



HIGH SCHOOL

143 Ward Road
Toppenish, WA 98948
Telephone: (509) 865-8231
www.toppenish.wednet.edu

2024–2025 Handbook

THE WILDCAT WAY:

All students will graduate as
life-long learners, problem-solvers
and productive citizens.



THS FIGHT SONG

**Onward Top-Hi, onward Top-Hi,
go right down that line.
Bring the cardinal and gray to vict'ry
make ol' Top-Hi shine.**

**Onward Top-Hi, onward Top-Hi,
fight for Top-Hi's fame.
Fight, fellas, fight, fight, fight
to win this game.**



W - I - L - D - C - A - T - S
F - I - G - H - T!

**Fight, fellas, fight, fight, fight
to win this game. Hey!**



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DISTRICT POLICIES

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 Coordinator Monica Saldivar (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: Shawn Myers, Human Resource Director (306 Bolin Drive: Toppenish, WA 98948: 509-865-4455: myerss@toppenish.wednet.edu).

STATEMENT OF NON-DISCRIMINATION

The Toppenish School District does not discriminate in programs or activities, based on sex, race, creed, religion, color, national origin, age, military or veteran status, sexual orientation, gender, gender identity, disability, Or the use of a trained dog as a guide or service animal and provides equal access to Boy Scouts and other designated youth groups. The following employees have been designated to handle the questions and complaints of alleged discrimination:

Title IX Coordinator

Daniel Sanchez

Athletic Director

509.865.8034

dsanchez@toppenish.wednet.edu

Section 504 / ADA Coordinator

Sandra Birley

Director of Special Education and 504

509.865.8148

sbirley@toppenish.wednet.edu

Coordinator of Civil Rights Compliance

Shawn Myers, Assistant Superintendent

509.865.4455

myerss@toppenish.wednet.edu

SEXUAL HARASSMENT

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

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



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

**Examples of Sexual Harassment:**

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

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

http://www.toppenish.wednet.edu/pages/Toppenish_School_District/1075523253814383010/Nondiscrimination

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 above. This is often the fastest way to resolve your concerns.

Complaint to the School District**Step 1. Write Your Complaint**

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



email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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



Complaint to OSPI

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

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

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

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

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

COMPLAINT/GRIEVANCE:

FEDERAL PROGRAMS (TITLE I, II, III, IV OR MIGRANT):

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program. If you feel that your rights have been violated please visit the following site which has information on filing a citizen complaint <http://www.k12.wa.us/TitleI/CitizenComplaint.aspx>. At the local level, you may file your complaint with Mrs. Teri Martin, Federal Programs Director, Toppenish School District, 306 Bolin Drive, Toppenish WA 98948.

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

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



GENERAL INFORMATION

Office Phone Number: (509) 865-8231

CATS Business Office Hours: Monday – Friday 7:00am – 3:30pm

Schedules

CATS Academy Regular Schedule



PROFESSIONAL TIME 7:30- 8:00
(Tutoring, IEP's, Parent Meetings, Etc.)

Period	Time
Warning Bell	7:55
1st	8:00 - 8:44
2nd	8:48 - 9:32
3rd - Advisory	9:36 - 9:57
4th	10:01 - 11:18
Lunch	11:18 - 11:48
5th	11:52 - 01:09
6th	1:13 - 2:30

PROFESSIONAL TIME..... 2:30- 3:00
(Tutoring, IEP's, Parent Meetings, Etc.)

CATS Academy Early Release Schedule



PROFESSIONAL TIME 7:30- 8:00
(Tutoring, IEP's, Parent Meetings, Etc.)

Period	Time
Warning Bell	7:55
1st or 2nd	8:00 - 8:30
NO ADVISORY	
4th	8:34 - 9:20
5th	9:24 - 10:10
6th	10:14- 11:00
All school lunch	11:00 - 11:30

PROFESSIONAL TIME..... 11:00- 11:30
(Tutoring, IEP's, Parent Meetings, Etc.)

Faculty Lunch..... 11:30 - 12:00 pm

Administration

Office Staff



Robert Roybal	Cats Director/Principal	Mariaelena Araiza	Registrar/ Admin Secretary
Robert Roybal	Cats Remote Director		
Daniel Sanchez	Athletic Director		
Monica Saldivar	CTE/STEM Coordinator		

Student Services Staff

Steve Romero	Graduation Specialist
Augustine Dick	Native American Rec. / Liaison

STUDENT-LED CONFERENCES

Student-led conferences are held twice a year (once in the fall and once in the spring). Academic updates, behavioral/attendance reports, and the “student learning plan” are shared with families at the time of the conference. Families are encouraged to schedule individual conferences anytime during the year.



Individual Parent/Teacher conferences may be scheduled during teacher planning times through the individual teacher or through the counseling center. It is easier to meet with teachers if prior appointments are made. To schedule an appointment, call 865-8231.

Fall Student-Led Conferences

October 23-24, 2024

Spring Student-Led Conferences

March 19-20, 2025

EARLY-RELEASE DAYS FOR PROFESSIONAL DEVELOPMENT

On "Early Release Days" the school day begins at 8:00 am and ends at 11:30am after lunch.

Early release days for professional development will occur on the following days:

August 14th-15th, 2024

September 18, 2024

November 22, 2024

December 20, 2024

February 5, 2025

March 5, 2025

May 7, 2025

SCHOOL CLOSURE

In the event of an emergency, school closure, or a late start the local news and radio stations will be contacted. Please listen to the radio or watch the local news for information. Limited information will be provided on the Cats High School Facebook page. If notification is not given over the radio or on television, then school is in session as normal.

SECURITY CAMERAS

Students, staff, and visitors need to be aware that public areas are being videotaped in order to enhance school safety and security. Recordings will not be shared with other parents without first obtaining the proper clearance from the district office.



VALUABLES AT SCHOOL

It is very important that students do not bring valuables, as the school **cannot** guarantee security for personal items. The school will not replace personal items lost or stolen at school, so please leave valuables at home. School administrators will not be obligated to investigate lost or stolen valuables.

MEDIA RELEASE

CATS High School is excited about sharing all of the awesome activities and positive connections our students experience throughout the year. We will use a combination of social media sites and public announcements to assist in this. If you wish not to take part in this, contact the office to have your name removed.

ELECTRONIC DEVICES

The appropriate use of cell phones and other electronic devices will be permitted before and after school hours and in the hallways during student passing periods as well as in the lunchroom during the student's lunch period.

Students may NOT use electronic devices in the classroom at any time.

