

**PATEROS SCHOOL**  
STUDENT HANDBOOK  
GRADES TTK-12

Home of the

**MIGHTY  
NANNIES & BILLYGOATS**

PATEROS WA 98846  
PHONE: 509-923-2343 x 2  
WWW.PATEROS.ORG



**2025-2026**

**Pateros School District Mission Statement**  
**LEAD - Learn, Encourage, Achieve, Dream**

**TITLE I**

**PATEROS SCHOOL COMPACT**

The Pateros Home/School/Student compact is a tool for defining the working relationship that we share.

Our vision at the Pateros School is success each day for every child,  
and each person working to make tomorrow better than today.

**As a STAFF Member, I will...**

- Treat all people fairly, with respect and kindness.
- Provide a positive and safe learning environment.
- Give a full measure of my personal energy, time, creativity, and professionalism.
- Encourage students to become responsible for their own behavior and learning.
- Direct my actions to one purpose, the benefit of our students.
- Be a positive role model for students.
- Be as fair and consistent as the situation allows.

**As a STUDENT I will...**

- Attend school regularly.
- Take pride in myself, my school, and my community.
- Complete and return homework in a timely manner.
- Be on time and prepared for my classes.
- Demonstrate a positive attitude toward my peers and teachers.
- Always do my best in my work and behavior.
- Respect myself, other people, and the community.
- Continue to challenge myself and seek to improve.

**As a PARENT I will...**

- Love my child, treat them well, and give them my support.
- See that my child attends school regularly and on time.
- Teach my child values such as respect for self and others.
- Participate in school activities as much as I can, and support school academic, athletic and discipline policies.
- Communicate with the school staff in a positive manner to gain information regarding my child's performance.
- Ensure that my child comes to school fed, rested, and dressed appropriately.

Parents, students, and school staff have developed this compact. Signatures on the last page of the student handbook indicate that the student and parent/guardian have read this compact.

**NONDISCRIMINATION STATEMENT**

Pateros School District does not discriminate in any programs or activities on the basis of sex, race creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression or identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal. The district provides equal access to the Boy Scouts and any other youth group listed in Title 36 of the United States Code as a patriotic society. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Section 504/ADA coordinator, Gender-Inclusive Coordinator and Compliance Coordinator for 28A.640 and 28A.642 RCW: Pateros School District Superintendent, Scotti Wiltse. PO Box 98, Pateros, WA 98846, 509-923-2751x4, swiltse@pateros.org

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## **BOARD OF DIRECTORS & SCHOOL PERSONNEL**

### **BOARD OF DIRECTORS**

Chad Miller, Diane Hull,  
Grace Larsen, Rick Trocano, Erika Scroggie

### **PERSONNEL**

#### **ADMINISTRATION**

Scotti Wiltse  
Sheri Mortimer

Superintendent/Principal  
Dean of Students

#### **CERTIFIED STAFF**

Beck Bartrand  
Jennifer Carlson  
Brevin Evenson  
Crystal Ewing  
Debbi Gelstin  
Edgar Guzman  
Rebecca Hernandez  
Clara Hull  
Joy McCulley  
Talia Miller-Poole  
Sheri Mortimer  
Michael Osborne  
Taya Schweizer  
Todd Steenhard  
Amy Stennes  
Marcus Stennes  
Paige Stevie  
Teagan Straub  
Holly Weston  
Melanie Williams

Music/6<sup>th</sup> Math  
World Languages/Language Arts  
Agriculture/Career Tech Education  
Fourth Grade  
Second Grade  
Business/Career Tech Education/Elem. PE & Health  
TTK/Kindergarten  
Third Grade  
Social Studies/ELA/Career Tech Ed  
First Grade  
Special Education Director  
CTE/5<sup>th</sup> & 6<sup>th</sup> Grade  
JH/HS Math  
Art  
Guidance Counselor  
Federal Programs  
JH/HS English  
ALE/ELL/Sped/LAP Interventionalist  
School Psychologist/Hope Squad  
JH/HS Science

#### **SUPPORT STAFF**

LeiLani Allen  
Patricia Baird  
Susie Bowles  
TBD  
Dakota Buchmann  
Lance Dial  
Darlina Fernandez  
Jim Field  
Pam Haley  
Alexandra Hernandez  
Amber Heen  
Ruby Mota  
Hugo Perez  
Brandon Rose  
Ana Sanchez  
Jessica Simmons  
Dona Slater  
TBD  
Nolan Tonseth  
Erika Varrelman

Bus Driver  
Food Service Assistant  
Food Service Director  
School Nurse  
Classroom Paraprofessional  
Transportation, Facilities and Maintenance  
Resource Paraprofessional  
Custodian  
Classroom and Library Paraprofessional  
Attendance Clerk/Health Assistant  
Classroom Paraprofessional  
Classroom Paraprofessional  
Custodian  
Business Manager  
Classroom Paraprofessional  
District Executive Administrative Assistant  
TK-12 Secretary  
Bus Driver  
Transportation/Operations Supervisor  
District Office Admin Asst.

## **ASSOCIATED STUDENT BODY (A.S.B.)**

### **CLUBS**

- **Future Farmers of America (F.F.A.):** National organization for students in vocational agriculture.
- **Honor Society:** This is a national organization for students with a 3.3 or higher G.P.A. Membership is based on scholarship, service, leadership, and character.
- **Yearbook (Pateros High School Annual):** Students design the pages for the Pateros yearbook developing skills in graphic artwork, typing, photo and copy layout techniques.
- **A.S.B. Officers:** This group does the work of the Pateros High School student body.
- **High School and Junior High Knowledge Bowl:** An academic competition. The winning teams from each state ESD compete for the state competition.
- **Debate Club:** Students learn about many different debate techniques.

### **ASB FUNDRAISING**

Any student group wishing to hold a fundraiser will complete an Activity Request and must receive approval for the fund-raising project prior to undertaking any fund-raising activities.

1. Students have total responsibility for the product. If it is lost or stolen, he/she must pay for that amount. If the school is not reimbursed for the missing product/money, report cards and transcripts will be held until the amount is paid.
2. Merchandise should never be left in lockers or unattended in classrooms.
3. It is also recommended that the student carefully count all merchandise that is checked out to him/her prior to signing for the product.
4. Students should follow all guidelines and procedures set by the activity advisor.

### **ASB PURCHASES**

All purchases organized by ASB groups must be approved by purchase order prior to the purchase and should include minutes from the ASB student group involved. Purchase orders must be secured from the K-12 office and signed by the advisor, the principal, and the ASB treasurer. All monies collected for the ASB, classes or organizations, must be deposited in the ASB office on the same day it was collected, whereupon it will be credited to the proper account.

### **FOOD SERVICE (Breakfast and Lunch)**

Pateros School District participates in the federal program Community Eligibility Provision (CEP) available to select schools as a part of the National School Lunch Program and School Breakfast Program. All students receive a nutritious breakfast and lunch at no cost, regardless of family income.

An annual Family Income Survey is used to capture information and ensure the Pateros School receives all of the funding it is entitled to for state educational programs. The survey will be included in the August newsletter.

Breakfast service starts at 7:20 am.

### **INSTRUMENT RENTAL**

Musical instruments are available for rent by Pateros students. The fee schedule is below. Please note that Students/Parents/Guardians are responsible for maintenance items and any damage that occurs to school owned instruments.

Instrument rental fee for grades 7-12:

\$25.00 per semester for brass and woodwind instruments  
\$20.00 per semester for percussion instruments  
Instrument rental fee for grade 6:  
Free instrument usage.

### **PE UNIFORMS**

All students taking a PE class will be required to dress down in the required PE uniform. Uniforms will consist of a t-shirt and shorts with Pateros PE imprinted on them. It is suggested that all students write their name on the inside of their uniforms. Uniforms will be available for purchase in the K-12 office for \$20.

## **SCHOOL COMMUNICATIONS**

### **SKYWARD**

Parents and students can view online information regarding student academic performance and attendance in Skyward. Parents should contact the K-12 office at 509-923-2343 ext. 2, to receive their password

### **SCHOOL WEBSITE**

[www.pateros.org](http://www.pateros.org) Please visit the website for the most up to date information for all departments and school activities.

### **DAILY BULLETIN**

The daily bulletin is on the school website and will be read each day. Students wishing to place information in the bulletin must have their advisors approve and submit the information to the K -12 office no later than 8:00 a.m. the day it is to appear.

### **EXTREME WEATHER/DISASTER POLICY**

In the event that school is closed, or buses are running on a different schedule due to any extreme conditions; information will be sent out via the Parent Square App; area radio stations: KOZI-Chelan 1230 AM and 103.1 FM, KNCW—Omak 680 AM and 99.3 FM, KPQ—Wenatchee 560 AM, 102 FM &, KEYG—Grand Coulee 98.5 FM, and KPBX—Spokane 91.9 FM. The following Spokane television stations will also be notified: KREM (2), KXLY (4), and KHQ (6).

## **STUDENT RIGHTS AND RESPONSIBILITIES**

**Student Rights:** All students have an equitable right to educational opportunities in a safe, civil, respectful, and inclusive learning community. This section outlines the basic behaviors expected of all students in Pateros School District to ensure a healthy learning environment. Regulations apply to all participants, spectators, and visitors during school hours and at all school sponsored activities and athletic events at home and away. If students or their families are in a temporary or inadequate living situation due to a loss of housing, they may be eligible for certain educational rights and services through a federal law called the McKinney-Vento Act. Parents and/or students may contact the school to gather more information.

**Student Responsibilities:** Students must meet reasonable expectations of conduct while attending school to ensure the smooth operation of school programs so that all persons attending may receive equitable educational opportunities guaranteed by law.

## **STUDENT EXPECTATIONS**

### **ASSEMBLIES**

School assemblies are an important feature of student life at Pateros. Students are to be courteous and provide their undivided attention to the Master of Ceremonies, speaker, or performer throughout the assembly. Students are expected to attend all assemblies that are designated for their grade level and to show appreciation by their attention and applause. Whistling and loud or boisterous behavior are not appropriate and will result in disciplinary action. Students may be restricted from attending assemblies due to inappropriate behavior.

### **CLOSED CAMPUS**

Pateros School has a closed campus. This means no student leaves school grounds without parent and school authority permission. All students must follow proper check out procedures in the K-12 office.

### **CLOSED CAMPUS EXCEPTIONS**

Students in grades 9-12 may complete the "Off-Campus Lunch Parent Permission Form" to go off-campus during lunch. To be eligible for this practice: 1. The "Off-Campus Lunch Parent Permission Form" must be signed and turned into the K-12 office; 2. Students must be on time to the class following his/her lunch period; 3. Students must return to school for the remainder of the school day; 4. Students will take pride in our community and school by not littering; 5. Students will lose the privilege of going off-campus if they are truant; 6. Only Seniors are allowed to take vehicles off-campus for lunch if they have earned a 3.0 grade point average in the first semester & have no incidents of discipline & may NOT transport any other students. Please read "Off-Campus Lunch Parent Permission Form" for additional information and criteria.

### **RUNNING START**

Pateros School District is not responsible for informing Running Start students about extracurricular and social activities at the high school.

### **COMMONS**

NO food or drink shall be taken from designated lunch areas, except in special instances as approved by the principal. Student behavior in the designated lunch areas should conform to regular school decorum. Students are responsible for maintaining a clean environment in their commons and school.

### **COUNSELING**

Students are encouraged to consult the counselor when help is needed either academically, socially, for career planning, or for personal reasons. Students excused by the teacher must have a teacher's pass. Students returning to class from the counselor's office must have a counselor's pass in their possession.

### **SCHOOL DANCES**

School dances are an important part of the high school experience. We are a public high school and have high expectations of our students and their guests. Therefore, at our dances, the rule of "face to face and leave a space" will always be followed. Those who cannot follow our policy will be asked to leave.

Dance passes are required for all non-Pateros High School students to attend dances. Students may obtain passes from the office. These must be completed by the student and guest and returned to the office for registration and administrative signature. Guests over the age of 20 are not allowed.

## **HALLWAYS / STAIRWAYS**

Students are expected to be considerate of others in the hallways and stairways. Students should refrain from sitting on the stairways as this poses a safety issue for those using the stairways. Secondary students are not allowed in the elementary hallways unless on official business.

## **LOCKERS**

Pateros School District is NOT responsible for losses from lockers. The locker is only as safe as the student assigned to that locker makes it. Locks are supplied for school lockers and are available at no charge from the K-12 office. Thefts do sometimes occur in the commons and in the locker room. To discourage these thefts, please take the following precautions:

- Do not tell your lock combination to anyone.
- Be sure to leave your locker locked after each use.
- Do not leave valuables in your locker, such as money, valuable clothing, jewelry, or electronics.
- Report theft or loss of property to the office immediately.

Lockers are property of the school district. School authorities have the right and obligation to check lockers at any time for the safety, welfare, and protection of Pateros students and school property. At the end of the school year students are responsible for cleaning out and wiping down their assigned lockers.

## **SCHOOL BUS RULES**

Students must follow these rules when riding in district transportation.

1. Remain seated and keep aisle clear. The bus driver may assign seats.
2. Be courteous and respectful.
3. Do not use profanity.
4. Keep the bus clean.
5. Do not eat or drink on the bus without permission. No glass containers of any kind.
6. Violence is prohibited. Do not destroy property.
7. Keep your hands and head inside the bus. Do not open windows or doors without permission.
8. For your own safety, do not distract the driver.

