

STUDENT / FAMILY HANDBOOK

2018 - 2019



BELIEVE

ACHIEVE

GRADUATE

SUCCEED

143 Ward Road

Toppenish, WA 98948
www.toppenish.wednet.edu

(509) 865-3377

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NON-DISCRIMINATION STATEMENT

The Toppenish School District complies with all federal and state laws and regulations and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, or ancestry, the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability, age, familial or marital status, honorably discharged veteran or military status and provides equal access to designated youth groups. This applies to all educational programs, extra-curricular activities, district-sponsored events and employment. Inquiries regarding the application of Civil Rights, Title IX, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) or inquiries regarding accommodations for disabled employees and the public should be directed to Jeanette Ozuna, Assistant Superintendent of Human Resources, ADA/Section 504, Title IX & Civil Rights Compliance Officer, 509-865-4455 306 Bolin Dr., Toppenish, WA 98948 EOE

ANNUAL NON-DISCRIMINATION STATEMENT

The Toppenish School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. The Toppenish School District offers classes in many career and technical education program areas (Family & Consumer Science, Health Science, Agriculture, Business & Marketing, STEM, and Skilled & Technical Sciences) under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact CTE Director Bonnie Smith (141 Ward Road: Toppenish, WA 98948: 509-865-8051). Lack of English Language proficiency will not be a barrier to admission and participation in career and technical education programs. The following individual has been designated to handle inquiries regarding the nondiscrimination policies: Jeanette Ozuna, Human Resource Director (306 Bolin Drive: Toppenish, WA 98948: 509-865-4455: ozunajl@toppenish.wednet.edu).

Toppenish School District No. 202
MISSION

"WE DO WHAT'S BEST FOR KIDS."

Administrator's Message

Welcome to Computer Academy Toppenish Schools! We take great pride in you and OUR school. We are driven to help you to graduate and be successful. As you work toward graduation we should all follow these standards.