Electronic devices should not interfere with the learning process. The use of cell phones and other electronic devices for inappropriate reasons while on campus (including cheating, sexting, harassment, or any use that is inappropriate and in violation of the Acceptable Use Policy or disruptive to a positive learning school environment) will be cause for disciplinary action.

1st Warning: Teacher will remind student(s) of the expectation and let them know should it happen again their cell phone/electronic device will be collected for the rest of the period.

2nd Warning: Teacher will ask the student to place their phone/electronic device in the secure class location until the end of the class period.



Refusal: Contact Admin/Office, phone will be in office for remainder of the day. Referral will be completed by a teacher on Skyward (Electronic Equipment). Phone call from Teacher or Admin to Guardian

1st Referral: Detention and cell phone/electronic device contract, signed by student, Admin and Guardian.

2nd Referral: Detention, parent meeting, no phone/electronic devices allowed on campus. Caught with a phone after this, will result in the guardian having to pick up the phone from administration.



Students are not permitted to leave class to use a cell phone or electronic device. I.E. students must leave their cell phone in a secure area (teacher discretion) if they use the restroom. It will be considered a violation if the student's cell phone or electronic device disrupts the class. Students are expected to cooperate in handing over cell phones and digital media devices when requested. Failure to forfeit the device when requested will result in disciplinary action.

The taking or sharing of obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs will be subject to discipline. Violations will be referred to law enforcement. Filming/taking pictures on school campus during school hours must be under the direction of a teacher and used only for assignments given by teachers. Violation of the camera policy will require the same consequences as other electronic devices. In addition, pictures and/or film may also be viewed, deleted and/or given to the proper authorities if deemed inappropriate by school administrators. **(Subject to new discipline laws 24-25 of OSPI)**

The school is not responsible for lost, stolen or broken electronics including but not limited to cell phones, tablets, music players, etc.

VISITORS

We welcome all visitors to the THS campus but the safety and security of our students and staff is our highest priority; therefore, all visitors are required to pick up an appropriate pass at the office upon arrival on campus. Parents wishing to contact their child must check in at the main office.

Students may not bring visitors to school to attend classes or wait while the student attends classes. Visitors are defined as relatives, unrelated individuals, friends, and children. (Must meet local and state health requirements)



OUTSIDE FOOD AND DRINK DELIVERY

Due to safety concerns, students are not allowed to order food via DoorDash, Grubhub, Uber Eats, or any other food delivery service. Parents/Guardians may deliver or drop off food for their students in the office. **Items that are delivered by any individual other than the parents/guardians will be placed in the office and may be picked up at the end of the school day.**



ACADEMIC AND EXTRACURRICULAR INFORMATION

FAMILY & STUDENT GRADE ACCESS

Parents and students are encouraged to review information (grades, assignments, report cards, discipline, test scores and much more) regularly by accessing the Toppenish School District website at <https://www.toppenish.wednet.edu> and going to the Skyward link on the bottom of the page. Parents and students will be able to sign up for the most current information by completing the necessary forms during registration.

GRADE REPORTS

Students' grades will be posted on the dates listed below. Interim grades will be mailed three days after being posted. Mid-term grades will be available for pick up during the Fall and Spring student-led conferences. First semester final grades will be mailed on February 2nd, 2024. Spring semester grades will be mailed on June 18th, 2024.

GRADE UPDATING SCHEDULE

1st SEMESTER

September 14, 2024 – Interim Grades
October 18, 2024 – Mid-Term Grades
December 4, 2024 – Interim Grades
January 30, 2025 – Final Grades

2nd SEMESTER

February 27, 2025 – Interim Grades
March 14, 2025 – Mid-Term Grades
May 9, 2025 – Interim Grades
June 14, 2025 – Final Grades



ATHLETIC AND ACTIVITY ELIGIBILITY AND SEASONS

All athletes are required to have a parent permission form filled in from final forms , pay an athletic fee, sign the activity code, and pass a physical within the last 24 months before they can be permitted to practice or play in a game. Only athletes who complete the season will be eligible to receive an award for a particular sport. Students who plan to participate in athletics MUST complete the sports packet found in the Toppenish High School office. (Toppenish High School is a member of the WIAA - WIAA/OSPI guidance/requirements will be followed for participation/competing)

FIELD TRIPS

Attending a field trip is a privilege at Cats High School, therefore students with excessive absences, tardies, discipline referrals (3 or more), or are failing (1 or more) classes may not be allowed to attend field trips (administrative discretion). Misbehavior on a field trip may result in loss of all field trip privileges. Travel permission forms will be given out by the supervising teacher or club advisor.

INTERNET & NETWORK USE

Students are responsible for good behavior when using technology and parent permission is required to access the Internet from school. Students are responsible for securing their username and passwords. Access is a privilege, not a right, and students can lose the privilege of using equipment. The following activities are not permitted on any school owned technology or school issued accounts:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others (bullying)
4. Violating copyright laws



5. Using someone's password(s)
6. Trespassing or theft of folders, work or files
7. Violating gang related behavior guidelines
8. Damaging computers, computer systems, or school owned technology
9. Use of games and music software to play on school computers is prohibited
10. Sending mass group emails without prior approval from administration



HEALTH SERVICES

Health services in the Toppenish School District are provided by 3 registered nurses, 2 licensed practical nurses, and 4 health services support staff that are trained to work with students who have been exposed to disease, are seriously ill, have chronic health conditions, who are injured, in need of vision or hearing screening or facing emergencies.

A **Student Health Information Form** must be completed by parents at the start of each school year as part of the registration process. This information gives the health services staff important information about your student's health care needs at school. If you have questions or concerns regarding your child's health, you can call the office and speak to the health services staff. **Please keep the school informed of any changes to your students' health.**

School Staff use guidelines and resources provided by our local health jurisdiction, Washington State DOH, OSPI, and the CDC for guidance regarding specific measures to be used in handling individual cases or outbreaks of infectious diseases. These guidelines may change throughout the year. As these changes are made the information will be provided to you.

Head Lice

Per our district policy students with head lice **will** remain in school and go home at the end of the school day. Parents/guardians will be notified of the suspected head lice by a health services staff member **via phone call and letter sent home with the student.** Your student can return to school after they have been appropriately treated for lice, which could be as soon as the next school day. Students can return to school with nits following treatment as nits may persist after initial treatment. Successful treatment should kill the crawling lice. **When your student returns to school after appropriate treatment a health services staff member will follow up with your student.**



ILLNESS

If your student is feeling ill, please keep them at home and notify their school of their absence. If a student is being sent home ill, the student's parents/guardians or the person designated on the student's emergency card will be contacted by a Health Services Staff member and will be asked to arrange for the child to be taken home. Students are not allowed to leave school unless parents/guardians have been contacted. A medical referral may be sent home when school health care personnel feel that the child should be seen by a physician.

