

Shelton High School

**Student/Family Handbook
2022-2023**



Preparing Students for College, Career, and Life

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INTRODUCTION

Dear Parents/Guardians and Students,

For those of you who are new to our district, we are happy to have you become a member of the Shelton School District (SSD) family. For those of you returning to Shelton High School or moving up from Oakland Bay Junior High School we are glad you are back and hope you enjoy another school year. The Shelton School District first started serving students in 1854, with the current location of Shelton High School opening in 1972. The district and Shelton High School's successes have been built upon the following beliefs:

The Vision:

- The Shelton School District creates opportunities for young people to discover, research, and launch their own best futures.

The Mission:

- To Inspire, Challenge, and Empower ALL students

The 4 Priorities:

1. High Quality Literacy
2. College and Career Readiness
3. Invest in effective educators and leaders
4. Safe and welcoming environment

Shelton High School Highclimber 3 Rs:

1. Respectful
2. Resilient
3. Responsible

The purpose of this handbook is to communicate the expectations of the Shelton School District and Shelton High School in order to assure that all students, parents, teachers, staff, and community members can enjoy the educational opportunities offered by our school.

Please carefully review the following pages to ensure that the rights of all stakeholders are upheld in order to promote a positive learning environment.

Sincerely,



Bruce Kipper
Principal

NON-DISCRIMINATION STATEMENT

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

Title IX Coordinator

Linda Arnold, Executive Dir. of Human Resources
700 S. First Street; Shelton, WA 98584
360-426-1687
Email: larnold@sheltonschools.org

Section 504/ADA Coordinator

Ivy Kardes, Director of Special Services
700 S. First Street; Shelton, WA 98584
360-426-2151
Email: ikardes@sheltonschools.org

Civil Rights Compliance Coordinator

Linda Arnold, Executive Dir. of Human Resources
700 S. First Street; Shelton, WA 98584
360-426-1687
Email: larnold@sheltonschools.org

Gender Inclusive School Coordinator

John Holbrook, Safety and Security Manager
700 S. 1st Street; Shelton, WA 98584
360-426-6322
Email: jholbrook@sheltonschools.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view Policy and Procedure 3210 online here: [Policy & Procedure - Shelton School District \(sheltonschools.org\)](https://sheltonschools.org/policy-procedure-3210).

NON-DISCRIMINATION STATEMENT- CAREER AND TECHNICAL EDUCATION

Non-Discrimination Notification – Career and Technical Education

The Shelton School District does not discriminate on the basis of sex, race, color, national origin, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The Shelton School District offers classes in many career and technical education program areas, including courses that span a wide variety of disciplines that lend to industry/business and college related to healthcare, math, environmental science, etc., under its open admissions policy.

For more information about CTE course offerings and admissions criteria contact:

Gretchen Maliska, Career-Connected Learning Coordinator at 700 S. 1st St.; Shelton, WA 98584; 360-426-1687; gmaliska@sheltonschoos.org.

Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Linda Arnold, Exec. Director of Human Resources; 700 S. 1st Street; Shelton, WA 98584; 360-426-1687; larnold@sheltonschoos.org.

GENDER-INCLUSIVE SCHOOLS

All students are entitled to an educational environment that is safe and free of discrimination, regardless of their gender expression or gender identity. Harassing or treating students differently because of their gender is not allowed.

All students have the right to:

- Use and be addressed by their requested name and pronouns, with or without a legal name change;
- Change their gender designation and have their gender accurately reflected in school records, including but not limited to school identification cards, classroom seating charts, athletic rosters, yearbook entries, diplomas, directory information;
- Identify with, express, and be recognized by staff and student information systems as a gender other than male or female;
- Access and use the restrooms and locker rooms that align with their gender identity;
- Participate in sports, physical education courses, field trips, overnight trips, in accordance with their gender identity;
- Keep health and education information confidential and private, including information about their legal name, sex assigned at birth, or transgender, cisgender, or nonbinary status;
- Wear clothing that reflects their gender identity and not have a dress code applied differently based on their gender or perceived gender.

Shelton School District's Gender-Inclusive Schools Policy (3211) and Procedures (3211P) and Form (3211F) may be found on the District's website by clicking on the following link:

https://www.sheltonschoos.org/district/policy_procedure. Copies of the policy/procedures/forms may also be obtained by contacting the District Office at 360-426-1687, or in person at 700 S. 1st Street; Shelton, WA 98584.

IDENTIFICATION OF STUDENTS WITH DISABILITIES

Identification of Students with Disabilities Act. The Shelton School District identifies children birth through 21 who may have a suspected disability, required by the Individuals with Disabilities Education Act (IDEA) of 2004. A parent, staff member, or outside person may refer a student at their local school by contacting their child's classroom teacher, school counselor or the Special Education department at (360) 426-2151. More information available on the Shelton School District ChildFind webpage at

https://www.sheltonschoos.org/departments/special_services/parent_resources/child_find

Programs for Students with Disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act

prohibit discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who . . . Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sleeping, standing, lifting, reading, concentrating, thinking, communicating, helping, eating, bending, or operation of a bodily function. The Shelton School District has the responsibility to provide accommodations and services to eligible individuals with disabilities. The district acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." The following link can provide more detailed information:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Implementing Agreements and Completing Corrective Actions in Citizen Complaints and Due Process Decisions
The following dispute resolution options are recognized under the Individuals with Disabilities Education Act (IDEA): Mediation Agreements; Resolution Agreements; Citizen Complaints; and, Due Process Hearings. Implementation of decisions issued in a citizen complaint or a due process hearing are reviewed by OSPI. Allegations that a district has not implemented a resolution or mediation agreement may also be raised in a citizen complaint. Failure to implement due process hearing and citizen complaint decisions can result in further corrective actions or other sanctions, which can include fund withholding. Districts should have internal systems in place to address implementation of agreements and decisions. The following are suggested ways to make sure that a district is addressing implementation of dispute resolution options:

Mediation and Resolution Agreements:

- Review the agreement and determine who needs to be informed of the agreement and any actions that are needed. This can include both special education and general education staff with responsibility for implementing the IEP.
- Make sure that all dates for implementation are calendared when there is more than one activity to be completed.
- Follow-up with documentation to the parent regarding step(s) taken to implement the agreement and completed activities.
- If needed, review the events that led to the request for mediation or request for hearing that resulted in an agreement. If there are steps that the district can take to address any of the procedural issues, consider follow-up written guidance, or staff training that can prevent the same issues from recurring for other students.

Citizen Complaints:

- Review the decision. If there are corrective actions in the decision, they will address any student specific corrective actions and/or any district specific actions that are designed to prevent the violations from recurring.
- Inform any staff of the complaint decision and any steps that are needed to complete the corrective actions. This can include both special education and general education staff with responsibility for implementing the IEP.

- Make sure that any required corrective actions are calendared and completed before the dates for implementation and documentation required for OSPI.
- Make sure that corrective actions are being implemented. If there is a legitimate need for an extension, notify OSPI of the request and the reasons, to see if an extension for one or more corrective actions can be granted.
- Provide documentation of corrective actions to the OSPI contact person within required timelines.
- Implement any student specific and district specific required actions.
- Provide all final documentation to OSPI.

