW 28A.300.042 and will include students protected by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. The review must include short-term suspensions, long-term suspensions, and expulsions. In reviewing the data, the district will determine whether it has disciplined a substantially disproportionate number of students within any of the disaggregated categories. If disproportionality is found, the district will take action to ensure that it is not the result of discrimination.

In consultation with school district staff, students, families and the community, the district will periodically review and update this policy and its accompanying procedure.

INTERNET ACCESS BY STUDENTS -Policy 2022 – Electronic Resources – Internet Safety

The 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 staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Electronic Resources

Therefore, the district will develop and use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. 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 use these tools. 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 superintendent or designee will: 1) create strong electronic resources and develop related educational systems that support innovative teaching and learning; 2) provide appropriate staff development opportunities regarding this policy; and 3) develop procedures to support this policy. The superintendent or designee is authorized to develop procedures and acceptable use guidelines for staff and students as to use of district electronic resources, including those that access Internet and social media, and to regulate use of personal electronic resources on district property and or related to district activities.

Internet Safety

To help ensure student safety and citizenship with electronic resources, K-12 students will be educated about Internet safety. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

INTERNET ACCESS BY STUDENTS (continued)

To promote the Internet safety and appropriate online behavior of students and staff as they use electronic resources and access material from the Internet, the superintendent or designee is authorized to develop or adopt Internet safety procedures, acceptable use guidelines, and, for students, related instructional materials for every grade level. The superintendent or designee in evaluating such procedures and instructional materials should take into account District electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff use of electronic resources.

As a component of district Internet safety measures, all district-owned electronic resources, including computer networks and Wi-Fi, in all district facilities capable of accessing the Internet must be filtered to prevent access to obscene, racist, hateful or violent content. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

Further, when students use the Internet from school facilities for educational purposes during instructional time, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates district policies, procedures or student guidelines for electronic resources or acceptable use, then district staff may instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.

STUDENTS AND TELECOMMUNICATION DEVICES – Policy 3245

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 will observe the following conditions:
Middle School

- A. All telecommunication/electronic devices shall not be in visible sight or operated while school is in session. However, teachers may grant exceptions in their classrooms to this policy if use contributes to instructional and/or educational efforts. Telecommunication/electronic devices can only be displayed and/or operated before and after the regular school day, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to do otherwise;
 - B. Students will 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 will 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 articulable 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 will 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 articulable 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 will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;
 - G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

COMPREHENSIVE NONDISCRIMINATION STATEMENT - Policies 3205 and 3210

The Walla Walla School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The Walla Walla School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact (509) 527-3000. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator

Title IX Coordinator

Liz Campeau, Director of HR
364 S. Park Street
Walla Walla, WA 99362
(509) 527-3000
lcampeau@wwps.org

Section 504/ADA Coordinator

Libby Thompson, Director of Special Education
364 S. Park Street
Walla Walla, WA 99362
(509) 527-3000
lthompson@wwps.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <http://www.wwps.org/district/information/school-board/policies>

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

Pressuring a person for sexual favors

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <http://www.wvps.org/district/information/school-board/policies>

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

Complaint to the School District

Step 1. Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

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

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

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

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

DIRECTORY INFORMATION POLICY - Policy 3233

Federal law allows the school district to release certain student directory information for legitimate education purposes. Directory information is defined as the student's name, address, age, birthplace, participation in officially recognized school events and programs, weight of athletic team members, awards, diplomas, and photographs. Directory information shall not be released for commercial reasons or purposes. Photos of students are sometimes used in district or school-produced publications or for use by the news media. Published photos in yearbooks, student/school newspapers, school handbooks, and other official school publications are considered public domain and can be reproduced by the media. Parents/guardians of students under 18 years of age who do not want this directory information or photographs released must notify the school principal in writing. The superintendent shall establish procedures governing the release of directory information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) - Policy 3231 – Student Records

The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner. When information is released in compliance with state and federal law, the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith. Student records are the property of the district but shall be available in an orderly and timely manner to students and parents/guardians. "Parent/guardian" includes the state department of social and health services when a minor student has been found dependent and placed in state custody. A parent/guardian or adult student may challenge any information in a student record believed inaccurate, misleading or in violation of the privacy or other rights of the student. Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district which permits prospective employers to review the student's transcript. Parental or adult student consent shall be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law. A grades report, transcript, or diploma shall not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine. The superintendent shall establish procedures governing the content, management and control of student records.

PUBLIC DISCLOSURE - Policy 4040 – Public Access to district records

Consistent with Washington State law, the Board is committed to providing the public full access to records concerning the administration and operations of the District. Such access promotes important public policy, maintains public confidence in the fairness of governmental processes, and protects the community's interest in the control and operation of its common school district. At the same time, the Board desires to preserve the efficient administration of government and acknowledges the privacy rights of individuals whose records may be maintained by the District. This policy and the accompanying procedure are intended to facilitate access to school district records without compromising operational efficiency or privacy rights.