### **Transportation Procedures**

1. Students shall ride only on their assigned district vehicle unless permission to do otherwise has been received and approved by school officials. Riding in a district vehicle other than assigned shall be limited to space available.
2. Students shall not be permitted to leave the assigned vehicle except at their regularly assigned stop unless approval is issued by the school office or driver to do otherwise. This procedure will also apply on all co-curricular trips.
3. Students shall not carry or have in their possession items that can cause injury to anyone in the district vehicle. Such items include, but are not limited to, sticks, breakable containers, weapons or firearms, straps or pins protruding from clothing, large items, etc. Bulky items which cannot be held or placed between the student's legs need prior arrangements made for transportation. Books and personal belongings shall be kept out of aisles.
4. Students shall not have any animals except for ones needed for documented disabilities.
5. While the bus is in motion, students shall refrain from talking to the district vehicle's driver, unless absolutely necessary.
6. Students shall arrive at their assigned bus stop at least 5 minutes before the district vehicle. Student conduct at the stop shall be orderly and provide for personal safety of the students. Students shall not litter or damage public or private property.
7. Students going to and from stops shall walk on the left-hand side of the roadway facing oncoming traffic at all locations where it is possible. Students shall walk directly to their stop for transportation to school and walk directly home after unloading from the district vehicle.
8. Students shall follow emergency exit drill procedures as prescribed by the driver.
9. Parents of students identified as causing damage to district vehicles shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation privileges.

10. Students who ride the district vehicle to any event must ride the same vehicle home unless prior arrangements have been made through the school office or athletic director or the coach/advisor. A signed parent permission release must be approved by a school official.
11. Student misconduct shall constitute sufficient reason for the suspension of transportation privileges.

**Misbehavior on Bus:** Penalty is at the discretion of the principal depending on circumstances (may include removal from bus for 1-12 days or permanent removal from bus by a formal hearing). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school, in alignment with school board policies.

**Failure to Follow Safe Transportation Practices Will Be Sufficient Reason to Discontinue Providing Transportation to the Student(s) Involved.**

The principal shall ensure that students comply with the specific regulations and consistent implementation of the Transportation Disciplinary Plan. Principals must maintain open lines of communication among school officials, district vehicle drivers, and the transportation department. Unsafe and/or abusive behavior on the part of a student riding in a district vehicle will result in a written report based upon the following guidelines. This written report is the primary means by which a driver communicates a student's conduct to the school and transportation department. When investigating the incident, the primary concern must be with respect to the safe transportation of students. Corrective actions, if necessary, will be consistent throughout the district as follows:

- 1. 1st Offense:** After warnings of violations of transportation rules or procedures, the vehicle driver will initiate a district vehicle incident report and turn it in to the building principal. The building principal will schedule a meeting with the student and if considered necessary, the parent.
- 2. 2nd Offense:** A student accompanied by a parent(s) will have the option of riding the bus with his/her child for two (2) days or have the child suspended from riding the district vehicle for a period of two (2) school days. The parent/guardian will be notified of the suspension from riding the district vehicle by the building principal. The vehicle driver will complete a transportation incident report and the principal will meet with the driver and the student to make him/her aware of the next disciplinary step.
- 3. 3rd Offense:** A conference will be required between the parent/guardian, the building principal, and the district vehicle driver in order for the student to ride district transportation again. The student will, in addition, receive a five (5) day suspension of district vehicle riding privileges. The vehicle driver will complete a transportation incident report and the principal will meet with the driver and the student to make him/her aware of the next disciplinary step.
- 4. 4th Offense:** The student will be suspended from riding in district vehicles for the remainder of the school semester with a minimum suspension time of six (6) school weeks (30 school days). If the incident occurs so close to the end of the school year to not allow a full six-week suspension, then the student will automatically be placed on a transportation riding contract for the following school year. This will be developed between the student, parent/guardian, principal, and district vehicle driver to ensure safe district vehicle riding practices in the future.

A student or parent/guardian of a student who has been suspended from receiving transportation privileges may appeal the principal's decision through the citizen complaint policy adopted by the district.

## **STUDENT DRESS**

Appropriate dress and grooming are expected of students. Students are to maintain high standards of personal cleanliness and personal appearance. Students are to avoid styles of dress and grooming that distract attention from the educational process. Any student who fails in that respect may be sent home to dress appropriately for school attendance.

**Heads-**Students must remove any inappropriate headwear while in the building unless prior permission is given by the K-12 principal. No hoods or sunglasses.

**Torso-**Clothing must cover the entire stomach, back, shoulders, chest & undergarments. Sports bras may be visible underneath other shirts for sports activities and P.E. Tops with spaghetti straps must be covered.

**Legs-**Shorts, skirts & dresses must be longer than fingertip length or mid-thigh. Undergarments must be covered.

### **Other Clothing Guidelines**

- Clothing advertising or promoting alcohol, tobacco or drugs is not allowed.
- No clothing with sexually suggestive slogans, profanity, lewd pictures, or that which may be offensive to a student's religion, race, or national origin.
- Jewelry that may be considered dangerous may not be worn. This includes spikes of any kind, wallets with chains, or any other typed of hanging chains.
- Gang or drug related clothing, including bandanas, or tattoos must be removed or covered.
- No article of clothing or uniforms issued by the athletic department can be worn to school other than for practice or games associated with the sport involved, except for special occasions and game days with administrator approval.

If the student's dress or grooming is objectionable under these provisions, the principal shall request that the student make appropriate corrections. If the student does not have appropriate clothing for torso coverage they will be given an appropriate PSD t-shirt to wear for the remainder of the day. The shirt must be returned to the K-12 office. If the student refuses, the principal shall notify the parents and require that the person be sent home until the necessary corrections are made. Students who repeatedly violate any section of the dress code will automatically revert to the procedures of Board Policy 3300P and receive the defined consequence for each of the actions. Students who violate provisions of the dress code relating to co-curricular activities may be removed or excluded from the co-curricular activities for such period as the principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

### **STUDENT-LED CONFERENCES**

Every student in grades 7 thru 12, is required to participate in a Student-Led Conference in the spring. Each student must earn a satisfactory score or redo the conference until a satisfactory score is received.

### **WELCOME UP ORIENTATION NIGHT FOR 7TH & 9TH GRADES**

Every September, the 7th & 9th grade students will have the opportunity to attend a Welcome Up Meeting. All of the students, and their parents are encouraged to attend. This meeting will give insight into the start of their Junior High and High School careers

## **GRADUATION REQUIREMENTS** (Board Policy 2410)

<b>Courses</b>	<b>Required credits (27)</b>
English	4 credits
Mathematics	3 credits
Science ( <i>2 must be lab credits</i> )	3 credits
Social Studies	3 credits
Health and Fitness ( <i>.5 health credit, 1.5 fitness credits</i> )	2 credits
Career & Technical	3 credits
Arts	2 credits
World Language or PPR	2 credits
Electives	5 credits

\*Seniors must successfully complete a High School and Beyond Plan

\*Seniors must have four passing Advisory grades, one for each year of High School.

### **Honor Roll Grading Practices**

The Pateros Junior-Senior High School honor roll will consist of the following categories:

- Superintendent's List 3.75-4.00
- Principal's List 3.50-3.74
- Merit List 3.00-3.49

### **Valedictorian/Salutatorian**

Both the valedictorian(s) and the salutatorian(s) must be in the "College in the High School Program". There may be multiple valedictorians/salutatorians provided they have the same GPA. Students transferring from another school must meet the "College in the High School Program" criteria from Pateros High School to be considered for valedictorian or salutatorian.

## **Pateros High School "College in the High School Program" School Diploma**

Pateros High School offers a "College in the High School Program" Diploma:

- To provide a rigorous curriculum for Pateros High School students
- To correspond to four-year college entrance requirements or recommendations
- To provide a transcript that documents a rigorous curriculum for four-year college entrance
- To promote a competitive transcript with other high schools to attain scholarships

### **To participate in the "College in the High School Program", a student must:**

- Declare "College in the High School Program" intention at the first of the junior year by application to the counselor
- Complete one (1) English, one (1) math, one (1) history and one (1) science College in the High School course for each of their Junior AND Senior years. Running start core classes are considered honors classes.
- Maintain a 3.5 grade point average or higher
- Earn grades that are a "C" or higher
- Document the above requirements in the senior portfolio

### **Recognition of Academic Achievement at Graduation**

- Students on the Superintendents List with a GPA of 3.75-4.0 will wear a gold Honor Cord
- Students on the Principal's List with a GPA of 3.50-3.74 will wear a silver Honor Cord

### **Recognition of "College In The Classroom Program" Achievement at Graduation**

- Students receive a gold Honors emblem on their diploma
- Students wear a purple & silver Honors cord if the grade point average is a 3.5-3.74
- Students wear a purple & gold Honors cord and if the grade point average is 3.75 or higher

It is the student's responsibility to ensure that credits are met for College in the High School graduation. To receive a "College in the High School Program" diploma from Pateros School District, individuals must be full-time students.

## **COLLEGE IN THE CLASSROOM**

Pateros students have the opportunity to earn credits from several state universities, pending availability of the classes. With the help from a Washington State grant, the district will cover registration fees for a total of 25 credits per year. Students may take additional credits if they pay the remaining tuition. A total of 68 credits will be offered.

### **CAREER AND TECHNICAL EDUCATION (CTE) TECH PREP HAS BEEN CHANGED TO CTE DUAL CREDIT**

Career and Technical Education is a planned program of courses and learning experiences that begins with exploration of career options, supports basic academic and life skills, and enables achievement of high academic standards, leadership, options for high skill, high wage employment preparation, and advanced and continuing education. (RCW 28C.04.100)

Students interested in taking CTE classes need to:

1. Enroll in Pateros High School CTE Dual Credit classes (formally known as Tech Prep classes).
2. Register for CTE Dual Credits at <http://www.ctesers.org> the same school year you take the class.
3. Return the resulting registration form to WVC Dual Credit Office. A hard copy registration form sent to the college is required to confirm the student's intention to apply for college credits.
4. Earn a "B" or better grade in CTE Dual Credit classes. Your teacher will report your grade in the online registration system.
5. Receive Wenatchee Valley College credits.

For more information see the school counselor or call NCW CTE Dual Credit Consortium at 509-682-6847.

## **EIGHTH GRADE PROMOTION**

Eighth grade promotion is a celebration of students entering into their high school career. It is a culmination of kindergarten through eighth grade work that provides a solid foundation to begin their high school academics. It is also a recognition that beginning with the 9<sup>th</sup> grade, all their course work counts towards completing their high school graduation requirements.

Eighth graders are invited to participate in ceremony recognizing this transition. Traditionally family and friends have gathered to celebrate with the eighth graders. Students will follow the school dress code. Criteria to participate in the Eight Grade Promotion will be shared with the parents and students at the beginning of the year. All students must be passing all of their classes to participate in the ceremony.

## **GENERAL INFORMATION**

### **ACADEMIC STUDENT SUPPORT SERVICES**

All students have access to multiple sources for extra academic help, if needed.

- Study Table – Study Table is open for all 6<sup>th</sup> through 12<sup>th</sup> grade students who may need extra academic help. This service will be available on Fridays from 8:00 a.m. to 11:00 p.m.
- Teacher Access is available to all students 30 minutes prior to school and 30 minutes after school.

### **AUTOMOBILES AND MOTORCYCLES**

Students who drive cars or motorcycles to school are allowed to park on the lower lot parking area of the school district property as a privilege and the privilege may be revoked for inappropriate driving or parking. Students are not allowed to access vehicles during the school day without permission from the main office. All vehicles must remain parked and vacant during school hours. Because the school allows you to park on school property, the vehicle may be searched if an administrator sees a need. Adjacent city streets are considered an extension of the school parking lot and campus and therefore subject to the Search and Seizure Policy when related to a school violation as stated in this handbook. The school is not responsible for the protection of vehicles or valuables in vehicles.

### **ATTENDANCE PROCEDURES**

The goal of Pateros Public Schools is to ensure that each student reaches his/her highest potential in educational attainment. Students are responsible for their attendance on a regular basis to reach that goal. The Washington State attendance laws under the Becca Legislation will be strictly followed and monitored by the attendance clerk and principal. Students and/or parents are petitioned to the court system when students or parents fail to follow attendance procedures. Seven (7) unexcused absences in a month or fifteen (15) in a calendar year require petitioning. Parents are notified, beginning with the first unexcused absence and thereafter.

Excused absences may include illness, doctor/dentist appointment, family emergencies, religious or cultural observances, court or court-ordered activities, visits to post-secondary or technical schools, scholarship interviews, absences related to homeless or foster care status, absences for disciplinary reasons, and pre-planned absences. The parent/guardian must notify the school of the nature of the absence before it will be excused. School districts are required to call the custodial parent when a student is not at school; therefore, parents are requested to call the principal's office (923-2343 ext. 2) by 8:15 a.m. if their child will be gone from school for an unplanned absence.

Students will be given one school day for each excused school day absence to turn in the work missed in any class. It is the student's responsibility to obtain all make up work from his/her teachers upon returning to class. Failure to obtain make up work is no excuse for not doing the work missed.

**A.Excused or Planned Absences** Students may be absent from school for personal matters. A personal leave absence counts as one of the 12 maximum allowed per class each semester. A student who exceeds 12 non-school related absences in a semester may not be allowed additional planned absences. A written excuse from a

parent indicating a planned absence should be submitted to the office one day prior to the absence. The student must have a planned absence form signed by their parent or guardian and all affected teaching staff. The form must be turned in the day before the planned absence.

**B. Unexcused Student Absences**

Students living with a parent/guardian must have absence excuse notes signed by a parent/guardian. Notes should include the dates the student was absent, the reason for the absence, and the current date. Student absences will be considered unexcused if a student fails to bring an excuse note signed by a parent/guardian within two (2) days following the absence if the absence was due to a non-school related activity.

Students receiving an unexcused absence will not be permitted to make up missed work assignments. All graded activities shall be treated as if the student had chosen not to participate in the graded activity. RCW’s 28A.225.020 and .030 have been revised to require the school to notify the custodial parent whenever the child has one unexcused absence within a month. Upon the seventh unexcused absence during any month or the fifteenth during the school year, the district shall file a petition with the juvenile court alleging a violation of attendance laws by the parent, by the child, or by the parent and child. A student may also be subject to an attendance contract or to detention time.