Due Process Hearing Decisions:

- Review the decision and determine who needs to be informed of the decision and actions that are needed as part of the order. This can include both special education and general education staff with responsibility for implementing the IEP.
- In addition to any student specific actions, review the conclusions to determine whether there are procedural violations, because the district must also take steps to address these procedural violations to prevent the same issues from recurring for other students.
- Implement the order. Make sure the steps outlined in the order are calendared and completed before the dates required for implementation in the due process decision.
- Provide staff training, written guidance, or take other steps to address procedural violations noted in the decision.
- Document steps taken to implement the decision.
- Address both student specific and district systemic actions taken to address the decision in the iGrants form package 267-Federal IDEA B application.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Shelton School District may disclose appropriately designated “directory information” without written consent unless you have advised the District to the contrary in accordance with District Procedure No. 3231. The primary purpose of directory information is to allow the District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the District to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings unless parents have advised the District that they do not want their student’s information disclosed without prior written consent.

If you do not want the District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 10th of each year, or within ten days of a student’s enrollment. The District has designated the following information as directory information:

- Student’s name
- Photograph

- Video
- Address
- Telephone number
- Date and place of birth
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Diplomas and awards received
- The most recent previous school attended
- Other information that would not generally be considered harmful or an invasion of privacy if disclosed.

The actual residential addresses of participants in the state Address Confidentiality Program will not be available for release as directory information.

For more information, please access the District's Policy/Procedures #3231 at the following website: www.sheltonschools.org. Click on *School Board/Policies/3000s-Students/3221*.

PUBLIC RECORDS

Pursuant to RCW 42.17, parents and other members of the public have the right to inspect and copy public records retained by the District, including records pertaining to employee discipline, unless the records are exempt from public disclosure under state law. To request records, contact Linda Arnold, the Records Coordinator at 360-426-1687, or larnold@sheltonschools.org.

STUDENT WHOSE HOME LANGUAGE IS OTHER THAN ENGLISH

The staff at Shelton High School wishes to communicate with all parents and guardians. If a parent or guardian requires communication in a language other than English, please contact June Dhamers, the Assistant Principal of Academics, at the school to make such a request. She can be reached at 360-426-4471 ext. 16012.

TRANSLATION SERVICES

It is our intent to communicate as much as possible in a language accessible at home, and to have interpreters at school functions. This includes parent conferences, school events, etc.

Please contact Betty Uriostegui with any translation or interpreter requests.

Email: buriostegui@sheltonschools.org

Phone: 360-426-7991

Servicios de traducción

Este es nuestro intento para comunicarlos lo mejor posible en un lenguaje accesible en casa y tener intérpretes en los eventos escolares. Estoy incluye conferencias de padres, eventos escolares, etc...

Por favor contactar a Betty Uriostegui con cualquier solicitud de traducción o interpretación.

Email: buriostegui@sheltonschools.org

Phone: 360-426-7991

Ayon ti chi ko kamik'olne ko jatnene eloq yul ko q'anej chi jala yulaq ko na'. Ka axka tu chi ko sayek maktxel chi alon ko q'anej yin janoq ab'ix bay sanail kuyuj o ma b'ay eb' mamej o ma janoq xa tx'oq ab'ixal. Chi huj e yalon bay Betty Uriostegui ta hay junoq che yoche chi ko jatne ek toq yul junoq xa txoq tiejal.

Core: buriostegui@sheltonschools.org

Telefono: 360-426-7991

TEACHER AND PARA EDUCATOR QUALIFICATION NOTIFICATION

Parents can request information regarding the professional qualifications of their students' classroom teachers and para educators. An online publication titled, Parent's Right To Be Informed, is available in English and Spanish at: <http://www.k12.wa.us/Title/ParentFamilyEngagement/ParentsGuardians.aspx>. Information regarding teacher and para educator qualifications can also be obtained by contacting Linda Arnold, Executive Director of Human Resources at larnold@sheltonschools.org, or by calling 360-426-1687.

PARENT-STUDENT-SCHOOL COMMUNICATION

School and home communication is important to a student's academic success. Our primary means of sharing important school information with families is through email. To ensure that open communication is taking place we ask the following from our parents and students. In return, you can expect the school to live up to our responsibilities listed below.

Parent Responsibilities

The parent will:

- Track academic progress and attendance through Skyward and communicate with teachers and staff.
- Become informed and involved in programs and activities available to students and parents at school.
- Participate with their student and school in making educational decisions.
- Establish and sustain a supportive learning environment at home.
- Promote a healthy lifestyle and encourage positive relationships.
- Monitor their student's use of technology and social media.
- Ensure the school has up to date contact information, including email address.

Student Responsibilities

The student will:

- Attend assigned classes daily and give best effort.
- Track academic progress through Skyward and communicate with teachers.
- Become involved in extracurricular activities at school.
- Complete homework every day and ask for help when needed.
- Live a healthy lifestyle and develop positive relationships.
- Use technology and social media responsibly.

School Responsibilities

The school will:

- Update academic progress and attendance through Skyward and communicate with parents and students.
- Promote programs and activities available to students and parents.

- Work with parents and students in making educational decisions.
- Establish and sustain a high quality curriculum and a supportive learning environment at school.
- Encourage a healthy lifestyle and positive relationships.
- Utilize technology and social media effectively and appropriately.

PARENT/SCHOOL COMMUNICATION

Parents with concerns should first speak to the teacher involved, then the appropriate Assistant Principal, and then the Principal before seeking assistance at the District office level.

ADMINISTRATIVE JURISDICTION

The jurisdiction of the administration of Shelton High School may be extended to cover all actions on the part of students from the time they leave home in the morning until their return home after school. The school's jurisdiction may also extend to actions taken outside of the school that have a reasonable nexus to the school, such as threats on social media.

EMERGENCY RESPONSE PROCEDURE

The Shelton School District and Shelton High School are responsible for providing students with a safe learning environment. In order to ensure student and staff safety, the District has implemented an Emergency Response Plan. Should an emergency or crisis situation arise in or around schools while school is in session, specific procedures will be followed, including communication with appropriate law enforcement and responding city and county agencies.

In the event of an emergency:

- Messages will be posted to the home page of the district website, www.sheltonschools.org, and the Shelton High School website, www.shs.sheltonschools.org. The District will utilize various mass communication tools, including but not limited to email, phone calls, text messages, and social media to communicate with families.
- During a lockdown or evacuation, no individuals, except responding emergency personnel, will be allowed to enter the campus until law enforcement has determined it is safe to do so. Designated reunification areas may be identified away from the campus for parents to pick up students.
- In the event of an evacuation where students are not allowed to return to campus, parents will be provided information regarding reunification locations using the above listed communication methods. In the event parents are not able to pick up their child, students will be kept at the identified reunification location until alternate arrangements can be made.
- To prepare all members of the community for emergency events, Shelton High School will conduct periodic emergency drills, including modified lockdowns, lockdowns, fire drills, and shelter in place situations. The drills will cover a variety of potential emergency situations and staff will discuss appropriate actions for each situation with students during the drills.
- During an emergency, it is critical that families follow the directions of the school and emergency officials. Please avoid calling or driving to school as this can take away from managing a situation.

STUDENT ATTENDANCE

Educating our children is a partnership between schools and families. For students to be successful, they must attend school regularly- every day, all day, on time. When students miss school, they miss out on important

learning. The state of Washington requires all parents of students eight years or older to have their children attend school full time. Not sending students to school is a violation of state law.