Be Prepared and Ready to Learn

**Respect School Property and
Common Bondaries**

Respect Yourself and Others

**Follow School and
Classroom Etiquette**

Do Your Best Everyday

**WE HAVE
AGREED TO
SUCCEED!**

BELIEVE

ACHIEVE

GRADUATE

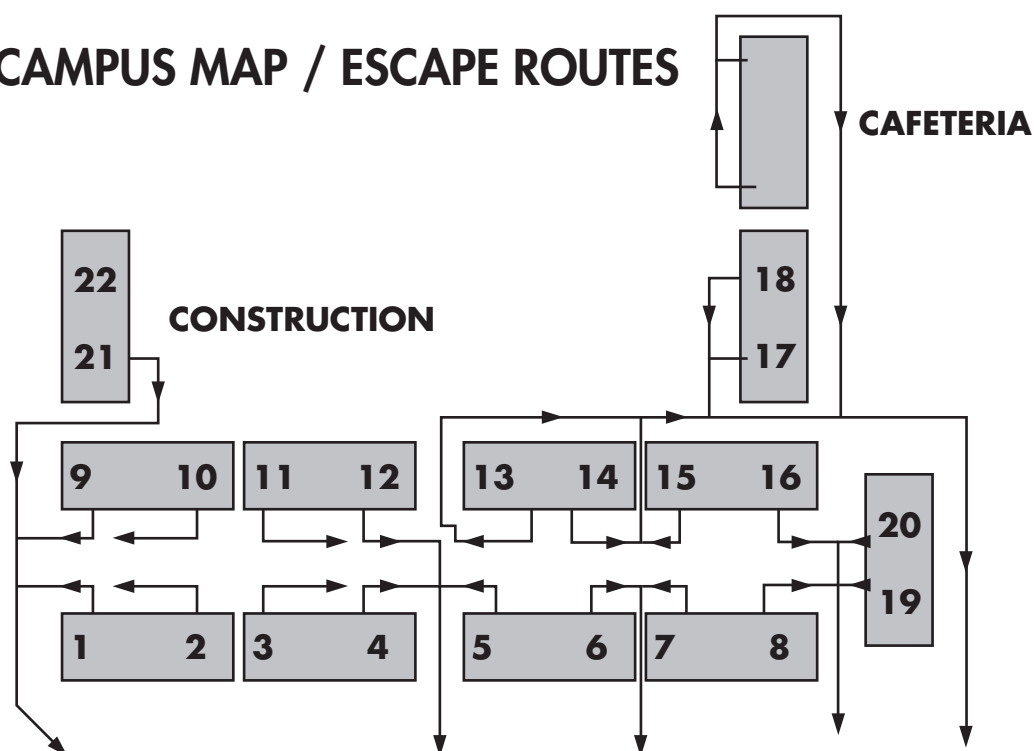
SUCCEED

Revised 09.13.2018

STAFF LIST

TEACHER	ROOM
Maria Rodriguez	1, 2
Jesus Sandoval, 21st Century.....	3, 4
Steve Romero, Graduation Specialist.....	13
Computer Lab	6
Paulette Frank	7
Fernando Rodriguez.....	16
Staff Lounge.....	8
Rose Miller	12
Rodrigo Gonzalez.....	19
Steve Robles	21, 22
OFFICE STAFF	
Daniel Sanchez, Principal.....	14
Alicia Anaya, Counselor	15
Rebecca Gonzalez, Secretary	13
Elizabeth Galarza, Paraprofessional.....	13

CAMPUS MAP / ESCAPE ROUTES



CATS BELL SCHEDULES

REGULAR CLASS SCHEDULE:

1st 8:00 – 8:41
2nd8:44 – 9:25
Advisory9:28 – 9:48
4th9:51 – 11:13
Lunch.....11:13 – 11:43
5th11:43 – 1:05
6th1:08 – 2:30

EARLY RELEASE SCHEDULE:

1st 8:00 – 8:33
2nd8:36 – 9:09
4th9:12 – 9:45
5th9:48 – 10:21
6th10:24 – 10:57
Lunch.....11:00 – 11:30

BUSES LEAVE FROM T.H.S. FIVE (5) MINUTES AFTER FINAL BELL

Toppenish School District NO. 202
2018-2019 School Calendar

August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						19

October 2018

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			23

November 2018

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						14

December 2018

S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					13

January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		19

February 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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24	25	26	27	28		
						17

March 2019

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31						19

April 2019

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May 2019

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19	20	21	22	23	24	25
26	27	28	29	30	31	
						22

June 2019

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						13

July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Training Days

District Staff Preservice August 28 29
Labor Day August 30

September 3

First Day of School September 4

K 12 Conferences November 5-6

Veterans Day November 12

Thanksgiving Holidays November 19 23

Holiday Break December 20 to January 2

M. L. King Holiday January 21

91st Day January 31

Optional Training Day

February 1

Mid Winter Break February 15

Presidents Day February 18

K 12 Conferences March 25 26

Spring Break April 1 5

Memorial Day May 27

Optional Training Day June 7

Graduation Day June 14

TMS Promotion June 19

Last Day of School June 20

Independence Day June 4

 Early Release
7 Half day early releases

Snow Make up Days: February 1 & 15, June 7 (tentativ
Student Days: 176
Teacher Days: 180

Adoption Date: 6/21/18

CATS CLASSROOM INSTRUCTION & PROGRAMS

CATS INSTRUCTIONAL PROGRAM IS ODYSSEY: AVAILABLE ONLINE AND AT LAB COMPUTERS. IT REQUIRES STUDENTS TO BE INDEPENDENT AND FOCUSED WITH A COMMITMENT TO LEARNING AND PROGRESS—IN ORDER TO GRADUATE.

CATS is a high school level, direct instruction program. Students enrolled in CATS may pursue enrollment in other educational courses such as those offered by the Running Start Program. CATS offers a 6 period day that matches closely to schedule at Toppenish High School (which is located next door to the campus).

VISION & MISSION

The vision of CATS Direct is to build on students' strengths and to provide mentors and community support while creating opportunities for the future by helping students master core concepts, to demonstrate knowledge and skills, and to apply themselves through advanced studies.

CATS is a learning community committed to a relevant and rigorous strength-based curriculum, which strives to develop positive, supportive, safe and healthy relationships with all students, and to facilitate their future focus on becoming productive citizens.

CONTENT SPECIFIC INSTRUCTIONAL CENTERS (IN ENGLISH, MATH, HISTORY, AND SCIENCE)

The four (4) content area instructional centers will incorporate Odyssey into its curriculum focus. This program includes computer assisted teaching with the teacher as a guide providing assistance to the student.

Added areas for instruction include construction (skills), physical education, and the Yakama language class (basic and advanced). COE and Collection of Evidence (COE) classes will be offered at CATS.