**C. Truancy**

Truancy is an absence in which parents have not requested the student to be excused nor have school authorities given prior approval for the absence. Truant students will be considered unexcused. Truant students will not be able to make up missed work assignments.

A student is truant when he or she:

- 1. Leaves school without principal and/or parent permission.
- 2. Is absent from school or class without principal/teacher and/or parental permission.
- 3. Obtains school permission to go to a certain place and does not report there.
- 4. Fails to attend a scheduled assembly.

**Truancy shall be disciplined as follows:**

Truant one class period or leaving campus at lunch:	One Friday detention
Truant two-three class periods:	Multiple Friday detentions
Truant four- seven class periods	1-3 days of in-school suspension

**D. Tardiness**

The classroom teacher shall make all determinations on whether a student is tardy to class or not. Such determinations will be made clear to all students in advance. The classroom teachers will record all tardiness in Skyward. Students who arrive more than 10 minutes after the class begins will be considered absent rather than tardy.

Having an unexcused tardy three (3) times in all classes, during a semester, will result in a letter being sent to the parent/guardian. Being tardy five (5) to seven (7) times in all classes during a semester will result in one Friday detention. Being tardy eight plus (8+) times in a semester will result in two hours of Friday detention. Tardy reports will be run weekly, and detention will be issued according to any increases in the tardies from the previous week.

**E. Twelfth Absence in a Class**

The twelfth absence in a class during the semester may result in a conference between the principal, counselor, student, and parents to determine the educational progress of that student. A contract between the school and the student may be written or the student may be required to withdraw from class with subsequent loss of credit. A physician’s note may be required for a student to receive an excused absence.

**CHANGE OF PHONE NUMBER, MAILING ADDRESS, OR PHYSICAL ADDRESS**

When a change occurs, please inform the school of this so that parents/guardians can be reached in emergencies. Please send a note or call the school as soon as possible. Changes can also be made by accessing Skyward.

**CLASS CHANGES**

Student schedules remain in effect for the entire semester. Students may request a schedule change the week prior to a semester break, pending available class space. Changes may be made only in extreme cases with the

approval of the school counselor, principal, and parent. Classes may not be changed to accommodate a schedule preference, teacher preference, or a change of mind.

## FIELD TRIPS

Field trips are defined as travel away from school premises, under the supervision of a teacher for the purpose of affording students a direct learning experience not available in the classroom.

- Staff members shall submit a completed field trip request form to the principal at least two weeks prior to the field trip.
- Any overnight field trips must be presented to the school board before the trip can be approved.
- Students must have a field trip permission form signed by **all** classroom teachers if they are missing class time. The student is responsible for making up any class work that is missed due to attending the field trip.
- If a student is not in good academic standing, a teacher has the right to refuse signing the permission form.
- The form must be signed by his/her parent/guardian. Authorization by a parent cannot be given over the phone or electronically.
- **Students will turn in field trip permission forms to the K-12 office by 3:00 p.m. at least two days prior to the trip. Late permission forms will not be accepted.**

## LOST AND FOUND

Students or parents are encouraged to call or come to the K-12 office to claim lost items. Unclaimed items are turned over to various charities.

## PARKING

All students parking on school property must have a valid driver's license and active auto insurance. Students are not allowed to access their vehicles during the school day without permission from the main office.

## PHOTOS

On occasion, pictures of Pateros students involved in activities at the school may appear on the school website to highlight school activities. Names are generally excluded. On occasion, the local newspapers ask the school to name students in pictures that will appear in the newspaper. If parents do not want to have their child's picture appear at any time, on the website, or have their names given to the newspaper, please contact the K-12 office staff with your request.

## REPORT CARDS

Reports of student progress are sent home four times during the school year. Interim reports will be mailed at the middle of the grading period to parents of students doing failing work or those who are not utilizing their potential. Interim reports will be mailed in hope that through the cooperation of the parents, teacher and students, student work can be improved to a satisfactory level. The general criteria for grading: A-excellent, B-above average, C-average, D-below average, F-failing, S-satisfactory, U-unsatisfactory, and I-incomplete. An incomplete must be made up within two weeks or the grade becomes an "F." If students or parents have questions concerning grading, they should contact the instructor responsible for reporting the grade. If a problem still exists, contact the principal for assistance.

## SENIOR TRIP - PLANNING TIME LINE

- By January 8** - Meet with the principal and have a basic plan started
- By January 29** - Meet with the principal. At least half of the money for the trip must be raised.
- By February 26** - Transportation Request turned in, specific trip information presented to the principal, & hotel reservations made.
- By March 19** - Complete itinerary due to the principal. Make presentation to the school board for final approval.

- E. **By March 23**-Class representatives do a presentation to the School Board to get approval to go on the trip.

## **SIGNS IN THE HALLS**

All decorations/posters must have prior approval by the principal or superintendent. No adhesives will be allowed that cause permanent damage to the building.

## **TEACHER'S AIDE (TA)/CROSS AGE TUTOR**

Being a teacher's aide or cross age tutor is a privilege given to juniors and seniors in high school. A student must be in good academic standing to be a teacher's aide or cross age tutor. Students may not have more than two TA's in a quarter. School Credit is received for being a TA. Community service hours are given for being a cross age tutor.

## **VISITATION**

Parents/guardians are welcome to visit school. In advance, please call the teacher to visit a particular class or observe a specific activity. During school business hours of 7:20 a.m. to 4:00 p.m. all visitors are required to check in at the school office before going anywhere in the school or on the playground. This is to provide safety for students. Guest student visitations may be allowed with a minimum of 24-hour notice. Approval by appropriate staff in writing on a form that is distributed by the principal, and approved by the principal.

## **VOLUNTEERS**

School volunteers play an important part in the services provided in our school. Volunteers are invited and welcome to help in many ways including tutoring, reading with students, assisting in the office or library, and other activities. For the safety of our children, it is required that all volunteers complete a criminal history report form. Parents and community members are encouraged to volunteer.

## **WITHDRAWALS**

Students withdrawing from school will obtain a checkout slip from the office. The slip must be signed by his/her teachers and other staff members listed on the form. The form indicates that all schoolbooks and materials have been returned. The student will then go to the K-12 office for final clearance. All fees and fines must be paid before a transcript will be forwarded (RCW 28A.635.060). In order for transcripts to be sent from Pateros School District to the school where the student is transferring, a written consent form must be on file in the office.

## **HEALTH SERVICES**

OUR GOAL: All students are safe, healthy, and ready to learn. More information about services is available on our website at [www.pateros.org](http://www.pateros.org). Parents/guardians must submit any health plans from physicians and medications following the district procedure at the beginning of the school year. Please check with the main office or school nurse with any questions.

## **PATEROS SCHOOL DISCIPLINE PHILOSOPHY**

Everyone has the right to learn and be safe in Pateros School District without the interference of others, including himself/herself. Pateros School District provides a positive and productive school environment maintained by a consistent and equitable discipline program.

## **STUDENT BEHAVIOR RESPONSIBILITIES FOR GRADES TTK-12**

Each student enrolled in Pateros School becomes a citizen of the school. When a student accepts the privilege of citizenship, he or she must also assume obligations and responsibilities.

**Prepared and Punctual**

**Honorable**

**Safe and Civil**

In order to follow the PHS guidelines, students must show respect. The four types of respect are:

- **Respect for Property** - Pride and respect should prohibit students from marring halls, desks, restrooms, or any other school property. Picking up trash from the floors, grass or other areas around the building is an excellent way to demonstrate pride in your school.

- **Respect for Authority** - Support the teaching and/or learning process without disruption and come to class prepared. All employed personnel of Pateros have been given authority to correct student's misbehaviors and students shall respect this authority at all times.
- **Respect for Others** - Common courtesy should be displayed at all times. Use courteous manners and speech towards others. A tolerance and concern for others is an important virtue that will have life-long effects.
- **Respect for Self** - Self-respect is valuable because it provides guidelines to success. Students who have little or no respect for themselves rarely succeed.

## **HARASSMENT ~ INTIMIDATION ~ BULLYING**

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

### What is HIB?

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

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

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

### How can I make a report or complaint about HIB?

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!) You may use our district's reporting form to share concerns about HIB <https://www.pateros.org/files/user/62/file/bully-form.pdf> but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (District HIB Name and contact Infor) that supports prevention and response to HIB.

### What happens after I make a report about HIB?

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

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

### What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

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

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

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

**For the student designated as the “targeted student” in a complaint:**

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

**For the student designated as the “aggressor” in a complaint:**

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

For more information about the HIB complaint process, including important timelines, please see the district’s HIB webpage or the district’s HIB Policy [3207] and Procedure [3207P].

## Our School Stands Against Discrimination

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

### *What is discriminatory harassment?*

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

To review the district’s Nondiscrimination Policy 3210 and Procedure 3210P, visit [www.pateros.org](http://www.pateros.org).

### *What is sexual harassment?*

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

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

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

To review the district’s Sexual Harassment Policy 3205 and Procedure 3205P, visit [www.pateros.org](http://www.pateros.org).

### *What should my school do about discriminatory and sexual harassment?*

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

### *What can I do if I’m concerned about discrimination or harassment?*

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

For concerns about discrimination, sex discrimination including sexual harassment, disability discrimination, or discrimination based on gender identity please contact:

Jessica Simmons, Exec. Admin Assistant, [jimmmons@pateros.org](mailto:jimmmons@pateros.org), 509-923-2751

To **submit a written complaint, describe** the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator.

Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

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

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

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

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

If you do not agree with the outcome of your complaint, you may appeal the decision to [identify the decision maker on appeal identified in board policy (e.g., the School Board)] and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P)

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

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

Who else can help with HIB or Discrimination Concerns?

#### **Office of Superintendent of Public Instruction (OSPI)**

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

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

- Website: [ospi.k12.2a.us/student-success/health-safety/school-safety-center](https://ospi.k12.2a.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6088

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

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

#### **Washington State Governor's Office of the Education Ombuds (OEO)**

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

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

#### **U.S. Department of Education, Office for Civil Rights (OCR)**

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

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

## Our School is Gender-Inclusive

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

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

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit [www.pateros.org](http://www.pateros.org). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Scotti Wiltse, [swiltse@pateros.org](mailto:swiltse@pateros.org), 509-923-2751.

## **NOTIFICATION OF THREATS OF VIOLENCE OR HARM**     *Board Policy 4314*

Students and school employees who are subjects of threat of violence or harm will be notified of the threats in a timely manner. Parents will be included in notifications to students who are subjects of threats of violence or harm. If there is a specific and significant threat to the health or safety of a student or other individuals, the district may disclose information from education records to appropriate parties whose knowledge of the information is necessary. Timing and details of the notice will be as extensive as permitted by the federal Family Education Rights and Privacy Act (FERPA), other legal limitations, and the circumstances.

"Threats of violence or harm" means direct or indirect communications by any means of the intent to inflict physical harm upon a specific individual or individuals or that place a person in fear of the imminent likelihood of serious harm. The district will assess and address potential threats of violence or harm in a manner consistent with the district's threat assessment policy, other safety policies, and comprehensive safe school plans.

If the district determines a person poses a threat of violence or harm to students, employees, or others, the district may administer relevant district discipline policies and procedures and may refer to appropriate community agencies including law enforcement and mental health services. District staff will work with in-district and community-based professionals and services in all relevant area of expertise to address threats of violence or harm, those threatened, and those making the threats. Necessary information about the person making the threat will be communicated by the principal to teachers and staff, including security personnel.

State law provides the district, school district directors, and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution.

## **PROGRESSIVE DISCIPLINE CONSEQUENCES**

**School Action:** Initial discipline shall be based on the seriousness of the offense. Student's discipline is cumulative. Warning(s) may be given when appropriate. In all cases disciplinary action will escalate if student behavior is not modified.

Detention time will double or a student will advance to the next step when referred to the office by a substitute teacher. Students will be responsible to make their own transportation arrangements. Students may have the option to choose school service instead of serving after school detention on approval by the principal. Students who fail to complete the detention within four school days will have the balance of their time doubled or advance to the next consequence.

## **Corrective Action or Punishment**

The following guidelines are in effect to establish a range of corrective actions which may be imposed as a consequence to an exceptional misconduct or a misconduct that is not covered in the Pateros Discipline Plan. Building staff and administration review and define the areas of misconduct and the range of action to be taken

for each building. The appeals process for in-school suspension, short term suspension, long term suspension, and/or expulsion imposed as a result of this procedure. The Severity Clause allows the administration to enact this severity clause anytime a student willfully disregards a consequence or commits an act so severe that it requires the administrator to advance the student on the consequence progression anywhere from a warning to expulsion from school. Administration has the freedom to handle each discipline matter in a case by case manner to implement the appropriate intervention or discipline deemed most effective for a particular student which will a) deter the behavior long term and b) assist that child to be successful long term.



## **Pateros School District**

### **CONTINUUM OF DISCIPLINE RESPONSES**

#### **Classroom Level Continuum of Responses**

##### **Level A – Type One behavioral violation**

###### **Teacher:**

- Reteaches behavioral expectations
- Allow student opportunity to share their perspective and explanation regarding the behavioral violation
- Document incident on "Discipline Documentation Form" and turn form into K-12 office by the end of the day
- Email "teachers" with student name, violation, date and class period

##### **Level B – Type One behavioral violation involving unsuccessful Level A responses or repeated Type One behavioral violations**

###### **Teacher:**

- Reteaches behavioral expectations
- Allow student opportunity to share their perspective and explanation regarding the behavioral violation
- Notifies the student's parent
- Documents incident on "Discipline Documentation Form" and turn form into K-12 office by the end of the day
- Email "teachers" with student name, violation, date and class period OR if this is a repeated event from an earlier email: respond using "reply all" with student name, violation, date and class period

##### **Level C – Type One behavioral violation involving unsuccessful Level B and Level A responses or repeated Type One behavioral violations**

###### **Teacher:**

- Allow student opportunity to share their perspective and explanation regarding the behavioral violation
- Notifies and attempts to involve the parent in the resolution
- Documents incident on "Discipline Documentation Form" and turn in form into K-12 office by the end of the day
- Email "teachers" with student name, violation, date and class period OR if this is a repeated event from an earlier email: respond using "reply all" with student name, violation, date and class period
- Notify administration via text. Admin interviews after 3<sup>rd</sup> offense.