Schools are responsible for making sure students achieve grade level standards each year. There is a lot of ground to cover in a school year- **every day counts!**

Students are expected to attend all assigned classes each day. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his or her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time if the student has an unexcused absence.

The expectation is that students that are at school will be in their assigned class or supervised school activity on time. Students are not to be out of class unless they have a pass from their teacher.

Students are expected to attend all assigned classes each day. Teachers will take attendance each class period. At times a student may be appropriately absent from class if he or she has a valid excuse under state law or District policy. An adult student or emancipated student or parent/guardian is responsible for excusing the student's absence within five school days of the absence. Students with absences 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.

The school principal or designee has the authority to determine if an absence meets the established criteria for an excused absence. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. Parents/guardians are responsible for properly communicating with the school to excuse their student's absences in accordance with District policy.

Parents/Guardians can support their student by:

- Making every effort to assure your student arrives to school on time
- Notifying the school right away if your student will be absent
- Providing the school with documentation of an excused absence as soon as possible
- Eliminating late arrivals, early departures, and unexcused absences whenever possible
- Assuring your student completes all work missed due to an absence
- Notifying the school as soon as possible if a phone number, mailing address, or email changes

For the full text of Shelton School District Policy and Procedure 3122 *Excused and Unexcused Absences* go to the district website, <https://www.sheltonschoools.org/common/pages/DisplayFile.aspx?itemId=20117657>.

CLASSIFICATION OF ABSENCES

For an absence to be excused, the parent/guardian should notify the school office prior to or on the morning of the absence when possible and provide a valid excuse for the absence by phone, e-mail or written note. Some examples of excused absences are:

- Personal illness
- Doctor or dentist appointment that cannot be made before or after school
- Serious family illness or death of a family member or close friend
- Important family business
- Religious or cultural purposes
- Post-secondary school visit or scholarship interview
- State recognized search and rescue activities

- Student's homeless status
- Deployment activities of a parent or guardian
- Court or judicial proceedings
- Other reasons agreed upon by school Principal and family

Unexcused Absence: Any absence that is not excused by a parent/guardian or an adult student.

School-Related Absence: A student missed class due to a pre-approved school-related activity.

Suspension: Days of suspension do not count as absences for attendance policy.

ACCUMULATION OF ABSENCES

For purposes of this procedure, excessive absenteeism is defined as 12 or more absences in a school year. When a student has excessive absenteeism, appropriate additional documentation or verification may be required for the absence, which may include medical documentation or a visit to the school nurse for health related absences. Documentation need not provide details of the medical condition, provided it contains a medical professional's certification that the absence is medically necessary. Failure to provide such documentation upon request may result in further absences being considered unexcused and/or in the filing of a truancy petition to a local truancy board or to the courts.

When a student is absent from school, school staff will make every effort to contact the parent or guardian. It is imperative that parents/guardians provide correct contact information and update it with the school when necessary. It is the responsibility of the school to make sure parents know when their student is absent. When a student has unexcused absences, the school will:

- After one (1) unexcused absence, make a phone call or send a warning letter
- After three (3) unexcused absences within any month, schedule a parent conference to discuss options to help student attend and be successful in school
- No later than fifth (5) unexcused absence in a month, enter into an agreement with the family establishing attendance requirements and supports to eliminate barriers to the student coming to school
- After the seventh (7) unexcused absence in a month, and no later than fifteen (15) unexcused absences in a school year, 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. The school may file the petition sooner, and the court may refer the case to a Community Truancy Board

Remember, by attending school every day on time your child is learning important life skills and responsibilities.

Attendance matters every day, every year. The Shelton School District and Shelton High School will work with your family to make sure your child has every opportunity to be successful. We're counting on you to do your part! There are community resources available to families that are struggling with truancy. Please reach out to the front office at Shelton High School if you have questions or need assistance.

We look forward to partnering with you.

HOME HOSPITAL INSTRUCTION

Home/Hospital instruction is provided to students who are temporarily unable to attend school for an estimated period of four weeks or more because of a physical and/or mental disability or illness. The program does not provide tutoring to students caring for an infant or a relative who is ill.

- Home/Hospital Instruction is limited to services as deemed necessary to provide temporary intervention as a result of physical and/or mental disability or illness.

- Home/Hospital Instruction services are limited to a maximum of 18 weeks. Weeks of absences may be consecutive or intermittent but may not exceed the 18-week limit.
- Tutoring is not provided during school vacations unless students are enrolled in a district summer school program.

Please see your primary care physician for a Home/Hospital approval form or contact the Special Services office at **360-426-2151** to obtain a form or ask further questions.

LEAVING CAMPUS DURING THE SCHOOL DAY

Students may NOT leave campus during the school day without following the appropriate check out procedures. This includes all lunch periods. All students must check in and out through the Attendance Office. Failure to comply may result in disciplinary action.

STUDENT CONDUCT

STUDENT DISRUPTION OF THE EDUCATIONAL PROGRAM AND CLIMATE OF THE SCHOOL

Rules of student conduct established by the District are essential to preserving the health and safety of students and employees and maintaining a school environment that is conducive to learning. A student's refusal to comply with written rules and regulations regarding student conduct will constitute cause for discipline.

Students are expected to:

- Comply with the law and District rules;
- Respect the rights, person, and property of others
- Preserve the order necessary for a positive climate for learning
- Submit to corrective action taken as a result of conduct violations
- Appropriately respond to reasonable requests made by staff
- Pursue the required course of studies
- Properly identify themselves when requested by staff

The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Staff are responsible for supervising student behavior, employing effective classroom-management methods, and enforcing the rules of student conduct in a fair, consistent, and nondiscriminatory manner. Within each school, the principal or his/her designee will determine that appropriate student discipline is established and enforced. The superintendent and other certificated administrators have the authority to discipline, suspend, or expel students when appropriate.

ACADEMIC INTEGRITY

Representing someone else's work as your own compromises integrity and diminishes what we stand for as a school district and school community. We believe that success is dependent upon the efforts of each student. The student is expected to complete his/her assignments/tests with honesty and integrity, as it represents what the student can and cannot do. Cheating has no role in the Shelton School District and Shelton High School learning community.

Cheating is defined as representing someone else's work as the work of the student or allowing someone to represent the work of the student as his/her own. In a broad sense, cheating includes, but is not limited to the following:

- Copying homework or allowing another student to copy the student's homework
- Looking on another student's test or quiz or letting another student look on the student's test or quiz
- Reporting to another student what is on a test or quiz, including providing questions or specific answers
- Using any secretive methods of giving answers on a test or quiz
- Taking information from another source that is not properly attributed
- Working with others on an assignment that was meant to be done individually
- Taking another student's assignment or portion of an assignment and submitting it as the student's own

When the student is not sure what would be considered cheating for a particular assignment or test, the student is responsible for requesting clarification from the teacher or administrator.

ANNOUNCEMENTS

The daily announcements are posted on the District website, www.shs.sheltonschools.org, The flag salute is conducted over the intercom. Students are expected to display respectful behavior during the Pledge of Allegiance.