Admission Application Process: CATS enrollment is determined by an application process or by a referral from another school. Enrollment is a choice. All applicants are evaluated for appropriateness in an alternative educational setting.

21st Century Community Learning Center is an after-school enrichment and tutoring program. An application form is available in the office.

Saturday Academy is available based on need.

Counselor Services: A full time school counselor is available in the office to support and assist students with all types of issues and concerns, including academic assistance, instructional questions, and personal issues. The counselor also coordinates academic testing.

EXPECTATIONS OF STUDENTS ENROLLED IN CATS PROGRAMS:

- CATS maintains a closed campus. Once a student arrives on campus, he/she may not leave until the end of the school day or enrollment in another program (such as Toppenish High School or Running Start). All students must be checked out from the office by parent or guardian for authorization to leave campus. Breakfast and lunch are provided free of charge.
- In the interest of student and staff safety, each student and his/her possessions may be subject to a search at any time.
- Students may maintain possession of their electronic devices (Smart phones, cell phones, iPads, MP3 players, and other similar devices) while on campus. However electronic devices may not be used during class time without teacher/staff permission. Students who violate the electronic use policy will have their devices temporarily confiscated and may lose the privilege of bringing electronic devices onto campus.
- ALL gang related behaviors are prohibited while on the CATS campus or the immediate vicinity.
- Each student must comply with the student dress code provisions in Toppenish School District Regulation # 3224. Clothing must be conducive to learning, orderliness, safety and must not disrupt the educational environment. Clothing should be suitable for an employment setting. Modesty, good taste, and the proper educational atmosphere are the focus. Clothing must not allow indecent exposure and may not contain vulgarities, sexual connotations, or drug, alcohol, tobacco, or gang references.
- It is the intent of the Toppenish School District to provide safe, productive, and positive learning environments for students. Disruptive behavior is not acceptable in the classroom, the school campus, and school-related activities.
- In order to ensure respect and prevent harm, it is a violation of District policy for a student to be harassed, intimidated, or bullied (including cyber-bulling) by others in the school community, at school sponsored events, or when such actions create a substantial disruption or a hostile work environment.
- Regular school attendance and academic progress is expected at school just as it is in the world of work.

ADVISORY

All students enrolled at CATS will participate in an advisory program coordinated by a staff member. It is the intent of the program to build social skills and to provide a mentor for each student. Staff operate as case managers for each student, tracking academic progress, attendance and behavior.

CATS ON-SITE ATTENDANCE POLICY

Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. Schools will keep a record of absence and tardiness.

EXCUSED ABSENCES

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

A. The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Postsecondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g short-term or long term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

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

B. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

UNEXCUSED ABSENCES

A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.

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

C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after **three** unexcused absences within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.

D. A conference with the parent or guardian will be held after **four** unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to address the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.

E. Not later than the student's **fifth** unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

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

G. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition. The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

STUDENTS DEPENDENT PURSUANT TO CHAPTER 13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults include the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their schoolwork.

GRADUATION

Your high school diploma is the “key” that opens doors for future accomplishments in life. Students want the diploma; the challenge is keeping personal balance, focus, and priorities so the diploma can be earned. Some suggestions for earning a graduation diploma while at CATS are:

Make Choices. There are 24 hours in a day and seven days in a week. You can only do so much. Nobody can do it all.

Set priorities. Students should ask themselves the following questions.

- What do I need to stay physically well?
- What is happening that keeps me from having school (my first job) a priority?
- How do I schedule my time for studying and completing work to earn my credits for graduation?
- How do I keep a balance for physical wellness, school, time with friends, time with family, and a second job?

Work hard. Some tips for students to motivate themselves to study are:

- Set aside the *same study time* every day.
- Attend 21st Century Saturday Academy or after school tutorial.
- Study at *alert times*.
- Study at the *same place*, such as a desk or table, every day. Find a spot where work can be completed *without interruption*.
- *Catch up quickly.* Ask for help when falling behind! The sooner the problem is addressed, the quicker the solution.
- *Study with a group.* If help is needed in a class, get together with others for discussion and mutual support.
- Don't procrastinate. Start work promptly and work *steadily*!

CREDITS AND GRADUATION

- Current credits must be earned and posted to your transcript.
- Earning a graduation diploma requires 24 credits in specific areas of study that are set by the Toppenish School District Board of Directors.
- The *absolute cutoff* date for graduation credit is **2:30 PM June 7, 2019**. Students who have not completed the required credits for graduation, passed required state assessments (or awaiting the scoring of a submitted assessment) and completion of a high school and beyond plan goal will not be allowed to participate in commencement activities.