#### **Administrative Level Continuum of Responses**

##### **Level D – Type Two Office Managed Continuum of Responses**

**Teacher or school personnel refers student on Discipline Documentation Form and notifies administrator via text of behavioral violation:**

- Administrator or school support staff provide classroom support

- Administrator notifies and attempts to involve the parent in the resolution
- Administrator confers with teacher or other school personnel and investigates evidence
- Administrator invites the student to share their perspective and explanation regarding the behavioral violation
  - Use school referrals and protocols as appropriate
  - Attempt restorative justice practices and other forms of discipline
  - Consider behavior agreement
  - Consider in-school suspension as appropriate (if allowable)
- Document all referrals, other forms of discipline attempted, and actions

### **Level E- Type Three Office Managed Continuum of Responses**

**Teacher or school personnel refers student on Discipline Documentation Form and notifies administrator via text of behavioral violation:**

- Student referral and investigate evidence of behavioral violation
- Attempt lower-level continuum of responses as appropriate
- Administrator notifies and attempts to involve the parent in the resolution
- Administrator confers with teacher or other school personnel
- Administrator invites student to share their perspective and explanation regarding the behavioral violation
- Follow mandatory school referrals and protocols
- Attempt restorative justice practices and other forms of discipline
- Consider behavior agreement
- Consider suspension as appropriate
- Document all referrals, other forms of discipline attempted, and actions

### **Level F- Type Four Office Managed Continuum of Responses**

**Teacher or school personnel refers student on Discipline Documentation Form and notifies administrator via text of behavioral violation:**

- Student referral and investigate evidence of behavioral violation
- Attempt lower-level continuum of responses as appropriate
- Notify and attempt to involve the parent in the resolution
- Confer with teacher or other school personnel
- Invite student to share their perspective and explanation regarding the behavioral violation
- Follow mandatory school referrals and protocols
- Attempt or consider restorative justice practices and other forms of discipline
- Consider behavior agreement
- Consider suspension or expulsion (if allowable) as appropriate
- Document all referrals, other forms of discipline attempted or considered, and actions

### **Level G- Type Five Office Managed Continuum of Responses**

**Teacher or school personnel refers student on Discipline Documentation Form and notifies administrator via text of behavioral violation:**

- Follow mandatory school referrals and protocols
- Notify and attempt to involve the parent in the resolution
- Investigate evidence of behavioral violation and confer with other school personnel
- Invite student to share their perspective and explanation regarding the behavioral violation
- Consider restorative justice practices and other forms of discipline
- Consider behavior agreement
- Consider suspension or expulsion (if allowable) as appropriate
- Document all referrals, other forms of discipline attempted or considered, and actions

## **PATEROS SCHOOL DISTRICT DISCIPLINE MATRIX<sup>i</sup>**

Note, this matrix represents a summary of student discipline procedures under WSSDA policy 3241P.

Behavioral Violation <sup>ii</sup> & Severity Level <sup>iii</sup>	Range of potential responses based on conditions, limitations, and interventions						
	Best practices <sup>iv</sup>	Classroom exclusion	I S S	OSS short t	OS S long	Expulsi on	School referrals and protocols <sup>v</sup>
<b><i>Type One</i></b>							
Disruptive conduct – I <sup>vi</sup>	Levels A–C	No	No	No	No	No	
Dress code <sup>vii</sup>	Levels A–C	No	No	No	No	No	
Physical contact <sup>viii</sup>	Levels A–C	No	No	No	No	No	
Defiance <sup>ix</sup>	Levels A–C	No	No	No	No	No	
Disrespect <sup>x</sup>	Levels A–C	No	No	No	No	No	
Academic dishonesty/plagiarism <sup>xi</sup>	Levels A–C	No	No	No	No	No	
Property misuse <sup>xii</sup>	Levels A–C	No	No	No	No	No	
Inappropriate language <sup>xiii</sup>	Levels A–C	No	No	No	No	No	
Cell Phone or Other – I <sup>xiv</sup>	Levels A–C	No	No	No	No	No	
<b><i>Type Two</i></b>							
Destruction of property <sup>xv</sup>	Level D	✓	✓	✓	No K–4	No K–4	
Physical aggression <sup>xvi</sup>	Level D	✓	✓	No	No	No	
Tobacco possession or use <sup>xvii</sup>	Level D	✓	✓	✓	No	No	Prevention/intervention referral
Failure to cooperate <sup>xviii</sup>	Level D	✓	No	No	No	No	
Sexually inappropriate conduct <sup>xix</sup>	Level D	✓	✓	✓	No	No	
Disruptive conduct – II <sup>xx</sup>	Level D	✓	No	No	No	No	
Other – II <sup>xxi</sup>	Level D	✓	No	No	No	No	
<b><i>Type Three</i></b>							
Bullying <sup>xxii</sup>	Level E	✓	✓	✓	No	No	HIB Compliance Officer referral <sup>xxiii</sup>

Behavioral Violation <sup>ii</sup> & Severity Level <sup>iii</sup>	Range of potential responses based on conditions, limitations, and interventions						
	Best practices <sup>iv</sup>	Classroom exclusion	I S S	OSS short	OS S long	Expulsi on	School referrals and protocols <sup>v</sup>
Fighting without major injury <sup>xxiv</sup>	Level E	✓	✓	✓	No	No	School-based threat assessment referral
Illicit drug possession or use <sup>xxv</sup>	Level E	✓	✓	✓	No K-4	No K-4	Prevention/intervention referral
Marijuana possession or use <sup>xxvi</sup>	Level E	✓	✓	✓	No K-4	No K-4	Prevention/intervention referral
Alcohol possession or use <sup>xxvii</sup>	Level E	✓	✓	✓	No	No	Prevention/intervention referral
Tobacco distribution <sup>xxviii</sup>	Level E	✓	✓	✓	No	No	Prevention/intervention referral
Theft <sup>xxix</sup>	Level E	✓	✓	✓	No	No	
Other – III <sup>xxx</sup>	Level E	✓	✓	✓	No	No	
<b>Type Four</b>							
Assault – I <sup>xxxi</sup>	Level F	✓	✓	✓	No	No	School-based threat assessment referral
Fighting with major injury <sup>xxxii</sup>	Level F	✓	✓	✓	No K-4	No K-4	School-based threat assessment referral
Sexual harassment <sup>xxxiii</sup>	Level F	✓	✓	✓	No	No	Title IX Coordinator referral
Discriminatory harassment <sup>xxxiv</sup>	Level F	✓	✓	✓	No	No	Civil Rights Coordinator referral <sup>xxxv</sup>
Malicious harassment <sup>xxxvi</sup>	Level F	✓	✓	✓	No	No	School-based threat assessment referral
Arson <sup>xxxvii</sup>	Level F	✓	✓	✓	No K-4	No K-4	School-based threat assessment referral
Marijuana distribution <sup>xxxviii</sup>	Level F	✓	✓	✓	No K-4	No K-4	Prevention/intervention referral
Alcohol distribution <sup>xxxix</sup>	Level F	✓	✓	✓	No	No	Prevention/intervention referral
Gang intimidation or activity <sup>xl</sup>	Level F	✓	✓	✓	No K-4	No K-4	School-based threat assessment referral
Safety – I <sup>xli</sup>	Level F	✓	✓	✓	No K-4	No	School-based threat assessment referral
<b>Type Five</b>							
Assault – II <sup>xlii</sup>	Level G	✓	✓	✓	No K-4	No K-4	School-based threat assessment referral
Sexual assault <sup>xliii</sup>	Level G	✓	✓	✓	No K-4	No K-4	Title IX Coordinator referral <sup>xliiv</sup>
Illicit drug distribution <sup>xliv</sup>	Level G	✓	✓	✓	No K-4	No K-4	Prevention/intervention referral <sup>xlvi</sup>
Possession of a weapon <sup>xlvi</sup>	Level G	✓	✓	✓	No K-4	No K-4	School-based threat assessment referral

Behavioral Violation <sup>ii</sup> & Severity Level <sup>iii</sup>	Range of potential responses based on conditions, limitations, and interventions						
	Best practices <sup>iv</sup>	Classroom exclusion	I S S	OSS short	OS S long	Expulsi on	School referrals and protocols <sup>v</sup>
Robbery <sup>xlviii</sup>	Level G	✓	✓	✓	No K-4	No K-4	School-based threat assessment referral
Assault of teacher <sup>xlix</sup>	Level G	✓	✓	✓	No K-4	No K-4	Classroom reassignment <sup>i</sup> School-based threat assessment referral
Safety – II <sup>ii</sup>	Level G	✓	✓	✓	No K-4	No K-4	School-based threat assessment referral
<b>Type Six</b> Firearm <sup>iii</sup>	N/A	N/A	N / A	N/A	N/A	Mandator y	School-based threat assessment referral <sup>liii</sup>

## STUDENT DISCIPLINE

The Pateros School District strives to keep students in classrooms and will attempt lower-level responses to discipline concerns as appropriate. However, administrative responses may escalate to address student actions that create a disruption to the educational process for other students and teachers. Disciplinary action will adjust as needed to support appropriate student behavior.

Staff members will seek early involvement of parents in efforts to support students in meeting behavioral expectations. The Superintendent has general authority to administer discipline, including all exclusionary discipline. The Superintendent designates disciplinary authority to impose in-school suspension and short-term suspension to the school principals or designee, to impose long-term suspension to school principal and to impose expulsion to the school principals, and to impose emergency expulsion to the school principal or designee.

District Policy and Procedure 3241 establish guidelines for Classroom Management, Discipline, and Corrective Action. In some circumstances, a student may be emergency expelled as a first response due to immediate and ongoing danger or safety concerns related to the student's behavior, or serious disruption of the educational process. Notification of law enforcement may also be considered for some instances of student behavior violations.

*Note: Administration reserves the right to issue discipline based on the circumstances of individual incidents.*

**Responsibility to Investigate:** School Administrators are obligated to initiate an investigation stemming from any report of inappropriate school conduct or behavior. These staff maintain the right to speak with or interview any student throughout the course of an investigation. The progression and scope of the investigation will be determined by the principal.

**Duty to Cooperate during an investigation:** Students have a duty to answer investigative questions honestly and completely. Witnesses who are dishonest or fail to cooperate during an investigation or impede an investigation by encouraging others to be dishonest, may be subject to discipline.

### **Detentions**

Students must report on time for all assigned detentions, including detention assigned for tardiness. Students who fail to attend assigned detentions will receive an additional detention time. Students may have the option to choose school service instead of serving after school detention on approval by the principal.

### **In-school suspension and short-term suspension – conditions and limitations**

Before administering an in-school or short-term suspension, staff members must have considered one or more other forms of discipline to support the student in meeting behavioral expectations. Other forms of discipline may

include a teacher-student conference, a student conferencing with the principal, restorative conference, teacher, or office assigned lunch detention, afterschool detention, or a classroom exclusion. Before administering in-school or short-term suspension, the district will consider the student's individual circumstances and the nature and circumstances of the behavioral violation to determine whether the suspension and the length of the suspension, is warranted. The district will not administer in-school or short-term suspension in a manner that would result in the denial or delay of a nutritionally adequate meal to a student or prevent a student from accomplishing a specific academic grade, subject, or graduation requirements. Parents/guardians will be notified in accordance with district procedures for any students assigned in-school or short-term suspension.

### **In School Suspension Rules**

- Students may not practice or participate in extracurricular activities until their In School Suspension (ISS) has been completed. If it is a one-day ISS they may practice/participate that day.
- Students must be in the assigned room during their ISS, not in the commons or other areas.
- NO food or drinks, except for breakfast, lunch or school provided snack.
- Phones or other electronic devices may not be used during ISS; computer use is allowed if required for academic purposes.
- Teachers will be notified by email when students are in ISS, and they must provide work for the students.

### **Out of School Suspension Rules**

- Students who have been suspended or emergency expelled may not be on campus until their suspension has been completed.
- This includes attending any extracurricular practice or performance, AAU, open gym, or club activity that would put the student on campus.

## **TRANSPORTATION**

**Misbehavior on Bus:** Penalty is at the discretion of the principal depending on circumstances (may include removal from bus for 1-12 days or permanent removal from bus by a formal hearing). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.  
Board Approved 4-26-10

### **Failure to Follow Safe Transportation Practices Will Be Sufficient Reason to Discontinue Providing Transportation to the Student(s) Involved!**

The principal shall insure that students comply with the specific regulations and consistent implementation of the Transportation Disciplinary Plan. Principals must maintain open lines of communication among school officials, district vehicle drivers, and the transportation department. Unsafe and/or abusive behavior on the part of a student riding in a district vehicle will result in a written report based upon the following guidelines. This written report is the primary means by which a driver communicates a student's conduct to the school and transportation department. When investigating the incident, the primary concern must be with respect to the safe transportation of students. Corrective actions, if necessary, will be consistent throughout the district as follows:

**1. 1st Offense:** After warnings of violations of transportation rules or procedures, the vehicle driver will initiate a district vehicle incident report and turn it in to the building principal. The building principal will schedule a meeting with the student and if considered necessary, the parent.