IMMUNIZATIONS

Washington's immunization law requires that all children must be either fully immunized, in the process of being immunized, or exempt from being immunized. State law requires that all students meet state immunization requirements before entering a Washington State Public School. The school must have a written record of the dates of the immunizations before the student may attend. A student who is non-compliant on the first day of attendance, or when a complete records check has been done, shall be excluded from attending class following parent notification.

Parent(s)/guardian(s) may file a Certificate of Exemption form on the basis of religious grounds, for personal/philosophical reasons, or when a physician certifies that the student has a medical condition that contraindicates a particular immunization. Per RCW 28A.210.090, starting July 28, 2019 schools can no longer accept a personal or philosophical exemption for the MMR vaccine. In an outbreak situation, Yakima Health District has the authority to exclude susceptible students and staff who are not adequately immunized against a particular vaccine preventable disease.

At the end of the 22/23 school year Toppenish School District Health Services staff changed how we manage student immunization records. We implemented an online system provided by the Washington State Department of Health called School Module. The School Module allows us to quickly and efficiently check if your child has the vaccines required for school.



INJURIES

If your student is injured at school or during any school-sponsored activity it is the responsibility of school staff to see that immediate care and attention is provided to your student. If an injury does occur it needs to be reported to a school staff member immediately. The school nurse or a staff member certified in first aid will determine whether the injury, illness, or trauma is serious enough to warrant calling 911. Parent(s)/Guardian(s) (or the emergency contact if parent can not be reached) will be notified of injuries and student condition as soon as practical.

Life-Threatening Health Conditions and Medications

Washington State Law mandates that all students with life-threatening health conditions (where the condition could put the child in danger of death during the school day) have medication/treatment/diet orders, an Emergency Care Plan and the emergency medications/equipment in place at school prior to the student being allowed to start classes. Life-threatening conditions may include but not limited to the following: severe bee sting, latex, or food allergies, severe asthma, diabetes, severe seizure disorders, and certain heart conditions. This process will need to be completed every year. Required forms are available in the THS health office.

MEDICATIONS AT SCHOOL

According to Washington state law and District Policy, if it is necessary for your child to receive oral medication (prescription or non prescription) during school hours, a medication order form must be filled out and signed by both the physician and parent. These forms are available in the THS Health Office. All medication must be kept in the original pharmacy container and will be kept in the health office. To ensure safety, medications must be delivered to the school by an adult. School personnel are not responsible for administering medications without the proper paperwork being



completed.

Per our district policy, students are allowed the opportunity to self-carry and administer prescribed medications. The student's parent or guardian will need to fill out and sign The Self-Carry form. The student's prescribing health care provider must provide the school with a written treatment plan. The student must also demonstrate to the school's professional nurse that the student is competent to possess and self-administer prescribed medications during school and at school sponsored events. The Self-Carry form can be obtained in the THS health room.

*****Cough drops are considered medication and should not be sent to school with your child.**

The Washington State Legislature requires the following on the first day of school to help your child in the event of an emergency:

1. Doctor's orders (written directions) for medicine or treatment,
2. Medicine (for the emergency) at school, and
3. Emergency plan that will tell school staff exactly how to help your child if a medical emergency occurs.
4. Parents must provide the THS office with current emergency contact numbers.

NURSE'S OFFICE (Health Room)

A health room is available for administering medication, medical emergencies, student illnesses, or for those students who are unable to reach a parent/guardian. Parents must provide the CATS office with updated/current emergency contact numbers.



SCHOOLCARE

Toppenish School District has partnered with SchoolCare for the 2023-2024 school year. SchoolCare is a healthcare technology company that builds tools for schools, parents, doctors, and health plans to coordinate better care for school children. The health services staff uses this program to document your students' health information. (This includes health room visits, medication administration, etc). SchoolCare's Digital Health Platform allows parents to access and update their children's health information from anywhere at any time.

VISION AND HEARING

SCREENING

Students are screened as needed per staff request/referral in order to identify problems with vision and hearing. If health concerns are identified through these screening measures, parents/guardians will be notified so that medical care can be obtained.

TELEHEALTH PROGRAM

Toppenish School District is partnering again with Yakima Valley Farmworkers Clinic to provide both medical and behavioral health visits through a telehealth platform. This service helps expand access for our students to medical and behavioral healthcare services onsite through telehealth visits. Medical visits are open to ALL students who are enrolled in the Toppenish School District. Behavioral health services are available to Farmworkers patients only. To be able to participate in this program a parent/guardian will need to sign a consent form. This consent form needs to be filled out every year and for every student individually. If you have questions about this program please contact Jessica Bjur, Executive Director of Nursing for the Toppenish School district at 865-8262.

STUDENT SERVICES



TOPPENISH HIGH SCHOOL COUNSELING PROGRAM

The purpose of our counseling program is to help each student in his/her social, educational, and personal development. Our Counselor David Strother is available between 7:30 am and 3:00 pm daily. He can be contacted by calling 865-8252.

GRADUATION SPECIALIST

At CATS High School, all students will graduate as life-long learners, productive citizens, and problem-solvers. Students at CATS High School are assigned a teacher advisor that will be with them for all four years. Your student's credits are reviewed constantly by their advisor, counselor, and graduation specialist, Steve Romero. Mr. Romero meets with our students to review credits earned and ensure student achievement goals are met for graduation. If you would like to meet with Mr. Romero to review the progress of your son/daughter, please call (509) 865-1258 or email sromero@toppenish.wednet.edu.

RESOURCE MANAGEMENT TEAM

The "Student Assistance Program" is designed to help and support our students in dealing with substance abuse problems including alcohol, tobacco, and drug issues. The crisis intervention specialist Flor Viveros can be reached at (509) 985-8604 between the hours of 7:30-3:00 PM.

TRANSPORTATION

CATS CLOSED CAMPUS

Students are expected to remain at school throughout the regular school day unless arrangements have been made through the office to be dismissed. Once students arrive at school, they are considered to be in attendance until the end of the school day at 2:30 pm.