EARNING A DIPLOMA

To earn a diploma a student must:

- Have the required credits
- Pass required state assessments
- Complete and submit a High School and Beyond plan

COMMENCEMENT CEREMONY

To participate in the annual commencement (graduation) ceremony students must have completed all of the requirements for earning a high school diploma no later than **2:30 PM June 7, 2019.**

CATS ACADEMIC HIGHLIGHTS

CREDIT:

CATS students will attend school five days a week. Their academic performance and consistent attendance will earn credits towards graduation.

RIGOR:

Students at CATS will be expected to earn a minimum of 6 credits per year.

NAVIGATION 101/ADVISORY:

All students will be assigned a grade level advisory teacher. Advisory period will be a combination of relationship building activities, student driven planning of schedules, updating credit profiles, portfolios, student learning plans, preparation for student led conferences and data analysis.

STUDENT LED CONFERENCES:

The student led conferences will be held November 5th and 6th, March 25th and 26th. Families and students will discuss academics, attendance, learning plans, credit profiles, careers and High School and Beyond plan.

ODYSSEYWARE/VIRTUAL LEARNING:

Computer based learning opportunities designed for students needing additional placement interventions and/or credit retrieval opportunities.

GENERAL INFORMATION

ATHLETICS:

CATS students may participate in school sports by enrolling with THS school athletic teams. All student athletes are governed by the Washington Interscholastic Activities Association. To be eligible for W.I.A.A. interscholastic sports students must meet all eligibility requirements set forth by the State of Washington and the Toppenish School District.

DRIVING PRIVILEGE:

Your car is subject to all school rules and guidelines. Student vehicles must be registered with the office. You need to be a legal licensed driver with car insurance to bring a car on campus. After registration you will be issued a parking voucher to hang from the car's mirror. Registration is free, but if you fail to register your car with the school a fine of \$20.00 may be imposed or it could also be towed at the owner expense. Students with cars who leave campus without permission or transport other students off campus may have their driving permission revoked.

STUDENT PARKING AREA:

Students are required to park in the designated student parking area. Driving your car or truck to school and parking on campus is a privilege. Negligent or reckless driving, and parking in unauthorized areas (fire or loading zones, staff spaces), may result in loss of driving and parking privileges on school property and/or other disciplinary actions. Vehicles parked on District property may be searched at anytime if school authorities have reason to suspect that the vehicle contains a weapon, illegal substances or stolen goods.

The parking lot and cars are off limits without a pass from the office or a teacher. This is to protect campus security and student vehicles from theft or vandalism.

PASSES:

Students are expected to be in assigned classrooms according to their schedule. Teachers may issue a pass for students to go to the office or counselor. Permission for a student to be in any classroom other than assigned must have prior permission by the principal and all teachers involved. On the rare occasion that students need extended time to complete a significant task, teachers will make voice to voice contact with involved staff. **NO EXCEPTIONS.**

TUTORING:

After school can be a good time to get extra help from teachers. (teachers are available before and after school for at least 30 minutes) Sometimes a few minutes of one-on-one can clear up a difficulty. There are also after school programs such as Odyssey, COE tutoring, 21st Century, and Saturday Academy.

MEDICATION:

All medications are to be brought to the office for dispensing. Medication is defined as all drugs, whether prescription or over the counter. Students must have on file a “Medication Authorization Form,” signed by their parent or guardian and a health care provider, before the school can administer any medication.

MISSING OR STOLEN ITEMS:

If something has been stolen, go to the office and report it. If school property is involved, you could be responsible for it. You are encouraged to strongly think twice about bringing valuable personal property to school. There is no school insurance that covers lost valuables.

PHONE CALLS:

A phone is located in the office and in each teacher’s room. If approved by a staff member, students may use the phone before school, after school, and during lunches. Be courteous and limit your call to two minutes.

If a parent or family member needs to contact a student please call 865-3377.



BUS RULES

BUS DRIVERS JOB:

To take you to and from school as safely as possible.

STUDENT'S JOB:

To follow these rules for the safety of the entire bus.

"RIDING THE BUS IS A PRIVILEGE!"