**2. 2nd Offense:** A student accompanied by a parent(s) will have the option of riding the bus with his/her child for two (2) days or have the child suspended from riding the district vehicle for a period of two (2) school days. The parent/guardian will be notified of the suspension from riding the district vehicle by the building principal. The vehicle driver will complete a transportation incident report and the principal will meet with the driver and the student to make him/her aware of the next disciplinary step.

**3. 3rd Offense:** A conference will be required between the parent/guardian, the building principal, and the district vehicle driver in order for the student to ride district transportation again. The student will, in addition, receive a five (5) day suspension of district vehicle riding privileges. The vehicle driver will complete a transportation incident report and the principal will meet with the driver and the student to make him/her aware of the next disciplinary step.

**4. 4th Offense:** The student will be suspended from riding in district vehicles for the remainder of the school semester with a minimum suspension time of six (6) school weeks (30 school days). If the incident occurs so close to the end of the school year to not allow a full six week suspension, then the student will automatically be placed on a transportation riding contract for the following school year. This will be developed between the

student, parent/guardian, principal and district vehicle driver to insure safe district vehicle riding practices in the future.

The student or parent/guardian of a student who has been suspended from receiving transportation privileges may appeal the principal's decision through the citizen complaint policy adopted by the district.

**~ SEVERITY CLAUSE ~ The principal in consultation with the district vehicle driver will enact the Severity Clause anytime a student willfully disregards a consequence or commits an act so severe that it requires the administration or driver to advance the student on the consequences progression. This may cause the student to receive a more severe consequence.**

## **CO-CURRICULAR / ATHLETIC CODE**

### **I. Statement of Purpose**

The Pateros School District provides a co-curricular program that includes an interscholastic sports program for students who wish to represent the community and the school in interscholastic athletic competition and/or represent the school and community in other co-curricular programs. Participation in the program is a privilege which is available only to those students who comply with the following code and procedures. The co-curricular program, and the following code and procedures, are intended to promote the moral, social, and physical development of the participants such as is consistent with the educational process of the Pateros School District.

### **II. Participation**

The following policies apply to participants in all athletic programs including cheerleading and team support personnel (managers, stats keepers, etc.). Other co-curricular programs such as school sponsored club activities or clubs which have competitions, performances, or meetings outside of the regular school day (i.e., Ski Club, Pep Band, FFA, Drama, Knowledge Bowl, ASB officers etc.) fall under the provisions of this co-curricular code with the exception of Section IV-Academic Requirements, subsection 1 through 3. When a fine is assigned by the school, students may lose the right to participate in extracurricular activities until the fine is paid.

The Pateros School District may offer the following varsity sports during the respective season: Football, Volleyball, Basketball, Wrestling, Track, Softball, Tennis, Golf, Cross Country, Soccer, and Baseball. Factors affecting provision of co-curricular programs include finances, coaching availability, student interest, and equality.

This is a 365-day year-round code. Participants in these programs will be required to observe the provisions of the Activity Code at all times during the year. Participants and their parents will be asked to sign the code prior to participation in the activity program. Each signature is valid for the career of the student while in middle school or high school. Signatures are required each year by participants and their parents as a reminder of the requirements of this code.

### **III. Conduct**

#### **A. Basic Conduct**

1. Students participating in a co-curricular program are representatives of the team, school and community. They are expected to comply with the co-curricular code and procedures both on and off the field of athletic competition and co-curricular activities. Participants are further required to abide by the co-curricular/discipline code and procedures year-round.
2. Co-curricular participants shall not use and/or possess any form of tobacco or alcoholic beverage.
3. Co-curricular participants shall not use and/or possess any controlled substance as that term is defined by the criminal laws of the State of Washington. Any violation of the criminal laws of the State of Washington, other than traffic infractions and misdemeanor traffic offenses, shall constitute a violation of this code and shall subject the violator to suspension from co-curricular programs in the manner indicated herein.

#### **B. Team Procedures**

In addition to this co-curricular code, coaches/advisors shall develop program rules and regulations subject to the approval of the athletic director, high school principal, and superintendent regarding such matters as grooming, curfews, attendance at practices, team discipline, training, and all other matters which are reasonably related to the co-curricular program. Coaches shall further have the discretion to develop and

implement appropriate punishments for the violation of established team rules. A meeting will be held by the coach/advisor, athletic director, and principal, at the beginning of each program season to disseminate the team rules and regulations and accompanying punishments for violators of such rules and regulations.

### **C. State Eligibility Requirements**

Each co-curricular participant shall meet the following WIAA eligibility requirements for participation in co-curricular activities (Article 18.0.0, in WIAA Handbook; herein edited).

1. Co-curricular participants shall have passed at least 6 full-time subjects or received three credits in the semester immediately preceding the semester in which the activity season occurs.
2. Co-curricular participants shall be enrolled in regular attendance within the first 15 school days of the current semester.
3. High school co-curricular participants shall be less than 20 years old at the beginning of the activity season. Junior high school co-curricular participants shall not have reached their 16th birthday prior to June 1 of the previous school year.
4. Co-curricular participants shall be in regular attendance during the semester immediately preceding the semester of the activity season.
5. Athletes shall have passed a physical examination by a medical authority licensed to perform a physical examination during the 24-month period prior to participation.
6. Athletes shall have athletic injury insurance approved by the WIAA and the Pateros School District.

### **D. Local Requirements for Participation**

The following requirements must be met prior to participation.

1. Athletic participants must have a valid Pateros ASB card.
2. Athletes must obtain a physical examination from a doctor at his/her own expense and a record of this examination must be on file in the high school office.
3. Athletes must provide evidence of current enrollment in a medical insurance plan meeting the minimum requirements of the WIAA or provide the district a parent-signed insurance waiver.
4. A completed emergency information form for the current school year must be completed and signed by the parent/guardian. The form must be on file in the office (a copy will be provided for the coach/advisor during his/her activity season).
5. The co-curricular participant and his/her parents must read the remainder of this Handbook for Co-curricular Participants. Both the athlete and a parent/guardian are required to sign the acknowledgement page of this handbook and return it to the TTK-12 Office. Student and parent signatures indicate that both have read, understand, and agree to abide by Pateros and WIAA rules, regulations, and training requirements for the co-curricular activity season in which the student is participating.
6. Athletes must pay \$3.00 towel fee.

## **IV. Academic Requirements**

1. Co-curricular participants must be passing in all subjects. Academic eligibility will be judged by the teachers on Tuesday of each week. The period of non-eligibility will be seven calendar days without competition (Tuesday through the next Monday).
2. Co-curricular participants who fall into a failing grade category will have borderline status for one week. If grade is not improved to passing status at next check, they then become academically ineligible. They shall remain ineligible until that grade has been brought up to passing status. If a student is failing or falls in the "D" range, they will be required to attend a mandatory study table set up by the district. Students that are deemed ineligible cannot travel with the team to a contest nor play in games. They may, however, continue to practice as long as they have attended study table each day.
3. Students must also comply with WIAA scholarship standards (WIAA 18.7.0). These standards will be reviewed at the beginning of each sports season. Each participant and parent is responsible to understand these minimum standards.
4. Students cannot regain their eligibility at any point in this seven-day period, except by appeal to the Eligibility Appeal Committee on approval of the Athletic Director. They should work to achieve eligibility for the next week(s). The Eligibility Appeal Committee will consist of the high school principal, athletic director, and a coach from within the district. At least two of the members must be present at an appeal hearing for there to be a quorum. The co-curricular participant may be accompanied by parent/s, coach/advisor, or other selected parties by the participant to be a part of the appeal hearing. The decision of the Eligibility Appeal Committee will be final subject only to a formal complaint process available through the district policy.
5. Co-curricular participants are expected to attend school for the entire day of a co-curricular activity/contest or practice. A pre-arranged planned absence, family emergency/illness, and mandatory study table are the

only exceptions to this rule. Abuse of this excused absence (i.e., shopping instead of going to a legitimate appointment) will result in ineligibility for a week. A second offense of the same nature will result in being ineligible for the remainder of the season. Any student who is excused from class participation due to illness or injury on the day of a contest shall not participate in that day's co-curricular contest.

6. Co-curricular participants are expected to keep school equipment issued to them in clean and in good condition. Loss or damage of issued equipment will be the co-curricular participant's financial obligation. Co-curricular participants must turn in all equipment from an activity before turning out for the next activity or activity season.
7. The WIAA prohibits the use of school-issued equipment while participating in any event outside the regular school program.
8. In support of the district's dress code, co-curricular participants may not wear district issued uniforms to school without permission from their coach/advisor.
9. Participants in school-sponsored activities must travel to and from the event in school provided transportation unless there are special circumstances that would warrant permission being given by the administration to travel with their parents. Parents must sign a release form with the coach/advisor so that they are aware the parent is taking the student from the activity, even though prior approval was granted. All other situations must be cleared with the administration in advance. In all cases, the coach/advisor must have the release form signed in his/her presence.

## **V. Definition of Eligibility**

A co-curricular participant who has been placed on an ineligible list because of academic standards not being met must practice with his/her team, but may not attend contests as a participant, dress down, nor ride district transportation to or from the event.

## **VI. Penalties**

Substance Abuse - Use of Tobacco and Nicotine Products and Delivery Devices, Board Policy 4215.

A student's discipline record regarding drugs, alcohol, tobacco, or vaping use is cumulative throughout his/her attendance in Pateros Middle and High School. The use or possession of alcohol, tobacco, vaping products, or illegal drugs in any amount is prohibited. Appropriate law enforcement authorities will be contacted. Athletes need to be aware that products advertised as non-alcoholic beverages which have a low alcohol content are prohibited by the Pateros High School Athletic Code.

Possession means having a substance or delivery devices in one's custody or control. Actual possession occurs when the item is in the actual physical custody of the person charged with possession. Constructive possession occurs when there is no actual physical possession, but there is dominion and control over the substance such as knowing that alcohol, illegal drugs, or tobacco products are available and/or are being used by others. Students have a responsibility to remove themselves from that situation.

The following rules will be applicable for a sports season (Policy 2151P).

### **A. Use and/or Possession of Alcoholic Beverages, Tobacco**

Any co-curricular or extra-curricular activity participant who is found to be in possession of alcohol or tobacco products may be removed from the athletic team for three weeks (first offense). If the student violates the rule twice during the sports season, he/she will be dropped from the team for the season.

Students may attend all scheduled practices and meetings while under suspension. Attendance at these practices will count toward W.I.A.A. minimum practice requirements. The student will not be allowed to return early.

Post season play listed on any athletic/co-curricular schedule will be considered as part of the minimum suspension for any of the violations. If a student is under violation of any co-curricular or athletic activity, the student will remain suspended for the duration of participation in post season play or extended year events and become eligible only after required consequences have been completed as required.

### **B. Use and/or Possession of Illegal Chemical Substances or Opiates**

A violation of RCW 69.41.020-69.41.050 (Legend drugs including anabolic steroids possession, sale, and/or use; possession of drug paraphernalia) or RCW 69.50 (Controlled Substance Act) shall be considered a violation of the eligibility code and standards and shall restrict participation in those activities under WIAA's jurisdiction as prescribed by law. The following penalties will be administered:

**1st Violation** - A participant shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. Ineligibility shall continue until the next sports season in which the participant wishes to participate. In order to be eligible to participate in the next interscholastic sports season, the student athlete shall meet with the school eligibility board consisting of coaches and administrators selected by the principal, to request approval to participate. The school eligibility board will

recommend to the principal appropriate action to be taken in the student athlete's case. The school principal shall have the final authority as to the student athlete's participation in the interscholastic sports program.

**2nd Violation-** A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation. A participant who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substance and controlled substance analogs (RCW 69.50.10, identified substances) shall be given the opportunity for assistance through the school and or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However successful utilization of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility reinstated in the athletic program, pending recommendation of the school eligibility authority.

**3rd Violation -** A participant who violates for a third time RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be permanently ineligible for interscholastic competition.

### **C. Substance Abuse Counselor Program:**

The Student Interventions Team (SIT) shall give the student assistance in receiving help for treatment of tobacco/alcohol/illegal drug problems. The student must be a full participant and shall follow all guidelines as set forth by the program or shall revert back to the suspension policy.

1. Mandatory parent/guardian involvement: parent/guardians must be involved in this process.
2. Volunteer admission clause: If a student voluntarily comes forward and admits to a problem with drugs/alcohol, (if not too defensive, based on P.S.I. test), it would be considered a guidance problem and not a disciplinary problem. The student would be referred to the substance abuse program and must follow recommendations of the program. Eligibility would not be affected.

### **D. Criminal Offenses**

1. Any co-curricular participant found to be guilty or placed in a juvenile diversion shall be suspended from participation in all co-curricular events for the remainder of the season. The events that the co-curricular participant is suspended from must equal at least four weeks. This means the participant will lose eligibility for four consecutive events in one season or, if necessary, the next number of events to equal a total of four during the next season the participant participates.
2. Any co-curricular participant who commits a second violation of the provisions of paragraph III.A (4) above shall be suspended from participation in co-curricular events for one year.
3. Any co-curricular participant who commits a third violation of the provisions of paragraph III.A (4) above shall be suspended from participating in any co-curricular events for their high school attendance at Pateros.

### **E. Out of School and In School Suspension**

Co-curricular participants who have been placed in out of school or in school suspension shall be deemed ineligible for both practices and/or co-curricular events during the time of the out of school or in school suspension.

### **VII. Administration**

This code shall be administered by the high school athletic director, principal, and co-curricular coaches/advisors.