Students wishing to leave campus (doctor/dentist appointments, family reasons, etc.) can do so only by bringing a note from a parent/guardian and by checking out of school with office



personnel prior to leaving campus. Absences that are not pre-arranged by checking out are considered “skipping school” and school discipline will apply. **REFERENCE: TSD School Board Policy 3242**

PERSONAL VEHICLES

Driving to school is a privilege, and observing the following rules are essential in order to maintain that privilege. Each student must register his/her vehicle with the office **(72 hours)** and obtain a parking permit. All students must have a valid driver's license, insurance and parking permit to use the school parking facilities, and vehicles must visibly display the approved CATS parking permit place card around the rearview mirror so that the registration numbers are visible. **Students should not be in the parking lot at any time throughout the school day;** however, if a student needs to get an item from his/her car, then the individual will need to check out and get the car pass and be escorted by a staff member. **(Students will park in the gravel ONLY)**

STUDENT PARKING AREA

All vehicles must be parked within designated marked areas. Students are not allowed to park anywhere. Driving a car or truck to school, and parking on campus is a privilege, and negligent or reckless driving, peeling out, or parking in unauthorized areas (fire or loading zones, faculty parking, or in the back of the school) may result in loss of driving and parking privileges on school property and/or other disciplinary actions. **Additionally, students are not allowed to loiter in the parking lot or in cars at any time during the day.** Toppenish School District reserves the right to search any student's vehicle parked on school grounds for the purpose of safety issues. **(SUBJECT TO TOWING FOR ANY VIOLATIONS)**

BUS ETIQUETTE

Riding the school bus is a privilege not a right. Student misbehavior while on board a school bus carries consequences that can result in injury and perhaps endanger the lives of students. A student of high school age should already know how to behave on the bus, and is therefore allowed a



relatively short period of time to change a pattern of disruptive behavior. The bus driver, the school district supervisor of transportation, and the administration will handle bus infractions – ongoing bus misbehavior can result in loss of bus privileges temporarily, for the year, or even permanently. Bus drivers expect students to observe classroom conduct, be courteous, not use profane language, not eat or drink on bus, keep the bus clean, cooperate with the driver, not use tobacco or tobacco like products or illegal drugs, not be destructive, stay in seat, and keep head, hands, and feet inside of the bus. (Reminder: The bus driver is authorized to assign seats.)

BUS DISCIPLINE PROCEDURES

The bus driver will attempt to work out problems/situations on the bus as they occur. If problems cannot be worked out, then disciplinary steps will be taken with notification to all parties involved.

1st Offense: Verbal Warning.

2nd Offense: Documented Warning. Student(s) may be assigned a seat on the bus.

3rd Offense: Loss of bus privileges for 3 days.

4th Offense: Loss of bus privileges for 5 days to the rest of the semester.

5th Offense: Loss of bus privileges for the remainder of the school year.

BICYCLES, SKATEBOARDS & ROLLERBLADES

Skateboards and Rollerblades are not allowed on Toppenish School District property at any time. At this time, CATS High School does not have a designated bike rack for storing bicycles. If you would like to ride your bike to school, please speak with the administration regarding where to store and secure your bicycle while you are at school. However, CATS and its staff members will not be responsible for any damages that incur.



Attendance Information

ATTENDANCE

Student attendance plays a critical part in student success.

CATS High School faculty endeavors to provide the greatest possible learning opportunities for students. Students who are absent from school miss the guidance of teachers in learning new materials and skills, and they miss the interactions of peers in discussions, activities, and presentations. Consistent attendance is the first step to achieving excellence in education. Teachers will submit their classroom attendance records within the first ten minutes of class. Students who are not in class by the sound of the tardy bell will need to see the attendance clerk for an admit slip to class. REFERENCE: Toppenish School Board Policy 3122 Excused and Unexcused Absences

EXCUSED ABSENCES

Assignments and/or activities not completed because of an excused absence or tardiness may be made up. The following are valid excuses for absences and tardiness:

1. Participation in a school-approved activity or instructional program– To be excused, this absence must be authorized by a staff member. All of the student's teachers must be notified prior to the absence.
2. Absence due to illness, health condition or medical appointment (including but not limited to medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible for – If a student is confined to home or hospital for an extended period, then the school may arrange for the completion of assignments at the place of confinement (whenever practical). The parent/guardian is expected to notify the school office of the student's absence by telephone, written note or email within 48 hours. Without this note, the absence will be recorded as an UNEXCUSED ABSENCE.



3. Family emergency, including but not limited to a death or illness in the family – The parent/guardian is expected to contact the office regarding the length of absence. The student will be granted an opportunity to complete the work missed.
4. Religious or cultural purpose including observance of religious or cultural holiday or participation in religious or cultural instruction- The parent/guardian is expected to notify the school office of the student's absence by telephone, written note, or e-mail within 48 hours.
5. Court, judicial proceeding or serving on a jury – The parent/guardian is expected to notify the school office of the student's absence by telephone, written note, or e-mail within 48 hours.
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview – The parent/guardian or student must provide proof of such scheduled visit within 48 hours of student's return to school.
7. State-recognized search and rescue activities consistent with RCW 28A.225.055 – For more information regarding the definitions under such provision visit <http://tinyurl.com/RCW-28A-225-055>.
8. Absence directly related to the student's homeless status – Please refer to the Toppenish School District McKinney-Vento eligibility document.
9. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010
10. Absence due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services as provided under RCW 28A.600.015 and chapter 392-400 WAC – As required by law, students who are removed from a class as a disciplinary measure (students who have been placed on short-term suspension) shall have the right to make up assignments or exams missed. Work missed due to suspension may be picked-up in the office between 2:45 pm and 3:30 pm on the day following the suspension upon parent request. A twenty-four (24) hour advanced parent request is required in order to provide the homework in a timely manner.



11. Absences due to student safety concerns, including absences related to threats, assaults, or bullying.
12. Absences due to a student's migrant status.
13. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.
14. Excused absence for chronic health concern – Students with a chronic health condition that interrupts regular school attendance may qualify for placement in a limited attendance participation program. The student and his/her parents/guardians should consult with the principal or counselor, and a limited educational program may be deemed appropriate. The principal (or designee) shall approve the recommendation of a limited educational program. In such a case, staff would be informed of the student's needs.

REFERENCE: TSD School Board Policy 3122

UNEXCUSED ABSENCES

Unexcused absences fall into the following categories:

1. Submitting a signed excuse which does not meet the guidelines of an excused absence as previously defined.
2. Failing to submit any type of excuse statement approved by the parent/guardian. This type of absence on an ongoing basis is also defined as truancy.