ASSEMBLY BEHAVIOR

Assemblies of varied nature will be scheduled. Expected conduct for these events includes:

- Go directly to assembly location and assigned seating area
- Display respectful behavior during the National Anthem or Pledge of Allegiance
- Respect the presenters/performers by listening attentively and responding appropriately
- Show appreciation for presenters/speaker by applauding and positive responses.
- Signs, posters, noise makers, or other items must be preapproved
- Return to class when directed after the assembly

DRUG USE BY STUDENTS

The following administrative procedures are to be used to implement Governing Board Policy on drug abuse prevention:

Distribution or sale of drugs:

- When administration has a reasonable belief that a student is involved in the distribution or sale of drugs, law enforcement authorities and parent(s) or legal guardian(s) shall be contacted.
- A student who has been determined to be involved in the distribution of drugs shall be reported to law enforcement authorities and shall be subject to suspension or expulsion.

Possession of drugs:

- Law enforcement authorities shall be contacted when administration determines that drugs to be used for nonmedical purposes are found in the possession of a student. The administration may also contact law enforcement authorities to help make such a determination. Students who are in possession of drugs to be used for nonmedical purposes may be suspended or expelled.

Under the influence of drugs:

- A student who is reasonably suspected of being under the influence of drugs shall be referred to administration.
- The parent(s) or legal guardian(s) of a student who is determined to be under the influence of drugs shall be contacted. The student may be suspended or expelled.

The nonmedical use, possession, distribution or sale of these items are prohibited:

- Alcohol
- Drugs
- Synthetic Drugs
- Counterfeit Drugs
- Imitation Drugs

Nonmedical is defined as “a purpose other than the prevention, treatment, or cure of an illness or disabling condition” consistent with accepted practices of the medical profession or for which permissions to use at school had not been obtained. Students in violation of the provisions of the above paragraph shall be subject to removal from school property and law enforcement authorities will be contacted.

Students attending Shelton High School who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, “drugs” shall include, but not be limited to:

- All dangerous controlled substances prohibited by law
- All alcoholic beverages
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Governing Board policy
- Hallucinogenic substances
- Inhalants
- Synthetic, counterfeit, imitation drugs
- A compound or substance, regardless of its contents, that produces in the user an experience, effect and/or display of effects that mimic the experience, effect and/or display of effects produced by substances controlled or prohibited by law, or that is represented as producing in the user such experiences or effects

ELECTRONIC DEVICES

Students want to have the privilege of carrying electronic devices on campus. With that privilege comes the responsibility of ensuring that those items are not a disruption to the educational process. If they are on and make a noise, vibrate, or otherwise call attention to themselves, the device is creating a disruption. Misuse of electronic devices may result in disciplinary action. Students who bring an electronic device on campus do so at their own risk.

The Shelton School District and Shelton High School assume no liability for the loss, theft, or damage of any personally owned electronic device on campus. The use of personally owned electronic devices on campus will not be allowed to interfere with the learning process of any student or with the instructional process of a teacher while in the classroom or on campus. Any such interference will be considered a disruption. If a student’s electronic device interrupts learning the teacher does have the right to store it in a designated location until class ends. To be proactive and to avoid any possible disruptions, teachers can have a designated location to store students’ electronic devices during class.

The expectation is that students will have their electronic devices turned off during class time unless otherwise directed by the teacher.

ELECTRONIC INFORMATION SERVICES: STUDENT RESPONSIBILITIES AND ACCEPTABLE USE

The Shelton School District and Shelton High School electronic information services are to assist in the collaboration and exchange of information among schools, parents, students, and teachers. The use of student accounts must be in support of education and research within the educational goals of the school or District.

There is no expectation of privacy for any user making use of the Shelton School District electronic information services or computers. The District may review any and all files or communications and monitor system utilization at any time without notice or permission.

Failure to follow acceptable use guidelines may result in cancellation of permission to use the electronic information services and appropriate disciplinary action. While the District will take steps to protect students from any information that may be considered to be inappropriate, you should be aware that it is impossible to control access to all inappropriate materials on the global network. Thus, the user has the ultimate responsibility for how the electronic information services or computers are used.

Electronic information services include but are not limited to the internet, intranet, databases, electronic mail, chat, and any electronic-accessible source of information. Use of these services is a privilege and not a right.

Responsibility for students:

- Report any misuse of the network to a school administrator or teacher
- Do not reveal home addresses, personal phone numbers, or personally identifiable data
- A student's use of electronic services requires a signed Technology Agreement by both the student and parent

The IT Director, or appointed personnel, and the school administrator will decide appropriate use of the electronic information services. If a student has used the system inappropriately, a teacher, administrator, or the IT Director, or appointed personnel, may close an account or limit access to an account at any time.

Prohibited Uses of the Shelton School District electronic information services by students include but are not limited to:

- Transmission, submission, publication, display, or retrieval of any material considered defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, or illegal
- Transmission, submission, publication, display, or retrieval of any material in violation of any federal or state laws and/or District policies. Some examples are copyrighted material protected by trade secret
- Commercial activities by for-profit institutions
- Any use which shall serve to disrupt the use of the network by other users
- Any use of another's account
- Allowing another user to use your account or passwords
- Attaching any device to the network without approval
- Installation of software
- Attempts to harm, modify, or destroy data, software or hardware or interfere with the system security or monitoring

Students should take appropriate steps to maintain and protect their information by:

- Protect your password. Do not give any other person your password
- If you identify a security problem, notify a school administrator or teacher immediately
- You are expected to abide by the generally accepted rules of network etiquette (be polite, use appropriate language, respect privacy, avoid disruptions) and any other school or District policies
- Use of the network should be limited to educational uses

HAZING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted, for or promoted to enrollment, or intending to enroll or be promoted to Shelton School District schools. For purposes of this policy a person as specified above shall be considered a “student” until graduation, transfer, promotion, or withdrawal from school.

“Hazing” means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another person, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution; and
- The act contributes to a substantial risk of potential injury, mental harm or degradation, or causes physical injury, mental harm, or personal degradation

“Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is no defense to a violation if the victim consented or acquiesced to hazing. Violations of this policy do not include either of the following:

- Customary athletic events, contests, or competitions that are sponsored by an educational institution; or
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, legitimate extracurricular program, or legitimate military training program

All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy. All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in District policies related to discipline of students, staff, and others.

PERSONAL PROPERTY

It is highly recommended that students do not bring personal property to school. The Shelton School District and Shelton High School assume no responsibility for any personal property which is brought to school. A lost and found is maintained on campus. Students finding items not belonging to them are asked to turn it in at the lost and found. If the owner can be identified, the items will be returned. Students who lose items should check with the lost and found to see if it has been turned in.

PROBATIONARY/BEHAVIOR CONTRACTS

Students may be required to sign a probationary/behavior contract(s) before or after enrollment in Shelton High School. Reasons a student would be required to sign a contract include, but are not limited to, the following:

- Violations in the area(s) of tardies, attendance, or student conduct
- Violation of classroom rules/policies
- Any situation deemed by administration to require the use of a probationary/behavior contract to ensure compliance with school/district policy

SCHOOL BUS

The Shelton School District provides bus transportation for students within our attendance areas. Questions about transportation should be addressed directly to the transportation office at **360-426-3182**. Students who need to ride home on a different bus, or get off at a stop other than home must have a bus pass signed by office personnel by 1:45 PM on the day of transit. Bus passes are issued to students only when they have a signed note from home

or when a parent or guardian speaks with a staff member. Once a student is on the bus, they will only be let off at designated bus stop unless transportation receives phone call from parent. Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

GENERAL RULES AND REGULATIONS: The bus driver is in full charge of the bus and the students. All students will obey the bus driver promptly and willingly. Failure to follow bus rules and regulations will result in parent contact and possible loss of transportation services. Any exceptions to rules, where applicable, must be approved by school authorities. Be considerate of others' property near your bus stop. Parents or guardians of the students damaging school buses shall be responsible for proper reimbursement to the Shelton School District. Be safe! Be respectful! Be responsible!