### **VIII. Appeal Process for Disciplinary Action**

When infractions occur within the athletic program, the following process may be followed:

- A. A Building Hearing Committee composed of the building principal and/or designee, activities director, and coach will be constituted to hear any appeals of disciplinary action taken against student athletes. Upon the imposition of penalty for infraction(s) of any rules or regulations related to interscholastic athletics, any aggrieved student and parents of said student will have the right to an informal conference with the Building Hearing Committee to request that they refrain from enforcing the decision of the coach or ask the coach to reconsider. If the students and parents do not make a written request for this informal conference within five (5) school days of the imposition of the penalty, they will have waived their right to the conference and appeal procedure. The informal conference is to be held within three (3) school days of the request.
- B. If the parties are unable to agree at the informal conference, the aggrieved party may appeal to the Building Eligibility Committee. The Building Eligibility Committee consists of the activities director and three student peers and three building staff members named by the building administrator. The Building Eligibility Committee must meet within three (3) school days of the appeals request. The aggrieved party and the coach(es) will be available as a resource.

- C. The Building Eligibility Committee will hear the case in detail and will render a decision within three (3) school days after hearing the case.
- D. The aggrieved party may appeal to the superintendent of schools within three (3) school days of the appeals decision. The superintendent of schools, after hearing the case in detail, will render a decision within ten (10) school days of the hearing.
- E. The aggrieved party may appeal the superintendent's decision to the Board of Directors within three (3) school days. The Board of Directors, after hearing the case in detail, will render a decision on the case within ten (10) school days of the hearing. This decision will be final.

Extracurricular activities are provided by the Pateros School District and Pateros High School to provide opportunities for students that cannot be included during the school day. Co-curricular activities are voluntary; however, as participants are representing the school and community, the following policies shall apply to all students who participate in extracurricular activities.

### **Requirements for Lettering in Co-Curricular Activities & Sports Awards at Pateros High School**

All letter persons must be a member of the team in good standing at the end of the sport season. An athlete who was injured during the sport season (who would have lettered) may be awarded a letter for that sport season. Additionally, an athlete must earn a letter by accomplishing the following in individual sports:

- Football:** Must attend practice regularly. Must play in one quarter of all varsity games. (If the team plays nine games, the athlete must play in nine quarters to letter.)
- Volleyball:** Must attend practice regularly. Must play in 1/3 of all varsity games.
- Basketball:** Must attend practice regularly. Must play in 1/2 of all varsity games.
- Wrestling:** Must attend practice regularly. Must participate in 1/2 of all varsity matches.
- Baseball:** Must attend practice regularly. Must play in 1/3 of all varsity games.
- Softball:** Must attend practice regularly. Must play in 1/3 of all varsity games.
- Tennis:** Must play in four varsity matches. Must attend all practices and matches unless excused by the coach.
- Track:** Must average three points per meet or place in post-season meet.
- Soccer:** Must attend practice regularly. Must play in 1/3 of all varsity games.
- Cheerleading:** Must actively participate in all practices, pep assemblies and games unless excused by advisor.
- Music:** A music lyre and/or pin will be awarded to band students who maintain a grade of "C" or above in band and have attended and played for two out of the three requirements identified below: (TBD)

At the end of each season there will be a Sports Awards (fall, winter, & spring). Each team will have the opportunity to receive up to four individual awards. The categories and how the award winners are chosen are up to the coach's discretion.

## **TECHNOLOGY**

### **Students and Telecommunication Devices (See Board Policy 3245)**

While on school property or while attending school-sponsored or school-related activities students may possess and use personal telecommunication devices including but not limited to pagers, beepers and cellular phones provided that such devices do not pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others. Students in possession of telecommunications devices and other related electronic devices shall observe the following conditions:

- A. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.
- B. 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 do otherwise.
- 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;
- 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 who violate this policy will be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
- G. 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.
- H. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

### **Violations for Telecommunication Devices and/or Cell Phones**

In addition to the rules above, students are expected to follow any guidelines established by classroom teachers. Failure to follow school procedures will result in devices being confiscated.

- A. **First Offense:** The device will be taken away for the remainder of the day. It may be picked up in the TTK-12 office at the end of the day.
- B. **Second Offense:** The device will be confiscated and secured by the main office until the end of the school day. At that time, a parent or guardian may retrieve their device. If a parent or guardian is unable to retrieve the device, the school will keep the device secure until the parent/guardian is able to retrieve it.
- C. **Third Offense:** The device will be checked into the TTK-12 office at the beginning of each day and may be picked up by the student at the end of the day.

### **STUDENT COMPUTER USAGE**

Technology in schools is used to support instruction and to enhance the teaching and learning process. All technology usage must be conducted in a responsible, efficient, ethical, and legal manner. Failure to adhere to this expectation and the guidelines associated with technology usage will result in the revocation of technology access privileges.

#### **Acceptable Technology Uses**

1. To gather information and research for instructional assignments.
2. To send and receive appropriate electronic mail.
3. To explore and access additional appropriate technology systems.

#### **Unacceptable technology uses**

1. Usage of profanity, obscenity, or other language that may be deemed offensive to other users.
2. Forwarding personal communication without the author's prior consent.
3. Copying commercial software/information in violation of copyright laws.
4. Using the network for financial gain, for commercial activity or for any illegal activity.
5. Downloading to the hard drive from the INTERNET or installing home software without prior approval from appropriate instructors.
6. Changing displays, sounds, etc. from original settings without prior approval from classroom teacher where computers are located.
7. Sharing a personal computer access password with others, if assigned.
8. Theft of technological hardware/software, either physically or electronically.
9. Damaging or otherwise causing hardware to be inoperable.

#### **Consequences for the above-mentioned guidelines**

**First offense:** Loss of computer usage in the school district for five (5) days.

**Second offense:** Loss of computer usage in the school district for ninety (90) days and/or non-participation in graduation ceremonies if a senior. (The offense will carry over into the next school year, if appropriate).

**Third offense:** Loss of computer usage in the school district for one hundred and eighty (180) days and/or non-participation in graduation ceremonies if a senior. (The offense will carry into next school year if appropriate.)

**Note:** Students/parents will be responsible for repair costs for any technological damages incurred due to deliberate student violations of the established technology usage guidelines found in this policy.

Because access to the internet provides technological connections to other computer systems located throughout the world, students and their parents must understand that neither the school district nor its staff can control the content of the information available. Some information that is available may be controversial and offensive. The school district and its staff do not condone the use of such material and will strive to reduce and/or eliminate student exposure to this inappropriate material wherever possible by installing current software that denies student access to questionable material.

## **CHROMEBOOK USE AND RESPONSIBILITY AGREEMENT**

### **To the Student:**

Use of a Chromebook is an amazing opportunity for you in your education at Pateros High School. The Chromebook is to be used for educational purposes, innovation, and creativity. Responsible use of the Chromebook is expected. You are also expected to fully participate with your Chromebook in all classroom activities as directed by your teachers and to follow the terms of this agreement. Please read this document and return only the signature page to the school office.

### **To the Parents:**

The school district's goal with this wonderful opportunity is to promote education excellence by enhancing student engagement in an increasingly digital world. **Using this technology is a privilege and carries responsibility and expectations consistent with all school rules and policies.** Please read this document with your child and return the signature page only.

Prior to being issued a Chromebook, one copy of the **Chromebook Use and Responsibility Agreement** must be signed and dated by the student and parent.

### **Receiving Your Chromebook:**

Students of Pateros JH/High will be issued a Chromebook for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of TECHNOLOGY can result in disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges. (Board Policy 2022)

### **Ownership of the Chromebook**

Pateros JH/High School retain sole right of possession of the Chromebook. Chromebooks are LOANED to the students for educational purposes for the academic year. The Pateros staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

### **Responsibility for the Chromebook**

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### **Taking Care of Your Chromebook:**

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher. If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced.

### **General Precautions:**

- No food or drink is allowed next to your Chromebooks while it is in use.

- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen. Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

### **Carrying the Chromebook:**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you should not toss the bag or drop the bag if your Chromebook is inside.

### **Screen Care:**

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a backpack that will press against the cover. Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks.)
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

### **Using Your Chromebook**

**At School**-The Chromebook is intended to be used at school every day. It is the students' responsibility to bring their Chromebook to all classes, unless specifically advised, by their teacher, not to bring it. At the end of the school day students will be responsible for returning their assigned Chromebook to the assigned cart for charging.

**At home**-Student in grades 7-12 are required to take their Chromebook home each night for charging. Chromebooks must be brought back to school each day fully charged. If students leave their Chromebook at home, they must phone parents to bring their Chromebook to school. Repeat violation will result in referral to the principal for possible disciplinary action.

### **Internet**

Students will be allowed to connect to wireless networks when their Chromebooks are at home or in other venues where wi-fi is offered (such as the public library).

When connecting to the wi-fi from home, be aware that the school district account is being used. *Students are always using their district accounts, no matter their location.*

### **Personalizing Your Chromebook:**

Chromebooks must remain free of all writing, drawing, stickers, painting, labels that are not the property of the Pateros School District.

### **Software on Chromebooks:**

The software originally installed on the Chromebook must remain on the Chromebook in usable condition. The Chromebook OS will automatically install updates when the computer is shut down and restarted. Students are unable to install additional software on the Chromebook.

### **Chromebook Monitoring:**

Filtering software is used to block or filter objectionable material in accordance with the Children's Internet Protection Act (CIPA). The district also uses an outside application to monitor internet activity. Notifications are brought to the administration regarding suspicious activity and when concerns are identified parents may be contacted or disciplinary action may be taken according to the Discipline Code and Consequences Policy. Students should be aware that there is no expectation of privacy when using the district network or equipment.

### **Protecting & Storing Your Chromebook**

Chromebooks will be labeled in the manner specified by the school district.

**Under no circumstances are students to modify, remove, or destroy identification labels.**

When students are not using their Chromebook, they should be stored in a secure location. Nothing should be placed on top of the Chromebook. The Chromebooks should be charged fully each night and students returning the Chromebooks to the care are responsible for plugging in the AC adapter.

**Unsupervised/Unsecured Areas:**

Chromebooks should never be stored in an unsupervised area. These areas include the cafeteria, unlocked classrooms, library, locker rooms, hallways or any other areas that are not locked or under supervision.

**Chromebooks will be distributed to each student. There are no fees for the use of the Chromebooks. The only exception will be if the Chromebook is damaged beyond use or not returned. If this happens there will be a charge of \$350 to replace the Chromebook. There is also a \$30 fee for lost or damaged power cords.**

**PLEASE NOTE:** When the Chromebook device is off-campus and accessing wi-fi, it is not subject to school district filtering, therefore, parents need to be aware of the risks and agree to monitor their child's access to the internet when the Chromebook is not at Pateros School District campus. Parents should monitor or filter their wi-fi internet access at home to ensure that students do not have access to inappropriate or harmful pictures or content. Parents agree to educate their child regarding internet safety, appropriate online behavior including interacting with other individuals on social networking websites, chatting, and email.

**STUDENT ARTIFICIAL INTELLIGENCE CODE OF CONDUCT(Policy 2023F2/Section 2000-Instruction)**

This code of conduct is intended to guide students in using AI responsibly and ethically in their academic work and projects. Teachers may choose to use the AI Levels to classify assignments or projects as needed and should provide students with clear expectations for when AI is appropriate, permitted, or restricted. The use of AI must be done in a manner that is consistent with the district's expectations regarding academic integrity. Misuse of generative AI may be considered cheating or plagiarism.

**Student Responsibilities**

**When utilizing generative AI tools to create or support the creation of texts or creative works,** students are expected to adhere to these guidelines as well as additional guidance provided by their classroom teacher.

1. **Use AI responsibly:** Students should use AI tools and techniques in a responsible and ethical manner. This includes not using AI to cheat, plagiarize, or gain an unfair advantage. Generative AI tools should only be used for school-related creative work (e.g., to generate text or other creative works) when given approval or guidance from classroom teacher.
2. **Understand the limitations of AI:** Students should understand the limitations of AI and recognize that it is not a substitute for critical thinking, creativity, and problem-solving skills.
3. **Consider the potential biases of AI:** Students should be aware that AI tools and techniques may be biased and should take steps to mitigate bias when using AI.
4. **Maintain data privacy:** The use of AI should be done in a way that protects personally identifiable information (PII). Students should not share any PII with AI technologies, including name, birth date, address, or other financial or confidential information.
5. **Check sources generated by AI:** AI is not perfect, has been known to create inaccurate information, and can be used to create misinformation and disinformation. Use SIFT research skills (Stop, Investigate the Source, Find Better Coverage & Trace to the Original Context) to check sources and find independent facts to confirm AI-generated content.
6. **Provide attribution:** When using AI tools and techniques, students should provide proper attribution and credit to the source of the tool or technique.
7. **Seek guidance when in doubt:** When students are unsure whether the use of AI is appropriate for a particular assignment or project, they should seek guidance from their teacher or instructor.

**AI Permissibility Levels**

**AI Recommended**

Generative AI is recommended for use in completing this assignment or project. Students are encouraged to explore AI tools and techniques to enhance their work. Properly cite any AI-generated work products.

**AI Permitted**

Generative AI is permitted but not required for completing this assignment or project. Students can choose to use AI tools and techniques if they believe it will improve their work. Properly cite any AI-generated work products.

#### AI Restricted

Generative AI use in completing this assignment or project is restricted. Students are expected to complete the work using only their own knowledge and skills.

If a teacher has not specifically indicated whether generative AI is recommended or permitted for an assignment, students should ask before using generative AI.

When generative AI is recommended or permitted, students should rely on their classroom teacher to provide further guidance on the extent to which students may make use of it in the context of the specific assignment.