*Any student who presents false evidence in order to wrongfully qualify for an excused absence will be subject to disciplinary action.

SKIPPING CLASS

Students who fail to obtain prior approval to miss a scheduled class are considered to be "skipping class". Students who skip class will be subject to disciplinary action and may include a petition to the Yakima County Juvenile Courts.



All Washington State Schools are required by State statute to file a petition with the juvenile court when students accumulate five unexcused absences in a month or ten in a year (RCW 28A.225.015).

Procedures for full day unexcused absences

Step 1: 1 unexcused absence – Phone call to parent and documented in Student File.

Step 2: 2 unexcused absences – Phone call to parent and documented in Student File.

Step 3: 3 unexcused absences – Administrative Conference and CATS High School Attendance Success Plan. Parents and student(s) will be informed that the student will participate in a Washington Assessment of the Risks and Needs of Students.

Step 4: 4 unexcused absences (within one month) – Administrative Conference or Community Truancy Hearing.

Step 5: 7 unexcused absences (within one month) – Referral to Yakima Juvenile Court or Yakama Tribal Court. Possible penalties enforced include: \$25 fine per day missed, 100 Community Service Hours for Parents and Child, and/or 1 week in Juvenile Detention.

The following will occur in an effort to improve the student's attendance:

1. Inform the child's custodial parent, parents, or guardian by a notice in writing or by telephone whenever the child has failed to attend school after three unexcused absences within any month during the current school year. School officials shall inform the parent of the potential consequences of additional unexcused absences. If the custodial parent, parents, or guardian is not fluent in English, the preferred practice is to provide this information in a language in which the custodial parent, parents, or guardian is fluent;



2. A conference or conferences with the custodial parent, parents, or guardian and child at a time reasonably convenient for all persons included for the purpose of analyzing the cause of the child's absences after four unexcused absences within any month during the current school year. An attendance agreement will be signed by all three parties.
3. Take steps to eliminate or reduce the child's absences. These steps shall include, where appropriate, adjusting the child's school program or school or course assignment, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, requiring the child to attend an alternative school or program, or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school. If the child's parent does not attend the scheduled conference, the conference may be conducted with the student and school official. However, the parent shall be notified of the steps to be taken to eliminate or reduce the child's absence.
4. In accordance with state law, students will be referred to juvenile court after five (5) unexcused absences in a month or ten (10) unexcused absences in any school year. The parents will be asked to sign an Agreed Order.
5. After twenty (20) consecutive school days of unexcused absences, the student will be considered to have been withdrawn from school by the student's parents. The school will file a Petition for a Contempt Hearing with the Yakima Juvenile Courts or Tribal Court.

EARLY DISMISSAL / LATE ARRIVAL

Parents/guardians are required to "sign-out" their child prior to taking them home during school hours. Students are required to "check-out" through the office when leaving campus and must have an "off-grounds pass," which is obtained by parent/guardian permission (telephone or note).

***Parents/guardians: For liability reasons, we appreciate your cooperation in notifying the attendance office any time your child comes and goes off campus during regular school hours.**



PASSES

When a student is in the breezeway and not accompanied by an adult, he/she must have a CATS High School teacher issued pass at all times and have signed in and out of class. Students may not enter any classroom that is not on their assigned schedule and time.

TARDY POLICY

“Tardiness” is defined as failing to be in the room and properly seated before the tardy bell rings. In order to maximize the use of instructional time students are expected to arrive at class on time with materials needed to learn. Failure to do so will result in the student being marked absent for the next class period. Consequences for “unexcused tardiness” will include detention and or may include a family success plan to discuss how students can get to class on time.

STUDENT WITHDRAWAL FROM SCHOOL

Parents/guardians may withdraw a student from school only by parental contact with building administration. Parents need to state in writing the intention and the reason for withdrawal. The student will be given a withdrawal form to be signed by all teachers and it must be returned to the office. Students will remain enrolled until we receive the records request/acceptance from transferring school. All student records will be mailed upon request of the new school if there are no “holds” placed on records (book fines, uniforms, etc.).



Student Discipline Plan and Procedures

DISCIPLINE

In order to assist students in understanding the relationship between their behaviors/decisions and their success in school, CATS has implemented a progressive discipline plan. The plan begins with each teacher's classroom rules and incorporates both building and district regulations, plus federal and state laws. Consequences range from "on the spot" expectation reminder (reminding a student to take his/her hat off or to move from an inappropriate place), to in-house detention, Saturday School, after school detention, suspension, or even expulsion from school. A student's progressive discipline will relate directly to the severity or repetition of the offenses. That is, a student may be suspended or expelled from school for one violent or criminal act (bringing a weapon to school) or a series of disruptive actions. A wide range of interventions will be offered in an attempt to alter a student's behavior before exclusion from school becomes necessary. Parents are notified when their child's behavior interferes with the instructional process or with the learning of the other students. **(Subject to new discipline laws 24-25 of OSPI)**

LEVEL 1 VIOLATIONS (DISRUPTIVE BEHAVIOR)

0.00 – Failure to Serve Detention

1.00 – Level 1 Offense– Refusal of a student to follow common classroom expectations.

1.02 – Inappropriate place/time – Failure to follow directions or schedules as designated by school personnel. This includes actions that may be appropriate in another setting but not acceptable for setting at hand

1.03 – Unexcused Tardies- Three or more unexcused tardies during the semester.

1.04 – Failure to Possess Materials – The student fails to arrive to class with the necessary materials needed for success.

1.05 – Failure/Course of study – The act of refusing to participate in coursework or failing to partake in the educational process.



Level I violations are the lowest level of student misconduct and are normally handled in the classroom, hallways, or the cafeteria by the teacher, paraprofessional, or other staff member. The range of misconduct may vary from breaking general school or classroom rules (i.e. coming unprepared to class), making disrespectful comments to other students, to taking cuts in the lunch-line. A wide range of interventions may be taken by staff members to modify the student's conduct and maintain a positive learning environment on campus. (Examples of interventions: reminding the student that his/her actions are noticed and may be inappropriate, parents/guardians contact, an electronic referral as documentation only.) Students whose conduct does not improve after a number of different documented interventions will move up levels in the progressive discipline plan and could eventually be suspended.