The following items are not allowed in the passenger compartment of school buses (WAC 392-145-015):

- Weapons or anything that may be construed as a weapon
- Alcohol, drugs, tobacco products, or any related paraphernalia
- Any food or drink
- Large musical instruments (drums, tubas, large horns, etc.)
- Containers of dirt or water (unless teacher approved-note required)/Sacks of aluminum cans
- Skis, poles, vaulting poles, discus, etc.
- Any sharp, extra-large or heavy objects (including school projects)
- Tools of any kind
- Skateboards, roller blades, fishing poles, scooters, etc.
- Large radios, two-way radios
- Inflated balloons
- Glass containers.

Some of the above items may be transported in the luggage compartment on out of town field trips, but not on a daily basis. The transportation office must be notified in advance. Any large bulky items that need to be transported to school, such as luggage, sleeping bags, air mattresses, etc. must be transported by parents/guardians. Small items such as food or potted plants should be secured in paper bags and stapled. The students must be aware that if the bags are opened the contents may be thrown away.

ACTIVITY BUS: In order to receive bus service on the activity bus, passengers must be current Shelton School District students. Centralized community stops are established within the Shelton School District for delivery of students. Due to daily changes in riders, the bus stop times may vary up to approximately 15 minutes. Please understand that this transportation is a courtesy ride. All students are expected to obey district rules and directions of the bus driver. Any student that receives a misconduct notice may be suspended from the Activity bus indefinitely.

CONSEQUENCES FOR VIOLATION OF RULES: When misconduct occurs the drivers will make every attempt to change the behavior of the student (e.g., call home, assign seat or other various interventions) prior to issuing a bus violation report. If the misconduct is not corrected or in the case of serious misconduct a bus violation report is completed and sent to the school administrator and progressive discipline will be imposed. Some infractions may warrant skipping to a higher discipline consequence level.

Minor Infractions

Excessive noise
Extending body parts out of window
Failure to remain seated
Improper boarding, departing of bus
Littering on bus

Major Infractions

Abusive language or aggressive behavior
Bullying /harassment
Cumulative violations
Fighting, tripping, pushing
Moving about while bus in motion

Rude and discourteous behavior
Using profanity, obscene gestures

Possession/use of alcohol or drugs
Smoking/vaping, chewing/spitting tobacco
Tampering with bus, destroying or defacing property
Throwing objects in, out or at bus
Weapons

If problems occur, the driver will work with the student, using different methods to prevent recurring problems such as an assigned seat or sitting in one of the front seats, etc. If problems continue, the driver will attempt to contact the parents by phone to ask for their help, and if that proves unsuccessful, a misconduct notice will be sent to the school. The School Administrator or designee will decide on any action to be taken. Our intent is not to remove students from the bus, but to correct unacceptable behavior.

STUDENT CONFLICT

Students are required to take all necessary measures to avoid fighting with another student. If a student has a conflict with another student, report the conflict to a teacher, counselor, or administrator immediately.

STUDENT DRESS

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Shelton School District Board of Directors. Students' choices in matters of dress should be made in consultation with their parents/guardians. Student dress shall only be regulated when, in the judgment of the school administrators, there is a reasonable expectation that:

- A health or safety hazard shall be presented by the student's dress or appearance including possible membership in gang or hate groups
- Damage to school property shall result from the student's dress; or
- A material or substantial disruption of the educational process will result from the student's dress or appearance

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages or gang-related apparel. The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy.

STUDENT ID CARDS

A valid school-issued Identification card is required to be in a student's possession at all times during the school day and at all school-sponsored events. Any staff member may ask a student to show their student ID card at any time. Failure to produce the requested Student ID card may result in the student's removal from campus or the activity. Repeated offenses could result in further disciplinary action.

STUDENT PARKING

Students will be required to purchase and display a valid parking permit if they intend to park on campus during school hours. Parking permits are \$30 and can be purchased at the Activities Office. A valid driver's license must be presented in order to register the vehicle and purchase a parking permit. Full-time Running Start students may purchase a parking permit for \$10. Replacement permits are \$5. Students will not be allowed to purchase a parking permit if they have outstanding fines.

Permits for vehicles must be hung on the rear view mirror so the permit number is clearly visible. Students are not allowed in the parking lot during school hours. If a student needs to go to their car during the school day they

need to stop by the front office and speak to an administrator. The school retains the right to conduct routine patrols of the student parking lot and inspections of exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school administrator has reason to believe that illegal or unauthorized materials may be contained inside. These inspections may be conducted without notice and without student consent. Parking on campus is a privilege and not a right. Parking privileges can be revoked at any time.

Note: The Shelton School District/Shelton High School are not legally nor financially responsible for vehicles parked on district property.

VAPING, E-CIGARETTES, SMOKING

Vaping by adolescents and the prevalence of e-cigarette use by minors has become an epidemic. The Shelton School District does not allow the use of any forms of tobacco or drugs on campus. Vaping devices of any kind are not allowed.

REGULATION OF WEAPONS ON SCHOOL PREMISES

It is unlawful for a person to carry onto, or to possess on, public or private elementary or secondary school premises, school provided transportation, or areas of facilities while being used exclusively by public or private schools, any firearm or any dangerous weapon (RCW 91.41. 280, RCW 69.50.435, REC 28A.210.310(2)).

Please refer to page 39 of this handbook for the items considered to be dangerous weapons.

For more information and for the complete policy and procedures regarding weapons on school premises, see School Board Policy No. 4210, which can be found on the District's website at

<https://www.sheltonschools.org/common/pages/DisplayFile.aspx?itemId=20117844>.

BULLYING INTIMIDATION HARASSMENT

The Board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and community members that is free from harassment, intimidation, or bullying. A school environment inclusive of these traits maximizes student achievement, fosters personal growth, and helps students build a sense of community that promotes positive participation as members of the school community.

Shelton High School, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. Shelton High School shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution. To assist in achieving a school environment based on these beliefs, bullying, harassment, and intimidation will not be tolerated.

BULLYING, INTIMIDATION, HARASSMENT DEFINITION

Bullying refers to unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. Bullying can also occur through technology and is called electronic bullying or cyberbullying.

Intimidation refers to implied or overt threats of physical violence.

Harassment refers to any malicious act, which causes harm to any person's physical or mental wellbeing. It can be discriminatory harassment, malicious harassment, or sexual harassment.

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

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

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. For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view Policy 3205 online here:

https://www.sheltonschools.org/district/policy_procedure

BULLYING, INTIMIDATION, HARASSMENT PROHIBITION AND DISCIPLINE

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result from bullying which occurs outside of school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of the law will be reported to local law enforcement.