### **STUDENT ARTIFICIAL INTELLIGENCE USE PLEDGE**

As a student at Pateros School District, I pledge to:

1. **Use AI Responsibly:** I will use AI tools responsibly and for education purposes only. I understand that misuses or malicious use of AI tools will not be tolerated and may result in disciplinary action.
2. **Respect Others:** I will not use AI to harm, deceive, or disparage others. I will always respect others' privacy and dignity.
3. **Maintain Academic Integrity:** When using AI to assist with my schoolwork, I will always give proper credit. I understand that any work generated by AI should be clearly indicated.
4. **Protect Privacy:** I will be mindful of my own and other's privacy when using AI. I will not share personal information with AI without appropriate consent and understanding of how the data will be used.
5. **Learn Continuously:** I understand that AI is a rapidly evolving field. I will continuously learn about AI, its implications, and how to use it ethically.
6. **Report Concerns:** I will report any concerns or potential breaches of this pledge to a teacher or school administrator immediately.

**~ Severity Clause ~ School administration may enact the severity clause anytime a student commits an act(s) that requires the administration to advance the student on the consequence progression. The administration will place the student on the offense most appropriate for the violation of rule(s).**

### **ELECTRONIC RESOURCES and INTERNET SAFETY Procedure 2022P**

#### **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 includes the norms of appropriate, responsible, and healthy behavior related to current technology use. Successful, digitally-fluent citizens recognize and value the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world. They cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world. Expectations for student and staff behavior online are no different from face-to-face interactions.

#### **Use of Personal Electronic Devices**

In accordance with all district policies and procedures, students may use personal electronic devices (e.g., laptops, mobile devices, and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Absent a specific and articulated need (e.g., assistive technology), students do not have an absolute right to possess or use personal electronic devices at school.

#### **Network**

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail, and Internet content (blogs, websites, collaboration software, social networking sites, 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 include:**

- A. Creation of files, digital projects, videos, web pages, and podcasts using network resources in support of education and research;
- B. Participation in blogs, wikis, bulletin boards, social networking sites and groups, and the creation of content for podcasts, e-mail, and webpages that support education and research;
- C. 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;
- D. Staff use of the network for incidental personal use in accordance with all district policies and procedures; or
- E. Connection of personal electronic devices (wired or wireless), when authorized, including portable devices with network capabilities, to the district network after checking with building administration to confirm that the device 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 procedures in this document and district policy.

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

- A. Personal gain, commercial solicitation, and compensation of any kind;
- B. Actions that result in liability or cost incurred by the district;
- C. Downloading, installing and use of games, audio files, video files, games, or other applications (including shareware or freeware) without permission or approval from the building administration;
- D. Support for or opposition to ballot measures, candidates, and any other political activity;
- E. Hacking, cracking, vandalizing, the introduction of malware, including viruses, worms, Trojan horses, time bombs, and changes to hardware, software, and monitoring tools;
- F. Unauthorized access to other district computers, networks, and information systems;
- G. Action constituting harassment, intimidation, or bullying, including cyberbullying, hate mail, defamation, discriminatory jokes, and remarks. This may also include the manufacture, distribution, or possession of inappropriate digital images;
- H. Information posted, sent, or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- I. Accessing, uploading, downloading, storage and distribution of obscene, pornographic, or sexually explicit material; or
- J. Attaching unauthorized devices to the district network. Any such device will be confiscated, and additional disciplinary action may be taken.
- K. Any unlawful use of the district network, including but not limited to stalking, extortion, violation of copyright laws, and fraud.

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 his/her 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:**

- A. Students and staff should not reveal personal information, including a home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail, or as content on any other electronic medium;
- B. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
- C. No student pictures or names can be published on any public class, school, or district website unless the appropriate permission has been obtained according to district policy; and
- D. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.
- E. Students should be aware of the persistence of their digital information, including images and social media activity, which may remain on the Internet indefinitely.

## **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.

- A. Filtering software is not 100 percent 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/her use of the network and Internet and avoid objectionable sites;
- B. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings, and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- C. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- D. 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 devices;
- E. 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
- F. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct, and assist effectively.
- G. The district may monitor student use of the district network, including when accessed on students' personal electronic devices and devices provided by the district, such as laptops, netbooks, and tablets.
- H. The district will provide a procedure for students and staff members to anonymously request access to internet websites blocked by the district's filtering software. The procedure will indicate a timeframe for a designated school official to respond to the request. The requirements of the Children's Internet Protection Act (CIPA) will be considered in evaluation of the request. The district will provide an appeal process for requests that are denied.

## **Internet Safety Instruction**

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response:

- A. Age-appropriate materials will be made available for use across grade levels; and
- B. Training on online safety issues and materials implementation will be made available for administration, staff, and families.

## **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 prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

## **Ownership of Work**

All work completed by employees as part of their employment will be considered property of the district. The District will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the district. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

## **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:

- A. Change passwords according to district policy.
- B. Do not use another user's account.

- C. Do not insert passwords into e-mail or other communications.
- D. If students write down their user account password, they should keep it in a secure location.
- E. Do not store passwords in a file without encryption.
- F. Do not use the "remember password" feature of Internet browsers.
- G. 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:

- A. The district network, including when accessed on students' personal electronic devices and on devices provided by the district, such as laptops, netbooks, and tablets.
- B. User files and disk space utilization.
- C. User applications and bandwidth utilization.
- D. User document files, folders, and electronic communications.
- E. E-mail.
- F. Internet access.
- G. 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.

### **Educational Applications and Programs**

District staff may request students to download or sign up for applications or programs on the students' personal electronic devices. Such applications and programs are designed to help facilitate lectures, student assessment, communication, and teacher-student feedback, among other things.

Prior to requesting students to download or sign up for educational applications or programs, staff will review "terms of use," "terms of service," and/or "privacy policy" of each application or program to ensure that it will not compromise students' personally identifiable information, safety, and privacy. Staff will also provide notice in writing of potential use of any educational application or program to building administration including the anticipated purpose of such application or program. Specific expectations of use will be reviewed with students.

Staff should also, as appropriate, provide notice to students' parents/guardians that the staff person has requested that students download or sign up for an application or program, including a brief statement on the purpose of application or program.

### **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 regularly. 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.

### **Accessibility of Electronic Resources**

Federal law prohibits people, on the basis of disability (such as seeing and hearing impairments), from being excluded from participation in, being denied the benefits of, or otherwise being subjected to discrimination by the district. To ensure that individuals with disabilities have equal access to district programs, activities, and services, the content and functionality of websites associated with the district should be accessible. Such websites may include, but are not limited to, the district's homepage, teacher websites, district-operated social media pages, and online class lectures.

District staff with authority to create or modify website content or functionality associated with the district will take reasonable measures to ensure that such content or functionality is accessible to individuals with disabilities. Any such staff member with questions about how to comply with this requirement should consult with building administration.

## **PATEROS SCHOOL DISTRICT POLICIES AND PROCEDURES**

For full accounts and further information on any of these policies and procedures please see [www.pateros.org](http://www.pateros.org) or contact the district office 509-923-2751 ext. 4.

### **Sexual Harassment of Students Prohibited Policy 3205 and 3205P**

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

### **Nondiscrimination Policy 3210 and 3210P**

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program in without discrimination based on race, religion, creed, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

### **Language Access Plan Policy 4218 and 4218P**

The Board of Directors is committed to improving meaningful two-way communication and promoting access to District programs, services and activities for students and parents with limited English proficiency (LEP) free of charge. To that end, the Board of Directors requires the district to implement and maintain a language access plan tailored to the district's current LEP parent population.

At a minimum, the district's language access plan will incorporate the procedures that accompany this policy and address Parent Identification, Oral Interpretation, Written Translation & Staff Guidance.

### **PESTICIDE NOTIFICATION, POSTING AND RECORD KEEPING REQUIREMENTS** Board Procedure 6895P

The district shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws.

Procedure 6895 shall be printed and distributed at least 48 hours before the application of a pesticide to school facilities or school grounds, the district shall notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff.

This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, "Notice: Pesticide Application," and shall state the product name; date, time, and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds, notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae, and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

## **Title I Policy**

### **BUILDING/DISTRICT PARENTAL & FAMILY ENGAGEMENT POLICY**

#### **Part 1 General Expectations**

The Pateros School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities, and procedures for the engagement of parents and families in all district schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures, including the process of school review and improvement under section 1116, will be planned, and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will collaborate with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parent & family engagement involvement requirements, to the extent practicable, the school district will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will provide such other reasonable support for parent and family activities under section 1118 of the ESEA as the parents may request.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I school will conduct programs, activities, and procedures in accordance with this definition:

*Parent & family engagement means the participations of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –*

- (A) the parents play an integral role in assisting their child's learning,*
- (B) the parents are encouraged to be actively involved in their child's education at school,*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child,*
- (D) the conducting of other activities, such as those described in section 1118 of the ESEA.*

## **Part II. Description of how district will implement required district wide parental involvement policy components.**

1. The Pateros School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under Section 1118 of the ESEA:
  - ❖ Parent representatives will be invited to participate on the district improvement team.
  - ❖ A district-wide parent survey will be conducted and analyzed by the district improvement team.
2. The Pateros School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - ❖ The Title I Staff will provide ongoing communication and monitoring concerning the progress of the goals and objectives outlined in the School Improvement Plans.
3. The Pateros School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  - ❖ The Title I staff will provide technical assistance for parents in obtaining curriculum information, information regarding the local and state assessments, and all available services provided by the school.
4. The Pateros School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A school. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and revise, if necessary (and with the involvement of parents) its parental involvement policies.
  - ❖ The annual evaluation survey will be at the beginning of May, each year.
  - ❖ The surveys will be offered in English and Spanish
  - ❖ As part of the School Improvement Plan, the school district will develop and implement strategies to increase parental involvement based on the survey data.

5. The Pateros School District will build school and parent capacity for strong parental involvement, to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement through the following activities specifically described below:
- A. Pateros School District will, with the assistance of its Title I, Part A schools, aid parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –
- The state’s academic content standards
  - The state’s students’ academic achievement standards,
  - The state and local academic assessments including alternate assessments,
  - The requirements of Part A,
  - How to monitor their child’s progress, and
  - How to collaborate with educators:
    - ❖ Pateros School District has established dates on the school calendar for parent/teacher conferences.
    - ❖ School website will provide information regarding school events and contact information
    - ❖ Newsletters will be mailed out to the parents/community to update them on what is happening in the school.
    - ❖ Electronic notifications will be sent through Facebook and push notifications.
- B. Pateros School District will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
- ❖ Family Literacy Night activities will be developed by Title I staff.
  - ❖ Technology workshops to show parents how to access the school’s website.
- C. Pateros School District will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- ❖ The district will annually conduct in-service on community outreach with administrators and school personnel.
- D. Pateros School District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, which encourage and support parents in more fully participating in the education of their children, by:
- ❖ At this time, we do not have any of these programs in our district.
- E. Pateros School District will, take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- ❖ Pateros School District will establish dates on the school calendar for parent/teacher conferences. The school calendar will be available on the school website and in the opening school information package.
  - ❖ Upcoming programs and events will be listed on the school website.
  - ❖ The district’s parental involvement policy will be available in each student handbook and on the school website.
  - ❖ When necessary, information will be translated into the parents’ native language.

### **Parent Request Form for Information about Teacher Qualifications**

Each school year, any parent who has a child attending any school receiving Title I funds (Pateros School District) may request and receive, in a timely manner, information regarding the professional qualifications of the student’s classroom teachers. In addition, the parents may also ask whether the child is provided services by a paraprofessional and, if so, his or her qualifications [Section 1111(6)(A) ESEA.] Guidance C-6

Please call 923-2343 if you would like to request this information.

### **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **NONDISCRIMINATION AND SEXUAL HARASSMENT**

### **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

**Report sexual harassment** to any school staff member or to the district's Title IX Officer, listed on page 2. Any member of the school or school district also has the right to file a complaint (see below). For a copy of the district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [www.pateros.org>ourdistrict>policies>3205](http://www.pateros.org>ourdistrict>policies>3205)

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed on page 2. This is often the fastest way to resolve your concerns.

## **Complaint to the School District**

Procedure 3205P

### **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 thirty 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 thirty 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 ten calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within twenty calendar days after they received your appeal unless you agree on a different timeline. The school board will send you a written decision within thirty 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 twenty 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](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

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

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

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

## **INDIVIDUAL USER ACCESS INFORMED CONSENT FORM**

### **Electronic Information System (K-20 Network)**

**Policy: 2022F2**

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release Pateros School District, the K-20 Network, and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use, the K-20 Network including, without limitation, the type of damages identified in the Pateros School District's Acceptable Use Guidelines. Further, my child and I agree to abide by the District's Policy and Procedures for Electronic Information Systems, which we have reviewed and understand, and we acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges. My child and I acknowledge and agree that Pateros School District has the right to review, edit or remove any materials installed, used, stored, or distributed on or through the network or District's system including e-mail and other electronic messages and we hereby waive any right of privacy which my child or I may otherwise have into such material. My child and I acknowledge and agree that any copyright my child may have in material posted on the Internet through the school district's system is waived.



## **SIGNATURE PAGE**

### **PATEROS JUNIOR-SENIOR HIGH SCHOOL ACKNOWLEDGEMENT OF**

By signing below, you acknowledge each of the sections of the handbook and commit to adhering to these principles.

1. STUDENT HANDBOOK (Pages 1-42)
2. PATEROS SCHOOL COMPACT (Page 1)
3. PARENTAL PERMISSION FOR FUND RAISING (Page 4)
4. ATTENDANCE PROCEDURES & POLICY (Pages 11)
5. PHOTO CONSENT AND NAMES GIVEN TO PUBLICATIONS (Page 13)
6. CO-CURRICULAR / ATHLETIC CODE (Page 25-29)
7. CHROMEBOOK USE AND RESPONSIBILITY AGREEMENT (Page 31)
8. STUDENT ARTIFICIAL INTELLIGENCE USE PLEDGE (Page 34)
9. BUILDING/DISTRICT PARENTAL INVOLVEMENT POLICY (Page 38-39)
10. INDIVIDUAL USER ACCESS INFORMED CONSENT FORM (Page 42)

(Note: If you would like to opt out of giving, Photo Consent, please contact the school.)