LEVEL 2 VIOLATIONS (DISRUPTIVE CONDUCT)

- 2.01 – Dangerous Items – Students are not to bring items to school that are potentially dangerous to themselves or others. To include accessories, i.e. pendants/knives, blades, toy guns or toy weapons.
- 2.02 – Skipping Classes – The compulsory attendance law of the State of Washington requires that students attend all classes unless excused by the school.
- 2.03 – Insubordination – The conscious choice of the student to fail or refuse to act as instructed by the teacher or other adult. This includes not reporting to an administrator when requested.
- 2.06 – Inappropriate Dress – The wearing of clothing that is revealing, vulgar, anti-social, gang-related, that advertises tobacco, alcohol, drugs or sends an inappropriate message. See page 27-28
- 2.07 – Disregard for Safety of Others or Self - Committing acts that endanger others, i.e. throwing dangerous objects, food fights, lighting matches and lighters, encouraging/promoting a fight, etc.
- 2.08 – Bikes, Skateboards, Scooters, Roller Blades – The riding of bikes, skateboards, scooters, roller blades or “heelys” on campus.



- 2.09 – Closed Campus Violation – Leaving campus while school is in session without proper permission.
- 2.10 – Disrespect/Name Calling – The use of verbal and nonverbal communication to ridicule or make another student feel inferior. NOTICE: Any person who insults or abuses a teacher may result in disciplinary action including in out of school suspension. RCW 28A.635.010
- 2.11 – Pornographic Materials – Possession, use and/or dissemination of such materials.
- 2.12 – Computer Misuse – Using the computer to disrupt the educational process. Changing another person's document, erasing data without permission, sending or receiving inappropriate email, searching and/or viewing inappropriate sites, etc.
- 2.13 – Profanity – Use of vulgar language or cursing. Includes profanity in writing, gestures, pictures, and drawings. Any expression that does not conform to the standards the community expects for public usage.
- 2.15 – Electronic Equipment – The inappropriate use of electronic equipment (see computer misuse).

Level II offenses are for more serious behavior issues and are subject to higher- level consequences. The teacher or staff member who witnesses the behavior will give the student an electronic referral. When a referral is issued, the administrator will meet with the student, process the behavior, and determine the appropriate consequences for the offense. The parent/guardian will be notified. The reporting teacher or administrator will notify the parent/guardian of the offense. The administrator will communicate with the parent/guardian regarding consequences. **(Subject to new discipline laws 24-25 of OSPI)**

LEVEL 3 VIOLATIONS

- 3.03 – Sale/Use/Possession of a Controlled Substance –Sale, possession, use, or under the influence of marijuana, alcohol, or other controlled substances on school property.
Reference: RCW 69.50.401, RCW 9.47A.020, RCW 28A.170.075



- 3.04 – Possession of Drug Paraphernalia – Possession of drug paraphernalia.
- 3.05 – Tobacco – Possession of and including the smoking, sniffing and/or chewing of tobacco, by students on school property.
- 3.06 – False Alarm/Bomb Threat – The setting off of an alarm without due cause. The act of setting off a false fire alarm either by use of flame or pulling the alarm lever. Students who cause a false alarm will be fined a \$250 charge.
- 3.07 – Fighting (Battery, Assault) – The violent attacking and beating of another person.
- 3.08 – Explosive Device/Firecracker/Fireworks - Possession or igniting explosive devices.
- 3.09 – Possession of Dangerous Weapons/Look A Likes – Possession (on person, clothing, in locker, or property of a student) of weapons as defined by RCW 9A.41.250.
- 3.10 – Destruction/Defacing of Personal or School Property – Includes graffiti, damage to building, etc.
- 3.11 – Computer Hacking/Internet Violations – Entering the school records for any reason.
- 3.12 – Serious False Accusations about Self/Students/Adults – False accusations and/or statements against students and supervisors.
- 3.13 – Lewd Behavior/Sexual Misconduct – Actions pertaining to inappropriate behavior.
- 3.14 – Bullying (Harassment, Intimidation, Etc.) - The 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. Bullying RCW 28A.300.285, Cyberstalking RCW 9A.61.260, Malicious Harassment RCW 9A.36.078.
- 3.15 – Sexual Harassment/Hazing – The uninvited, unwanted, and nonreciprocal behavior that offends or intimidates others.
- 3.16 – Stealing – The actual taking or possession of stolen articles.
- 3.17 – Gang Related Activity – The writing, display, or promotion of words, dress, or symbols related to gang affiliation. RCW 28A.600.455, RCW 9A.46.120, RCW 9.94A.030,
- 3.18 – Pushing, & Shoving – Any inappropriate and/or aggressive physical contact including “play fighting.”



- 3.19 – Trespassing – Trespassing on school property or school transportation at a time or place the student’s presence is not permitted.
- 3.20 – 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.
- 3.21 – Threats – Threats of violence to other students or staff. (Threat Assessment Protocol will be administered).

Level III violations are much more serious misconduct and are subject to higher-level consequences. Such offenses supersede teacher interventions and are addressed immediately by administration. The principal will document the violation and will notify the parent/guardian of the offense/consequence. **(Subject to new discipline laws 24-25 of OSPI)**

*If a student receives a Level II or III violation, he/she may be placed on any step of the progressive discipline process according to the severity of the violation and may be suspended or expelled.

Students who break school and/or classroom expectations (or commit any level I, II, or III violations) will move through the school-wide progressive discipline plan, as determined by school administration. Once violations are documented by the classroom teacher or other staff member, then the following steps can occur:**(Subject to new discipline laws 24-25 of OSPI)**

- STEP ONE: Student/administrator conference, parent notification by administration. Up to two hours of detention may be assigned. If a student misses detention they will be assigned detention during an early release day, Saturday school, or in-house.
- STEP TWO: Student/administrator conference, parent notification (by administration and/or student), three to seven hours of detention or school service work assigned (early release detention, Saturday school, or in-house may be included, assigned counselor will be notified, and additional interventions may be initiated).
- STEP THREE: Parent notification by administration. Conference requested with parent, teacher,



student, and administration. One to five days of out-of-school suspension (WAC 180-40-245 through WAC 180-40-255). A Success Plan may be required by administration at this step or any subsequent step.

STEP FOUR: Parent notification by administration. Out-of-school suspension for three to ten days (WAC 180-40-245 through WAC 180-40-255). Success Plan required, with consideration of change of school placement.

STEP FIVE: Parent notification by administration and Success Plan required. A long-term out-of-school suspension for a minimum of ten and a maximum of twenty school days (WAC 180-40-260 through WAC 180-40-270) will be enforced. Change of school setting to CATS Academy/Remote.