- The Bus Driver is in charge of the bus and all passengers; if a Para-Pro or other adult is on the bus students must obey and respect their orders.
- Sit properly in seat at all times when the bus is moving. Standing, lying down in the seat, feet or legs blocking the aisle is not allowed and considered to be unsafe.
- Absolutely no food, gum, candy or soda pop is allowed on the bus. Water is acceptable.
- Keep head, hands and feet inside of the bus at all times...no yelling or throwing objects out of the window.
- Be courteous...no bullying, profanity, teasing, or name calling. Keep your hands to yourself...no hitting, pinching or biting.
- Respect others and their property. (This includes back packs and any other personal property).
- No poking, cutting, or removing patches on seats. No writing or marking on bus seats or walls.
- Observe classroom conduct. No moving seats without permission. Use your "quiet voice".
- Help keep the bus clean...Do not throw paper or trash on the floor. Place all of it in the garbage can in the front of the bus as you get off.
- Students crossing in front of the bus are to wait for the driver's hand signal and then cross only in front of the bus.
- Bus driver will assign seats as needed.
- No pets or animals (except service animals) or any other hazardous objects allowed on the bus.

EXPLANATION OF ACCEPTABLE COMPUTER USE GUIDELINES

THE STUDENT IS EXPECTED AT ALL TIMES TO:

1. Be working and on task (not phone texting, music device listening, sitting, no work, etc.).
2. Be respectful and courteous of others (students, teachers, substitutes, office personnel, etc.) at all times.
3. Not be disruptive of the learning environment (such as laughing, talking, shouting).
4. Treat equipment, supplies, and technology gently, kindly, and with care (no vandalism or messing with computers).
5. Not allow beverages and food next to computers.
6. Access only approved and acceptable sites (No adult sites, chat rooms, drugs and alcohol, gangs, hate groups, etc.). Students will notify an adult immediately if they have accidentally access inappropriate material, photos or messages.
7. Only use acceptable communication (No malicious messages, cyber-bullying, threats, or harassment will be tolerated).
8. Protect the security of the system by using pass words and never share any pass words.

INDIVIDUAL STUDENT USER ACCESS AND INFORMED CONSENT FORM

Signature of User

Signature of Parent/Guardian

**Required for all students

Printed Name of User

Printed Name of Parent/Guardian

Address

Address

City/State/Zip

City/State/Zip

Phone

Phone

Date Signed

Date Signed

STUDENT CONDUCT EXPECTATIONS AND REASONABLE SANCTIONS

STUDENT CONDUCT EXPECTATIONS

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

DISRUPTIVE CONDUCT

A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Cheating or disclosure of exams;
- Disobedience of reasonable requests, instruction, and directives of school personnel;
- Refusal to leave an area when instructed to do so by school personnel;
- Refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
- Refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Inappropriate dress or appearance as determined by school building;
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Use or possession of tobacco;
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another person or school district.

EXCEPTIONAL MISCONDUCT

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension. *This includes types of misconduct that qualify as exceptional misconduct approved by board following recommendation by superintendent and representative ad hoc citizens committee.* Exceptional misconduct includes the following:

- Arson; Defined as the willful and malicious burning or charring of property.
- Assault, if the assault involves injury to another, bodily fluids, or a weapon
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;

- Cumulative violations;
- Causing intentional, substantial costing (greater than or equal to \$250) damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds, at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, offensive odor producing chemicals, etc.;
- Extortion; Defined as the crime of obtaining money or property by threat to a victim's property or loved ones, intimidation, or false claim of a right.
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, air guns, look alike guns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 3241.

EXPLANATION OF TERMS:

THE MISCONDUCT BELOW DO NOT PROHIBIT ADMINISTRATORS FROM CONSIDERING APPROVED ALTERNATIVES TO OUT-OF-SCHOOL SUSPENSION OR EXPULSION, INCLUDING IN-SCHOOL SUSPENSION.

The offense does not prohibit a school administrator from exceeding the typical sanctions up to and including expulsion, if sufficient aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295. This is at the discretion of building administrators.

ASSAULT:

For purposes of school discipline, “assault” means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying.

FIGHTING OR FIGHTING INVOLVEMENT:

Includes instigating, promoting (including promotion by presence as a spectator), and escalating a fight, as well as the failure to disperse at the scene of a fight.

REASONABLE SELF-DEFENSE:

It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:

- A student who is being assaulted or witnessed another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others;
- The student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances; and
- The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant’s hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

DEFACING OR DESTRUCTION OF SCHOOL PROPERTY:

For school discipline purposes, is defined as the unauthorized, intentional damage to district property or the property of others.