As used in this policy and the accompanying procedure, "school district records" is a broad term that includes any writing containing information relating to the conduct of the District or the performance of any District governmental or proprietary function prepared, owned, used, or retained by the District regardless of physical form or characteristics. A "writing" as used in this policy and procedure is likewise a broad term that means any handwriting, typewriting, printing, photocopying, photographing, or other means of recording any form of communication or representation. Included within these definitions are digital and electronic forms of communication, including emails, texts or messages through any medium or application, pages, postings and comments from any District-operated or District-sponsored website. The District will retain public records in compliance with state law and regulations.

The definition of "school district records" does not include records that are not otherwise required to be retained by the District and are held by volunteers who do not serve in an administrative capacity, have not been appointed by the District to a District board, commission, or internship, and do not have a supervisory role or delegated District authority.

Because of the tremendous volume and diversity of records continuously generated by a public school district, the Board has declared by formal resolution that trying to maintain a current index of all of the District's records would be impracticable, unduly burdensome, and ultimately interfere with the operational work of the District. Additionally, the Board hereby finds that it would be unduly burdensome to calculate the costs of producing public records in advance, given the multiple different electronic and manual devices used to produce public records, as well as the fluctuating costs of District supplies and labor.

The Superintendent will develop procedures consistent with state law that will facilitate this policy. The Superintendent will also appoint a Public Records Officer who will serve as a point of contact for members of the public who request the disclosure of public records. The Public Records Officer will be trained in the laws and regulations governing the retention and disclosure of records, and **shall oversee** the District's compliance with this policy and state law.

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES - Policy 3115

To the extent practical and as required by law, the district will work with homeless students and their families to provide them with equal access to the same free, appropriate education (including public preschool education) provided to other students. Special attention will be given to ensuring the identification, enrollment and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success. Additionally, the district will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status.

TOBACCO FREE SCHOOLS and GROUNDS -Policy 4215 – Use of Tobacco on School Property

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/ vapor devices, and vapor products, non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA- approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on all school district property, including all district buildings, grounds and district- owned vehicles, and within five hundred feet of schools. Possession by or distribution of tobacco products to minors is a prohibited.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees, and community members of this policy shall be posted in appropriate locations in all district buildings and other district facilities as determined by the superintendent and will be included in the employee and student handbooks.

Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

SPECIAL EDUCATION -Policy 2161 – Special Education and Related Services for Eligible Students

The board recognizes that students whose disabilities adversely impact educational performance and who require specially designed instruction can improve their educational performance when they receive special education and related services tailored to fit their needs. The district adopts the state’s full educational opportunity goal to provide students in need of special education services with a free appropriate public education.

Special education programs for eligible students will be an integral part of the general educational programs of this district, and will be operated in compliance with federal and state requirements governing special education. The district will provide a continuum of placement options, which may include services within and outside the district depending on the student’s needs.

Not all students with disabilities are eligible for special education services. The needs of those students will be addressed individually and, if appropriate, the student will be provided accommodations or modifications required under Section 504 of the Rehabilitation Act in accordance with district policy and procedures.

Prohibition of Harassment, Intimidation and Bullying - Policy 3207

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any 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).

PARENT NOTIFICATION: RESPONSE to INTERVENTION (RTI)

Response to Intervention (RTI) is a way of organizing instruction and assessment that has two purposes:

- 1.) To identify children needing help in reading, math, writing, and prevent the development of serious learning problems; and
- 2.) To identify children who, even when given extra help, make very limited progress. Research has shown that these children sometimes have a learning disability.

Services and strategies our district provides to ensure all children are learning: Tier I: The student receives core instruction from their general education teacher at a particular age or grade level.

Tier IIa: The student receives research based interventions used with students whose progress places them at some risk for not meeting instructional goals and whose skill needs are easily grouped with other students of similar needs.

Tier IIb: The student receives individualized research based interventions used with students whose progress places them at high risk for not meeting instructional goals and whose skill needs are so unique as to require individualized instructional approaches.

Progress monitoring will be conducted on all students to identify the effectiveness of the intervention and make adjustments accordingly.

When children continue to have difficulty: The school will keep you informed of your child's progress. If you and the school have tried several interventions, and progress continues to be limited, you may be asked to give consent for an evaluation. The purpose of such an evaluation is to determine what your child's educational needs are, and to consider whether your child may have a learning disability. A parent may request an evaluation for special education services at any time, including any stage of the RTI process. To request a special education evaluation, contact your building learning specialist or school counselor.

ASBESTOS MANAGEMENT

In January 2013, the mandatory three-year inspection of the Walla Walla Public Schools facilities was successfully completed. This inspection is required by the Asbestos Hazard Emergency Response ACT (AHERA) of 1986. AHERA regulations also require that annual notification be given to teachers, workers, and the students' parents/guardians to update them on the status of asbestos in their schools and of the availability of the management plans. Walla Walla Public Schools conducts six-month periodic surveillance inspections in January and July to check the condition of the asbestos-containing building materials and the records are kept at Plant Facilities. The inspection reports are included in the updated copies of the AHERA Management Plans that are located in the district plant facilities office and district schools. For more information contact the Facilities Director (Asbestos Designated Person) for the district (1174 Entley Street, Walla Walla, WA 99362, 527-3018).