FORMS OF DISCIPLINE

OTHER FORMS OF DISCIPLINE

Responses to behavioral violations short of classroom exclusion, suspension, expulsion, or emergency expulsions. Other forms of discipline may include but are not limited to: exclusion from transportation, suspension from a sports team, apology letter, before or after school detention. (Staff members are not restricted to the above list and may use any other form of discipline compliant with WAC 392-400-025(9).) **(Subject to new discipline laws 24-25 of OSPI)**

CLASSROOM EXCLUSIONS

Exclusions of a student from a classroom or instructional/activity area for behavioral violations that disrupts the educational process.

DETENTION

Administrators will assign detention for referrals given for discipline issues. Teachers or an administrator may assign a student detention for classroom behavior issues, before school, at lunchtime, or after school. A student's failure to serve detention without prior arrangements with



the staff member who assigned the detention may result in additional disciplinary action. Transportation arrangements are the responsibility of the student and parents/guardians. Detention will include a variety of school campus activities such as campus beautification, study table, etc. **(Subject to new discipline laws 24-25 of OSPI)**

EARLY RELEASE DETENTION

Early Release Detention is scheduled on the district-wide early release days from 12:15-2:30 pm. Students who are scheduled for early release detention are required to stay at CATS High School until 2:30 pm, and transportation is the responsibility of the student/guardian. If a student does not attend a scheduled early release detention, then they will be required to attend Saturday School. During early release, students may complete the following activities: cleaning campus, homework, reading, etc. Failure to comply will result in the student being assigned the following Saturday School.

SATURDAY SCHOOL

“Saturday school” will be held at the CATS school cafeteria from 8:00 am to 12:00 pm. Assigned students who do not attend (or are late), misbehave (not following school rules) will be assigned other discipline by an Administrator. Saturday school activities include but are not limited to: cleaning campus, homework, reading, etc. Dates are scheduled as needed. **(Subject to new discipline laws 24-25 of OSPI)**

SHORT-TERM SUSPENSION

A short-term suspension is exclusion from school for more than one (1) day, but no more than nine (9) consecutive school days. Suspended students will be provided the opportunity to make up assignments and tests. During suspension periods, students will not be allowed on school district property and may not attend any school functions. **(Subject to new discipline laws 24-25 of OSPI)**



LONG-TERM SUSPENSION

A long-term suspension is ten (10) or more consecutive school days. During suspension periods, students will not be allowed on school district property and may not attend any school functions.

EXPULSION

Expulsion (exclusion from school) remains in effect until rescinded by the superintendent through appeal or hearing. Expelled students will not be allowed on school district property and, therefore, may not attend any school functions during the time of their expulsion. Local authorities will be notified to enforce this rule, if necessary. **(Subject to new discipline laws 24-25 of OSPI)**

EMERGENCY EXPULSION

Emergency exclusion from school when it is believed that the student's presence poses an immediate and continuing danger to the student, other students, school personnel, or is a substantial disruption to the educational process. The expulsion will continue until rescinded by the principal. Students on emergency expulsion will not be allowed on school district property and may not attend any school functions during the period of the emergency expulsion. **(Subject to new discipline laws 24-25 of OSPI)**

BEHAVIORAL/ATTENDANCE/ACADEMIC SUCCESS PLANS

Only the Principal's designee may place students on a student success plan. Once a student is placed on a plan and fails to make good decisions regarding the agreed requirements, an alternative placement may be considered. **(Subject to new discipline laws 24-25 of OSPI)**

OFFENSES RESULTING IN SUSPENSION

Any level three offense or repeated level two offenses may result in disciplinary action including suspension or reassigning the student to an alternative location. CATS High will comply with the rules and guidelines referenced in Chapter 28A.600 in the Washington State Revised Code.



MONETARY RETRIBUTION






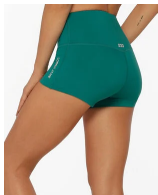
Students who are responsible for the loss or destruction of school property may be required to pay a fine or fee for the replacement of said property. The school district may withhold the grades, diploma, participation in promotion ceremony and transcripts of a pupil responsible for intentional damage 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.

DRESS CODE

Students who are not dressed appropriately will be given the option of changing clothes and/or being required to call their guardian(s) to bring appropriate clothes to school. Those who are dressed inappropriately will not be admitted into class, and repeated violations of the dress code will be considered an offense resulting in progressive discipline. Student appearance, dress or accessories shall not be disruptive nor interfere with the educational process, nor the general health and safety of the students. The following guidelines are intended to help parents and students ensure that they are dressed in an appropriate manner at school or school related activities: *Any item deemed by the administration as disruptive to the educational process or in current use of local gangs will be prohibited. REFERENCE: Toppenish School Board Policy 3224







1. Any apparel which implies gang membership/affiliation or which displays inappropriate language, sexual innuendo, or advertisements for drugs/alcohol/tobacco (Cookies brand, Playboy clothing) is prohibited (administrative discretion will apply).
2. Skirts, dresses, shorts, and pants must fully cover the backside and should be worn at or above the belt line. Leggings and yoga pants are allowed as long as skin and undergarments are not revealed. Holes or shreds in pants above the mid-thigh may not reveal skin and/or expose undergarments. Shorts or skirts should extend to at least the mid-thigh.



Appropriate		
		
Inappropriate		
		

3. Shirts/tops must have straps and cover a substantial portion of the back and midriff. Strapless tops, shirts with low-cut necklines, sports bra style tops, and shirts with excessively cut arm holes that expose the mid section are prohibited. Shirts/tops should substantially cover and minimize exposure to the midsection.



Appropriate		
		
Inappropriate		
		

4. Hoods, bandanas, hairnets, rags, and other head apparel worn on school property are prohibited during school hours including breakfast time unless otherwise pre-approved by school administration. **However, a teacher may implement a rule within their classroom**



stating that no headwear (hats, hoods, beanies, etc.) is allowed. *All hats, hoods, and beanies should be removed for the National Anthem and Pledge of Allegiance*

5. Sunglasses are prohibited in the classroom.
6. Wallet chains, dog chains, chain belts or other similar chains and dangling belts are prohibited.