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, participation in promotion ceremony and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil’s parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardians are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

DEFIANCE OF SCHOOL AUTHORITY:

Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of Policy 3224 that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation of Policy 3224. Defiance of school authority can also include intentional disruptive behavior.

GANG CONDUCT:

For school discipline purposes includes:

- The creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture
- The promotion of gang culture and/or gang violence, and/or
- The solicitation or recruitment of gang members.

Gang imagery and symbols include, but are not limited to:

- Apparel (including, but not limited to, shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation
- Displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

THEFT OR STEALING:

Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required.

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardians are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

WEAPONS:

This section addresses the possession or use of actual weapons in violation of district policy 4210, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that

appears to be a firearm. Objects and conduct that fall outside of Policy 4210 should be addressed under other sections, as appropriate.

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm.

Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES:

To ensure the safety, health and well-being of all students, the board is committed to the development of a program which emphasizes drug and alcohol abuse prevention, intervention, aftercare support and necessary corrective actions. The possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis), alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations (Board Policy 3240P):

- This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- This section applies to marijuana or substances containing marijuana;
- This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;
- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

CONSEQUENCES:

Administration will have the discretion to assign consequences for all offenses based on mitigating and aggravating factors.

REMOVAL OF STUDENT DURING THE SCHOOL DAY

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

Any person requesting to make contact with or remove a student from school grounds, must be

listed on the student's emergency contact information. Proper identification must be verified by school personnel using picture identification.

Law enforcement officers may remove a student from school without a warrant provided that the law enforcement officer signs a statement that he/she is removing the student from the school. Residential parents/guardians should be contacted as soon as possible when a student is taken into custody.

Any other agencies must have a written administrative or court order directing the school district to give custody to them. Proper identification is required before the student will be released;

Prior written authorization from the residential parent or guardian is required before releasing a student into someone else's custody unless an emergency situation justifies a waiver;

Prior to sending a student to his/her home for illness, discipline or a corrective action, the building administration will attempt to reach the student's parent, guardian or emergency contact to inform him/her of the school's action and to request that he/she come to the school for the child. If the building administration cannot reach the parent, guardian or the emergency contact, the student will remain at school until the close of the school day.

STUDENTS AND TELECOMMUNICATION DEVICES

Students in possession of telecommunications devices while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- A. Telecommunication devices will be turned off during regular school day;
- B. Students will not use telecommunication devices in a manner that poses a threat to academic, integrity, disrupts the learning environment or violates the privacy rights of others;
- C. Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;
- D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;
- E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
- F. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;
- G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- H. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend all assigned classes each day. Schools will keep a record of absence and tardiness.

EXCUSED ABSENCES

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

The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

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

B. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

UNEXCUSED ABSENCES

A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.

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

C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after three unexcused absences within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.

D. A conference with the parent or guardian will be held after four unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.

E. Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

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

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

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.



We've Agreed to Succeed!

Parent/Guardian

Guidance and supervision are a large part of the role of a parent/guardian of a high school student. As a result of this:

I will see that my student gets to school each day and is on time.

I will make no excuses for absences or tardies for my student that are a result of their laziness or flat-out unwillingness.

I will keep my contact information (phone and address) up to date.

I will attend both the fall and spring Student-Led Conferences.

I will discuss all communications from school (report cards, phone calls, etc.) with my student when I receive them.

I will keep in contact with my student's teachers.

Should the above conditions not be met, I understand that my student may be removed from CATS.

Parent
Signature _____

Date _____

Best Contact
Phone Number _____

Student

My goal is to graduate from high school, which likely demands some major changes in how I approach school. I will accomplish this goal at CATS if:

I Show Up, Work Hard, and Be Respectful.

Show Up:

I will attend school each day.

I will be on time to school.

I will follow check in and check out policies.

I will bring notes in for excused absences. (Example: Doctor, Dentist, Court, Funerals, etc.)

Work Hard:

I will come prepared to learn.

I will follow CATS instructional standards.

I will make continual progress by earning credits towards graduation.

I will strive for quality work and professionalism.

Be Respectful:

I will value others as I wish to be valued.

I will respect CATS property and other student's personal property.

I will follow CATS and individual classroom behavioral standards.

I will contribute positively to the CATS learning community.

Should the above conditions not be met, I understand that I may be removed from CATS.

Student
Signature _____

Date _____

Student
Phone Number _____