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, Civil Rights Coordinator, or Gender Inclusive Schools Coordinator who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

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

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

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

Other Discrimination Complaint Options

BULLYING, INTIMIDATION, AND HARASSMENT RIGHT TO APPEAL

If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. If the targeted student or parent/guardian remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school Board by filing a written notice of appeal with the secretary of the school Board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.

BULLYING, INTIMIDATION, AND HARASSMENT RETALIATION

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

STUDENT DISCIPLINE

POSITIVE BEHAVIOR INTERVENTION SUPPORTS PROGRAM (PBIS)

The goal at Shelton High School is to provide a safe, caring learning environment for all students. The SHS Positive Behavior Intervention Support (PBIS) program is a proactive approach designed to provide prevention and intervention practices to develop a positive, predictable and safe school environment and culture as well as supporting our students' social, emotional and academic success. This program not only helps students to make appropriate behavioral choices, but also fosters the development of positive, strong relationships between staff and students within the school.

In this proactive program, teachers provide clear, understandable expectations for student behaviors. Students who follow these expectations receive rewards and positive recognition, and their success is celebrated. Students who have difficulty with learning behavior expectations are provided additional opportunities to receive targeted supports. Parents play a key role in supporting PBIS by positively acknowledging their students when they follow the behavior expectations at school.

PBIS is a key part of our district-wide approach in supporting our students' social and emotional needs called Multi-Tiered Systems of Support (MTSS). MTSS is a problem-solving approach that ensures all students have access to academic and behavioral supports that work for not only one individual student, but for all students. PBIS is the behavioral component of this system and is implemented along a multi-tiered continuum. There are three (3) tiers of intervention for behavior intervention:

- **Tier 1:** Our staff explicitly teach our school-wide expectations and expected behaviors, and consistent positive behavior supports are available to each student
- **Tier 2:** For students that need more support, a Tier 2 support designs targeted interventions to assist the student in meeting school-wide behavior expectations
- **Tier 3:** For those students who need even more support than the intervention provided in Tier 2, a specially designed Tier 3 intervention team meets and establishes intensive supports for the student that may include resources from outside the school (i.e. district or community supports)

STUDENT SUSPENSION AND DUE PROCESS

Our school strongly believes in a social justice approach to student discipline. However, any student whose behavior interferes with the learning or safety of others or in the orderly operation of school and school-sponsored events could be subject to discipline, including suspension or expulsion. A student whose conduct may warrant suspension or expulsion shall be provided with a written notice of the alleged misconduct and an opportunity to be heard by an administrator or independent hearing officer. The particular form of due process required shall depend on the gravity of the situation and type of discipline invoked. Due process procedures are set forth in Governing Board policy 3200.

If a student withdraws from school after receiving notice of possible action concerning discipline, suspension, or expulsion, the Governing Board may continue with the action after the withdrawal and may record the results of such action in the student's permanent file.

STUDENT HEALTH SERVICES

One (1) school nurse and one (1) Health Tech serve Shelton High School. When accidents or illnesses occur during school hours, emergency care will be given. In non-emergency situations student must obtain a pass from his/her teacher to go to the Health Center. The nurse or Health Tech may, based on his/her professional judgement, recommend the student go home or return to class. If a student needs to go home a parent/guardian will be contacted. Any further care is the responsibility of the parent/guardian.

INJURIES AND MEDICAL RELEASE

If a student is injured on the way to or from school, during the school day, or at any school related activity, he/she is required to notify the coach, teacher, supervisor, or nurse immediately of the injury and causes.

IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board requires a student to present evidence of his/her having been immunized according to the requirements of the Department of Health and OSPI. The District will allow for exemptions from immunization requirements only as allowed for by applicable state law, including RCW 28A.210.090.

MEDICATIONS

When it is necessary for a student to take medication during school hours, certain guidelines must be followed. The following guidelines apply to both prescription and non-prescription medication:

- Physician complete the front page of Authorization for Medication Administration at School form. Parent must sign the bottom portion and return it to school. Instructions must be specific and not depend on school staff judgment.
- Oral medications, inhalers, tube feedings, eye drops, ear drops, nasal sprays, skin medications, and epipen injections, may be administered by school personnel.
- Provide medication in original container with the original label from the doctor or pharmacist. This label must have your child's name, the name of the medication, dosage, and time of administration as written on the authorization form (reverse side). Pharmacies can provide you with a second prescription bottle for school. Sample medications must be labeled and in an appropriate container.

- To prevent unsupervised access of your child or other children to the medication, only adults may deliver medication to school. The quantity acceptable at school is usually a 20-day supply or the amount sufficient for no more than four (4) weeks. Larger amounts are not recommended.
- You will want to maintain a record of the use of long-term medication so that you will know when to replenish the school supply.
- You will be given a receipt when delivering medication or when medication is returned to you.
- Authorization forms expire at the end of the school year. New authorizations are needed yearly.
- Please make arrangements to pick up surplus medications by the last day of school in June. Medication left at school after that day will be discarded.
- Many students take medicines at home that they do not take at school. However, if there were a disaster or emergency requiring students to stay overnight at school, that medication might be needed. You are welcome to provide 3 days' supply for such an emergency. We still need doctor's orders and parent signature as above to administer these medications.

MEDICAL MARIJUANA

Washington State law (RCW 69.51A.060) permits the use of medical marijuana. However, federal law (Title IV-Part A—Safe and Drug Free Schools and Communities and the Controlled Substances Act (CSA) (21 U.S.C. § 811) prohibits the possession and use of marijuana on the premises of recipients of federal funds including educational institutions. School nurses may not administer medical marijuana.

EXCEPTIONS

Every school in the District will authorize students with asthma or anaphylaxis to self-administer prescribed medications in accordance with District procedures, OSPI guidelines, and Washington law.

ACADEMIC INFORMATION

ACADEMIC AND COURSE INFORMATION

The course catalog contains information regarding course descriptions, graduation requirements, and information about other programs. It can be found on our website at www.sheltonschools.org (under the information tab at the top of the Shelton High School web page).

ADVISORY PROGRAM

All students are assigned to a grade-level class in which they will work with an advisor as they navigate through high school. Students will be assigned an advisory teacher their freshman year that will follow them through high school. The purpose of the advisory class is to:

1. To be aware of and meet all universal graduation and school requirements
2. To provide academic monitoring and support
3. To provide Social and Emotional learning and support

A major component of the Advisory program is to assure all students meet the required High School and Beyond Plan as well as graduate in 4 years. For additional information on these two items please contact the Counseling Center.

ASSOCIATED STUDENT BODY

The Associated Student Body (ASB) is the governing body for all students at Shelton High School. It operates as a student voice to school administration as they jointly work to create and maintain a positive school culture and climate while promoting equity among all students. Students are encouraged to purchase an ASB card and become active, contributing members. An ASB card entitles students to free admission to home athletic events and reduced admission to away athletic events. In addition, the ASB card is used for required picture ID for school events. Students should carry their ASB/ID card with them at school or any school-sponsored activity. The cost of an ASB card is **\$35**. If lost, a replacement card is **\$5**. All students going out for a sport must purchase an ASB card. In order to be admitted for free into an SHS sporting event, a student must show their ASB card at the gate.

FINAL EXAMS

Final exams will be given on the designated dates. No early final exams will be administered. If a student is not in attendance on the scheduled date due to an excused or pre-arranged absence, arrangements may be made to take the final upon return.