\_\_\_\_\_  
Signature of User-Student

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name of User-Student

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Address

\_\_\_\_\_  
Parent Email

\_\_\_\_\_  
City, State, Zip

<sup>i</sup> Note, this matrix represents a summary of student discipline procedures under WSSDA policy 3241P.

<sup>ii</sup> "Behavioral violation" refers to a student's behavior that violates *Example District's* discipline policy. In accordance with WAC [392-400-110](#)(1)(a), *Example District's* policies and procedures must clearly state the types of behaviors for which discipline—including other forms of discipline, classroom exclusion, suspension, and expulsion—may be administered. Note: The information and definitions for behavioral violations in this matrix that indicate long-term suspension or expulsion may be an option correspond with provisions under RCW [28A.600.015](#)(6) as well as grade-level conditions and limitations under WAC [392-400-440](#)(4) and WAC [392-400-445](#)(4) regarding the types of behavioral violations for which a district may consider administering long-term suspension or expulsion. The information and definitions for behavioral violations in this matrix that indicate long-term suspension or expulsion is not an option are consistent with provisions under RCW [28A.600.015](#)(6) as well as conditions and limitations under [chapter 392-400 WAC](#) and also include recommendations for when a district's discipline policies and procedures may permit or prohibit the use of classroom exclusion, in-school suspension, or short-term suspension. While the information in this matrix is consistent with federal and state laws, districts must ensure the district's discipline policies and procedures, including clearly defined behavioral violations, are developed with the participation of school personnel, students, parents, families, and the community consistent with WSSDA policy 3241 and WAC [392-400-110](#)(2). State laws establish the *minimum* substantive and procedural due process requirements for student discipline in schools, but districts may adopt policies and procedures setting forth conditions and limitations that provide additional substantive and procedural protections for students.

<sup>iii</sup> Note, while this matrix organizes behavioral violations into severity levels that correlate with categories of potential responses intended to match the severity of behavior types, districts may also decide to organize behavioral violations so as to clearly delineate between minor versus major or classroom-managed versus office-managed behavioral violations. Within this matrix the *Type One* category provides examples of low-level behavioral violations that should be managed at the classroom level without resulting in the use of any exclusionary discipline practices and the *Type Two* category provides examples of some behavioral violations that may be office-managed without resulting in the use of suspension or expulsion. Regardless of how a district categorically labels behavioral violations under the *Type Two* through *Type Five* categories in this matrix, in accordance with WAC [392-400-430](#)(2) the school district must consider the nature and circumstances of the behavioral violation when determining whether suspension or expulsion, and the length of the exclusion, is warranted.

<sup>iv</sup> "Best practices" refers to *best practices and strategies* the district identified that school personnel should administer before or instead of administering classroom exclusion, suspension, or expulsion to support students in meeting behavioral expectations in accordance with WAC [392-400-110](#)(1)(e). Refer to "3241P Attachment B: Example District Continuum of Discipline Responses" for an example of how best practices and strategies may be embedded in discipline procedures across severity levels of behavioral violations at the classroom and administrative levels in a manner that corresponds with this matrix.

<sup>v</sup> Note, the information under this column represents a limited list of school referrals or protocols that may be required under corresponding district policies and is not to be interpreted as comprehensive. Districts should adapt the information as necessary in accordance with federal and state laws.

<sup>vi</sup> "Disruptive conduct – I" refers to behavioral violations involving low-intensity actions that may briefly interrupt learning activities in violation of district policy.

<sup>vii</sup> "Dress code" refers to behavioral violations involving a student wearing clothing that is not within the dress code guidelines defined by the district. Dress code and grooming policies may not discriminate on the basis of a protected class under chapters [28A.640](#) or [28A.642](#) RCW, including sex, race, color, religion, creed, national origin, sexual orientation, gender identity, gender expression, and disability. Dress codes and grooming policies should be based on educationally relevant considerations, apply consistently to all students, include consistent discipline for violations, and make reasonable accommodations when the situation requires an exception. Dress codes should be gender neutral to avoid discrimination on the basis of sex, gender identity, or gender expression. A school district may not discriminate against students who have hairstyles or hair texture that is historically associated or perceived to be associated with race, including "protective hairstyles" such as afros, braids, locks, and twists.

<sup>viii</sup> "Physical contact" refers to behavioral violations involving innocuous and non-threatening but inappropriate physical conduct in violation of district policy.

<sup>ix</sup> "Defiance" refers to behavioral violations involving brief or harmless failure to follow reasonable and lawful directions or requests by school personnel in violation of district policy.

<sup>x</sup> "Disrespect" refers to behavioral violations involving minor dismissive or rude acts or expressions, whether verbal or nonverbal, in violation of district policy.

<sup>xi</sup> "Academic dishonesty/plagiarism" refers to behavioral violations involving knowingly submitting the work of others as one's own or assisting another student in doing so or using unauthorized sources in violation of district policy.

<sup>xii</sup> "Property misuse" refers to behavioral violations involving brief or low-intensity misuse of district property or property of others in violation of district policy.

<sup>xiii</sup> "Inappropriate language" refers to behavioral violations involving non-threatening or unintentional use of inappropriate language in violation of district policy.

<sup>xiv</sup> "Other – I" refers to behavioral violations not amounting to a *Type Two* behavioral violation but that cannot be categorized under any other *Type One* behavioral violations. Districts should make every attempt to develop precise definitions for common behavioral violations to avoid using the vague, subjective, and arbitrary category of "other" within any severity level.

<sup>xv</sup> "Destruction of property" refers to behavioral violations involving intentional damage of school property or the property of others that meet the definition of violations under RCW [28A.635.060](#). The district may only consider administering long-term suspension or expulsion in response to two or more behavioral violations within a three-year period.

<sup>xvi</sup> "Physical aggression" refers to behavioral violations involving a student engaging in physical contact where a minor injury may occur (e.g. hitting, kicking, slapping, hair pulling, scratching, etc.) in violation of district policy.

<sup>xvii</sup> "Tobacco possession or use" refers to behavioral violations involving the possession or consumption of tobacco products in violation of district policy, including violations of the district's policy prohibiting the use of tobacco products on school property adopted in accordance with RCW [28A.210.310](#).

<sup>xviii</sup> "Failure to cooperate" refers to behavioral violations involving repeated failure to comply with or follow reasonable and lawful directions or requests by school personnel in violation of district policy.

<sup>xix</sup> "Sexually inappropriate conduct" refers to behavioral violations involving obscene acts or expressions, whether verbal or non-verbal, in violation of district policy.

<sup>xx</sup> "Disruptive conduct – II" refers to behavioral violations involving actions that materially and substantially interfere with the educational process in violation of district policy.

xxi "Other – II" refers to behavioral violations not amounting to a *Type Three* behavioral violation but that cannot be categorized under any other *Type Two* behavioral violations. Districts should make every attempt to develop precise definitions for common behavioral violations to avoid using the vague, subjective, and arbitrary category of "other" within any severity level.

xxii "Bullying" refers to behavioral violations constituting intentional, unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time, and (3) meets the criteria under RCW [28A.600.477\(5\)\(b\)\(i\)](#)—excluding *Type Four* behavioral violations that constitute sexual harassment, discriminatory harassment, and malicious harassment.

xxiii "HIB Compliance Officer referral" refers to the school district personnel designated as the primary contact for harassment, intimidation, and bullying (HIB) policies and procedures in accordance with RCW [29A.600.477](#)—which may coincide with other responses such as a school-based threat assessment referral.

xxiv "Fighting without major injury" refers to behavioral violations involving mutual participation in physical violence where there is no injury that meets the definition of "substantial bodily harm" or "great bodily harm" under RCW [9A.04.110\(4\)](#).

xxv "Illicit drug possession or use" refers to behavioral violations that meet the definition of possession of controlled substances, excluding marijuana, under Chapter [69.50](#) RCW.

xxvi "Marijuana possession or use" refers to behavioral violations that meet the definition of possession of marijuana-related controlled substances under chapter [69.50](#) RCW.

xxvii "Alcohol possession or use" refers to behavioral violations involving the possession or consumption of alcohol in violation of district policy.

xxviii "Tobacco distribution" refers to behavioral violations involving the transportation, distribution, or delivery of tobacco products in violation of district policy, including violations of the district's policy prohibiting the use of tobacco products on school property adopted in accordance with RCW [28A.210.310](#).

xxix "Theft" refers to behavioral violations involving the taking or knowingly being in possession of stolen district property or property of others without permission in violation of district policy.

xxx "Other – III" refers to behavioral violations not amounting to a *Type Four* behavioral violation but that cannot be categorized under any other *Type Three* behavioral violations. Districts should make every attempt to develop precise definitions for common behavioral violations to avoid using the vague, subjective, and arbitrary category of "other" within any severity level.

xxxi "Assault – I" refers to behavioral violations involving an assault upon another person that do not meet the definition of an offense under RCW [9A.36.011](#) or RCW [9A.36.021](#).

xxxii "Fighting with major injury" refers to behavioral violations involving mutual participation in physical violence where there is injury that meets the definition of "substantial bodily harm" or "great bodily harm" under RCW [9A.04.110\(4\)](#)—which may include behavioral violations under WAC [392-172A-05149\(1\)\(c\)](#) involving "serious bodily injury" as defined under Section 1365 (h)(3) of Title 18, U.S.C.

xxxiii "Sexual harassment" refers to behavioral violations that meet the definition of an offense under RCW [28A.640.020\(2\)\(f\)](#) and WAC [392-190-056](#).

xxxiv "Discriminatory harassment" refers to behavioral violations constituting conduct or communication that is intended to be harmful, humiliating, or physically threatening, and shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a trained dog guide or service animal in violation of district policy.

xxxv "Civil Rights Coordinator referral" refers to the school district personnel designated to be responsible for monitoring and coordinating the district's compliance with state nondiscrimination laws under chapters [28A.640](#) and [28A.642](#) RCW, and [chapter 392-190 WAC](#).

xxxvi "Malicious harassment" refers to behavioral violations that meet the definition of an offense under RCW [9A.46.020\(1\)](#).

xxxvii "Arson" refers to behavioral violations that meet the definition of an offense under RCW [9A.48.020](#) or RCW [9A.48.030](#).

xxxviii "Marijuana distribution" refers to behavioral violations that meet the definition of delivery of marijuana-related controlled substances under chapter [69.50](#) RCW.

xxxix "Alcohol distribution" refers to behavioral violations involving the transportation, delivery or distribution of alcohol in violation of district policy.

xl "Gang intimidation or activity" refers to behavioral violations that meet the definition of an offense under RCW [9A.46.120](#) or RCW [28A.600.455](#). The district may only consider administering long-term suspension or expulsion in response to two or more behavioral violations within a three-year period.

xli "Safety – I" refers to behavioral violations that meet the definition of "Behavior that adversely impacts the health or safety of other students or educational staff" under RCW [28A.600.015\(6\)\(d\)](#) and meets the criteria for administering long-term suspension under subsections (a) and (b)(ii) of WAC [392-400-440\(2\)](#) but that cannot be categorized under any other *Type Four* behavioral violations.

xlii "Assault – II" refers to behavioral violations that meet the definition of an offense under RCW [9A.36.011](#) or RCW [9A.36.021](#)—which may include behavioral violations under WAC [392-172A-05149\(1\)\(c\)](#) involving "serious bodily injury" as defined under Section 1365 (h)(3) of Title 18, U.S.C.

xliii "Sexual assault" refers to behavioral violations that meet the definition of certain sex offenses under RCW [9.94A.030\(47\)](#).

xliv "Title IX Coordinator referral" refers to the school district personnel designated to coordinate the district's compliance with [Title IX of the Education Amendments of 1972](#), as well as state civil rights requirements regarding sex discrimination and sexual harassment under chapters [28A.640 RCW](#) and [392-190 WAC](#).

xlv "Illicit drug distribution" refers to behavioral violations that meet the definition of delivery of controlled substances, excluding marijuana, under chapter [69.50](#) RCW.

xlvi "Prevention/intervention referral" refers to substance use prevention and intervention personnel or services available to the district, which may also include Student Assistance Program or other behavioral health supports at the district or community level.

xlvii "Possession of a weapon" refers to behavioral violations that meet the definition of an offense under RCW [9.41.280](#).

xlviii "Robbery" refers to behavioral violations that meet the definition of an offense under RCW [9A.56.190](#) and RCW [9A.56.200](#) or RCW [9A.56.210](#).

xlx "Assault of teacher" refers to behavioral violations that meet the definition of an offense directed toward a teacher under WAC [392-400-810\(1\)](#) and RCW [28A.600.460\(2\)](#)—which may include behavioral violations under WAC [392-172A-05149\(1\)\(c\)](#) involving "serious bodily injury" as defined under Section 1365 (h)(3) of Title 18, U.S.C.

<sup>1</sup> RCW [28A.600.460\(2\)](#) provides that a student who commits an offense under that statutory provision "when the activity is directed toward the teacher, shall not be assigned to that teacher's classroom for the duration of the student's attendance at that school or any other school where the teacher is assigned."

li "Safety – II" refers to behavioral violations that meet the definition of "Behavior that adversely impacts the health or safety of other students or educational staff" under RCW [28A.600.015\(6\)\(d\)](#) and meets the criteria for administering expulsion under WAC [392-400-445\(2\)](#) but that does not constitute a *Type Five* behavioral violation under any other category.

lii "Firearm" refers to behavioral violations that meet the definition of offenses requiring a mandatory one-year expulsion under the [Gun-Free Schools Act](#); WAC [392-400-820\(1\)](#); RCW [28A.600.420\(1\)](#).

liii "School-based threat assessment referral" refers to policies and procedures under WSSDA policies 3225 and 3225P.