***Violations of the dress code policy will result in students being sent to the office. The student will have a discussion about dress code expectations and may be required to wear clothing provided by CATS CARE DEN for the remainder of the day.**



GANG RELATED BEHAVIOR

The following actions are considered to promote or indicate gang membership. Students wearing gang-related clothing or exhibiting gang-related behavior may be in violation of the exceptional misconduct rule and could be subject to emergency expulsion from CATS High School. The following list is not all inclusive and is intended to serve as a guide to help students stay within the expectations of the school to keep all gang related activity out of CATS (other restrictions may be imposed as need arises):

1. Any other behavior of action which indicates gang representation
2. Bandanna or hair nets
3. "Dickies" with or without tags or clothing that looks like "Dickies"
4. Belt buckles with initials
5. Buttoning only the top button on a shirt
6. Chains/jewelry depicting "13" or "14" or any gang affiliation
7. Dark lipstick or liner
8. Extremely oversized clothing
9. Frequent and excessive wearing of the color blue or red or other color identified with a gang (Administrative Discretion)
10. Groups of students (3 or more) wearing red or blue or any other color
11. Hand signs
12. Hanging belts, suspenders, overall straps
13. Hazing, intimidation
14. Hoods worn in the building
15. Hoods zip closed (hiding the face) on school grounds
16. Initiation invitation, inquiry, or activities
17. Marks, tattoos, graffiti, body art that is gang related (Must be covered)
18. Old English style lettering
19. Pants sagging below the waist line



- 20. Red or blue shoe laces
- 21. Solid red, brown or blue shirts/clothing (or gang affiliated colors)
- 22. Use of a tag name
- 23. Wearing the numbers "13", "14", "21", "34" (includes roman numerals)
- 24. Any style Rosaries exposed shall be prohibited (red, blue, black, brown, etc.)

***Any item deemed by the administration as disruptive to the educational process or in current use of local gangs will be prohibited.**

APPEAL PROCESS FOR DISCIPLINARY ACTION

A student or the parent(s) may appeal a suspension, expulsion, or emergency expulsion to the Superintendent or designee orally or in writing. For suspension or expulsion, the request to appeal must be within five (5) school business days from when the district provided the student and parent with written notice. For emergency expulsion, the request to appeal must be within three (3) school business days from when the district provided the student and parent with written notice.

DRUGS, ALCOHOL, TOBACCO, & CONTROLLED SUBSTANCE POLICY

The use of controlled substances on Toppenish School District Property is prohibited.

It is the policy of the Toppenish School Board to recognize alcohol and other drug use/abuse as a societal problem, and that substance abuse and drug dependency is a disease process that may be successfully treated. The District actively supports abstinence from drugs, alcohol, and mind-altering substances including vaping or any other substance that is inhaled, ingested, or consumed.

Toppenish School District utilizes the use of trained canines as a method to provide a drug-free campus and safeguards for students and staff. *pending School Board policy approval - fall '22.

First Offense: the following requirements must be agreed to by the student and parents/guardians:

- 1. Students will complete a reflection behavior statement.
- 2. Students will be sent home from school for the remainder of the day.



3. Students readmitted into school and will be required to participate in a substance abuse assistance program, and may be subject to unannounced searches of student backpacks, purses, containers, and clothing.

Second and Subsequent Offenses (including a first offense of distribution of drugs, alcohol, controlled substance and paraphernalia):

The following disciplinary action will be imposed:

1. The student may be given up to a five (5) day suspension.
2. Students readmitted into school are required to become involved with a substance abuse assistance program, and may be subject to unannounced searches of student backpacks, purses, containers, and clothing.
3. A behavior success plan agreement must be created for a two-year period or, if such an agreement is already in place, it must be extended by two additional years (24 months) from the date of the second or subsequent conference or hearing. **(Subject to new discipline laws 24-25 of OSPI)**

BULLYING

The Toppenish School District declares that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Therefore, harassment, intimidation, or bullying is prohibited. Harassment, intimidation, or bullying means any gesture or written, verbal, or physical act taking place on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that physically harms a student or student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening environment; or has the effect of substantially disrupting the orderly operation of the school. Other distinguishing characteristics can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. **Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos,**



demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional acts” refer to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

CYBER BULLYING

Cyber-bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs. In situations in which the cyber-bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. Such conduct includes, but is not limited to threats made on or off school grounds, to kill or hurt a staff member or student. Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school administrator. The administration shall fully investigate all reports of cyber-bullying.

Disciplinary action may include: the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber-bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials.

SEXUAL HARASSMENT / HAZING

Sexual harassment is defined as being disturbed persistently by someone because of your gender. Hazing is defined as to oppress, punish, or harass by forcing to do ridiculous, humiliating or painful things. It can vary from annoying glances, attempted or actual physical assault, or threats to withhold advancement. It may be male to female, female to male, or towards a member of the same



gender. You must remember that in order for the conduct to be considered sexual harassment/hazing, it must be uninvited, unwanted, and non-reciprocal. If sexual harassment/hazing happens to you, act promptly to stop it. Toppenish School District is responsible to ensure that acts of sexual harassment/hazing against district employees do not occur. Under the Title IX of the Educational Amendments of 1972 and under Title VII of the Civil Rights Act of 1964, sexual harassment/hazing is an illegal and a form of discrimination. Toppenish School Board Policy 3207, 3207P regarding rules and regulations

SEXUAL HARASSMENT

The Toppenish School District Board of Directors seeks to provide an environment within the District that is free from all types of discrimination, including sexual harassment. Sexual harassment can occur adult to student, student to adult, student-to-student, adult to adult, male to female, female to male, male to male and female to female. Any staff member, student or other person who has been found, after appropriate investigation, to have sexually harassed a District employee, volunteer, parent, or student will be subject to disciplinary action up to and including discharge (for an employee), expulsion (for a student), or other appropriate sanctions permitted under applicable state and federal laws and consistent with applicable collective bargaining agreements. The District pledges to investigate promptly any complaint received and to take immediate and appropriate corrective action where warranted.

GENDER INCLUSIVE SCHOOLS

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.



WEAPONS – ZERO TOLERANCE POLICY

The Toppenish School District enforces a zero-tolerance policy for the possession of weapons on school property or at school-sponsored events or activities. Students who possess firearms on school grounds or at school events or activities will be expelled for not less than one (1) year. We take all threats of violence very seriously and have demonstrated that they will not be tolerated. The District has also adopted and provided information about the District's zero-tolerance stance on "hit lists" and assaults involving threats to kill another person. Threats of this nature will be considered assaults and will result in appropriate disciplinary action.

COMPLAINT/GRIEVANCE PROCEDURES

Parents, guardians or students who feel that they have been discriminated against, sexually harassed, or bullied have a right to file a complaint with the Toppenish School District. All such complaints should be directed first to the building principal. If no resolution is reached through that process, the complaint may be forwarded to Shawn Myers, the District's Executive Director of Personnel and Human Resources at 306 Bolin Drive, Toppenish, WA 98948, (509) 865-4455.