GRADE REPORTING

Students will be provided written guidelines the 1st week of school outlining the grading expectations in each class. Included will be an accounting of what portion of the grade is determined by tests, daily work, projects, participation, etc. Grades will be available and posted frequently in each class. Mid-term grades are given as a report of the progress being made towards earning credit each trimester. At the end of each trimester grades will be issued. Only the final trimester grade is included on the student's transcript along with the amount of credit earned.

GRADING SCALE

While students are not directly graded on attendance, regular school attendance has a positive effect on students being successful in the classroom. Refer to individual classroom/instructor syllabi for specific grading information. Teachers are available to answer specific questions regarding their grading standards and practices.

GRADE APPEALS

Students and parents/guardians have a right to formally appeal final trimester grades only. The procedure to appeal a final trimester grade is:

- Appeal must in writing and submitted to the Principal no later than 10 days after the end of the trimester
- The formal grade appeal will be forwarded to the teacher of record for that class

NOTE: It is the belief that the grade appeal process is most effective when the teacher of record and the student appealing the grade establish direct communication. Administrative assistance may be requested by the teacher for reasons such as, but limited to, contacting parents, attending conferences, or helping determine the final solution.

- The teacher of record will arrange a conference with the student and parents/guardians within 5 school days
- If a resolution is reached during this conference, the teacher of record will document the solution and, if a grade change is necessary, submit a grade change form to the Registrar
- If a solution is not reached at this initial conference, the student or parent/guardian may:

- Within 3 school days file a final written appeal

If a final appeal is requested, the Principal shall convene a “panel of peers” to review the student’s request, seek input from the teacher of record, and reach a final decision. The “panel of peers” will submit their decision in writing to the Principal, who will distribute to all concerned parties.

GRADUATION REQUIREMENTS

Graduation requirements are established by the Office of the Superintendent of Public Instruction (OSPI) and the State of Washington Legislature. These requirements are established to assure that students acquire the skills, knowledge, and aptitudes necessary to be prepared for college and career. Please refer to the Shelton High School Course catalog for current graduation requirements.

GRADUATION COMMENCEMENT CEREMONY

In order to participate in the graduation commencement ceremony the student must:

- Have completed all graduation requirements
- Have all fines and fees cleared
- Be in good standing in regards to discipline

Students on an Individual Education Plan (IEP) are eligible to participate in the graduation commencement ceremony according to Kevin’s Law (RCW 28A.155.170). Information regarding Kevin’s Law can be obtained from the student’s IEP advisor.

SELECTION OF VALEDICTORIAN

Valedictorian/Salutatorian shall be based on the total cumulative GPA points earned at the end of the 2nd trimester of a student’s 4th year of high school. To be considered for Valedictorian/Salutatorian, the student must have met the following:

- Attended/Enrolled at Shelton High School for the entirety of their senior year and a minimum of one trimester prior to their senior year.
- Completed all the required Washington State Graduation Requirements.
- Is currently in good disciplinary standing.

The Valedictorian will be the student with the highest total cumulative GPA points and the Salutatorian will be the student with the second highest cumulative GPA points. In the event of a tie, students will be awarded a designation as co-valedictorian or co-salutatorian.

HONOR CORDS

Honor cords are based on continuous enrollment and will be determined by the cumulative GPA at the end of the 2nd trimester of a student’s 4th year of high school.

Highest Honor	Gold Cords	3.750-4.000	Cumulative GPA
High Honors	Blue/Gold Cords	3.500-3.749	Cumulative GPA
Honors	Blue Cords	3.000-3.499	Cumulative GPA

HONOR ROLL

A trimester GPA of 3.00 or above qualifies a student for the Honor Roll for that trimester. If a student has a No Credit (NC), and Incomplete (INC), or a failing grade (F) in any one class, the student is not eligible for the Honor Roll that trimester.

NEW MARKET VOCATIONAL SKILLS CENTER (NMVSC)

New Market Vocational Skills Center is an educational partnership of which the Shelton School District participates. NMVSC offers technical training for high school students. Students enrolled in NMVSC spend half their day at New Market and half their day at SHS. Transportation is available for students enrolled in afternoon classes at NMVSC. Students who can provide their own transportation may attend morning classes at NMVSC with counselor and administrator approval. Students are to be aware that the NMVSC schedule is different than that of Shelton High School, including being on a semester grading and calendar system. Some classes may be available for cross crediting with classes at SHS. Check with your counselor for more information.

STUDENT SCHEDULES

Students register in the spring for the coming school year, and should choose their classes wisely. Class choices should be based on the pathway chosen of the academy the student is enrolled in. Schedule correction requests may only be made the first week of each trimester, or during the previous trimester. To request a schedule correction a student must meet one of the following criteria:

- Missing a prerequisite class
- Previously completed a class listed on current schedule
- Previously failed a class with current teacher listed on schedule
- Misplacement (per teacher/counselor)

To request a schedule correction please contact your counselor.

SKYWARD

Parents/Guardians can access information about their student(s) grades and attendance online. Contact the front office for information, or visit the Shelton High School website (Family Access).

TEXTBOOKS, MATERIALS, LAB FEES, AND FINES

Students are expected to return all books and materials issued to them. Students who lose materials, books, or other district property issued to them will be expected to pay for the replacement of that item(s). Students will be assessed a fine for damaged materials. Students are expected to pay lab fees for certain classes. Students who owe fines or fees will not be allowed to participate in the graduation ceremony. Further, they will not receive their diploma or transcripts until the debt is settled.

ATHLETICS AND ACTIVITIES

INTERSCHOLASTIC ATHLETICS

Shelton High School is governed by the Washington Interscholastic Athletic Association. The WIAA's vision for sportsmanship and citizenship is built on expectations. It calls on the school community- teachers, coaches, staff,

students, parents, and directors- to strive for sportsmanship in everything it does by teaching the values long thought inherent in interscholastic sports.

Fair play necessitates that all competitors have the same chance for success.

Student-Athlete

As a student-athlete participating in my school's interscholastic activities program, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration
- I will be fully responsible for my own actions and the consequences of my actions
- I will respect the property of others
- I will show respect and obey the rules of my school and the laws of my community, state, and country
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country

Spectators

- Take part in cheers with the cheerleaders and applaud good performances
- Work cooperatively with contest officials and supervisors in keeping order
- Refrain from negative comments about officials, coaches, and participants
- Stay off the playing area at all times
- Show respect for public property and equipment
-

Student eligibility requirements are outlined for your information. A student will establish athletic eligibility when he or she first competes for a team. For most students this will occur during their freshman year.

Student Eligibility: In order for a student to be eligible for interscholastic athletics, the student must meet all WIAA guidelines. Please see the athletic director and refer to the WIAA bylaws (wiaa.com) to ensure athletic eligibility requirements are met.

Clearance Paperwork: In addition to being scholastically eligible, athletic participants must have all clearance documentation on file in Final Forms. To be cleared for the first day of permissive practice, a student athlete must complete the clearance process through Final Forms. No equipment will be issued until the athletic office has all of the following information through Final Forms. Clearance information includes:

- Contact Information
- Health History & Medical Profile
- Emergency Medical Authorization
- Student Athletic Handbook
- Athletic Code of Conduct
- Athlete Media Release
- Confidentiality Release
- Athletic Participation Agreement
- Athletic Participation Attendance Policy
- Academic Standards for Eligibility
- Sudden Cardiac Arrest Awareness
- Concussion Information Sheet
- WIAA pre-participation medical history form

- WIAA pre-participation physical examination
- ASB Card (\$35)

A link to Final Forms is available on the school website.

The athletic department will only accept completed information. Partial information or unsigned online documents will not be accepted.

ATHLETIC CODE OF CONDUCT

In addition to WIAA policies, there are some guidelines that have been established at Shelton High School to help in the administration and control of our programs. Participants in our athletic programs are expected to meet and satisfy all academic assignments or teachers' requests for extra help prior to taking part in any athletic activity. Members of our athletic teams are expected to set a positive example of behavior and attendance. Any student athlete violating the general behavior or attendance regulations may face the temporary loss of his/her eligibility to participate by the school administration. The continued violation of campus standards may result in a student being declared ineligible to participate by school administration. Participation in athletics and activities is a privilege to be earned. Any athlete found in violation of the accepted standards of behavior while representing the school could be subject to dismissal from the team or denied the award of a letter or certificate of participation. All athletes are expected to complete the season in good standing with the team.

SPORTSMANSHIP

Shelton High School promotes good sportsmanship and positive relationships between schools. We have worked hard to achieve a favorable image in the eyes of those we come into contact with throughout the school year. Each student is expected to work hard to continue the development of those characteristics of sportsmanship and friendliness that has identified our student body in the past. We believe in and practice victory with honor.

ATHLETIC GUIDELINES

All athletic equipment is the property of the school and the Shelton School District. The equipment is the financial responsibility of the person to whom it is issued and he/she is responsible for its care or replacement if it is lost, stolen, or damaged. School equipment may not be taken home or worn at any time other than practice or competition unless authorized. The unauthorized use of equipment will result in the equipment being retrieved by the administration or athletic staff.

NCAA ELIGIBILITY CENTER

The NCAA, which governs athletic programs for Division I and Division II colleges and universities, requires that all athletes register with the NCAA Eligibility Center. This requirement also applies to any athlete who plans to attend a community college and may someday wish to transfer to a Division I or II institution. The required Eligibility Center forms are available online at <https://web3.ncaa.org/ecwr3/>. There is currently a fee payable to the NCAA to process each application. The student athlete must have an official transcript and his/her college entrance exam scores sent directly to the Eligibility Center. It is highly recommended that the student athlete apply at the end of his/her junior year. If you have questions, please contact the Athletic Director or counseling office on campus.

ATHLETIC EVENTS (CROWD BEHAVIOR)

The Shelton School District and Shelton High School may ban students or adults in inappropriate dress or costumes, prohibit radios/boom boxes and unusual noisemakers (horns, whistles, drums, etc.), and will take whatever steps are necessary to ensure order and responsible crowd behavior at all athletic and activity events. As members of the WIAA, the Shelton School District and Shelton High School are responsible to provide a positive environment and experience for all participants (visiting schools, community, officials, etc.). Acts or cheers which are in poor taste, inflammatory, or offensive to others will be stopped immediately and may result in the individual(s) being removed from the event. Anything which diverts attention from an event to a person or group is considered disruptive and undesirable.

FINANCIAL RESPONSIBILITY

Any student participating in the school activities program (athletics and extracurricular activities) is fully responsible for the equipment or uniforms entrusted to them. If equipment issued to a person is not accounted for in a satisfactory manner, participation awards and clearance for other sports and activities will be withheld until a satisfactory resolution is achieved.

SCHOOL DANCES

Regular school dances will be scheduled during the year to promote a positive school culture. The same campus rules and regulations apply to dances as to the normal school operations. The following applies to all school dances:

- Students must present a current ASB/School ID to purchase a ticket
- All students will be required to show a school ID before being admitted to any school dance
- Guest (maximum age 20) passes may be obtained for Homecoming, Tolo and Prom
- One guest pass per SHS student

A student wishing to bring a guest to a dance must obtain a guest pass for the visitor. Guest passes are issued through the Athletics/Activities Office.

SIGNS AND POSTERS

Only ASB-sanctioned Clubs may distribute or display signs/posters on campus. Signs/Posters are subject to the following conditions:

- All signs and posters are in good taste
- Signs/Posters for school-related activities need approval from the ASB sponsor and will be stamped with approval
- Signs/Posters for non-school related activities need approval from ASB sponsor and administration
- Persons/clubs displaying signs/posters are responsible for removing them following the event or activity

STUDENT SERVICES

ADMISSION OF HOMELESS STUDENTS

The Shelton School District/Shelton High School has adopted policies to direct compliance with Washington State Laws and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001. The implementation of this policy shall ensure that:

- Homeless students are not stigmatized or segregated on the basis of their status as homeless

- Homeless students are immediately enrolled in school
- Transportation is provided to and from the school of origin for the homeless student to the extent required by law and policy

The term “homeless” means individuals who lack a fixed, regular, and adequate nighttime residence and includes students who:

- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of adequate accommodations
- Are living in emergency or transitional shelters; are abandoned in hospitals; or awaiting foster care placement
- Have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Migratory students who qualify as homeless because the children are living in circumstances described above

The term “school of origin” means the school that the student attended when permanently housed or the school in which the student was last enrolled. The term “unaccompanied youth” includes a youth not in the physical custody of a parent or guardian.

The Superintendent will designate an appropriate staff person as liaison for homeless students who will carry out duties as assigned. Among those duties will be the responsibility to coordinate activities and programs in the best interest of homeless students that will include, but not be limited to, establishment of procedures to:

- Continue the student’s education in the school of origin for the duration of homelessness:
 - In any case in which a family becomes homeless between academic years or during an academic year
 - For the remainder of the academic year, if the student becomes permanently housed during the academic year
- Enroll the student in any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend

In the case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decision, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal.

HONORS AND ADVANCED PLACEMENT COURSES

Honors and Advanced Placement (AP) classes are taught at an accelerated pace and require extra dedication to class work, homework, reading, class notes, and testing. Students are placed in honors classes based on academic achievement, teacher referral, and parent approval.

To maintain the integrity of our Honors/AP programs, the Shelton School District/Shelton High School will not allow students to retake an Honors/AP class for GPA improvement. To improve their GPA, Honors/AP students can retake a standard non-Honors/non-AP version of the course so that the transcript reflects the grade improvement, but no honor point will be awarded.

COUNSELING SERVICES

Counseling services offer programs to provide academic guidance and planning, personal counseling and other assistance to help students meet the challenges of becoming a young adult. Counselors are available on a daily

basis by appointment or on an emergency walk-in basis. Students, parent/guardians may make an appointment by contacting the Counseling Center Secretary at 360-432-2134 or emailing Aaron Joseph at ajoseph@sheltonschools.org.

Counseling assignments are as follows:

Sam Caffey	9 th grade	360-432-2132
Shawn Ames	A-G (10-12)	360-432-2125
Diana Gerla	H-N (10-12)	360-432-2131
Carol Benek	O-Z (10-12)	360-432-2143
Aaron Joseph	Secretary	360-432-2134
Lisa Gardner	Registrar	360-432-2144
Angie Gourley	Testing	360-432-2129
Jill Bourgault	Career Center	360-462-2660

CAREER CENTER

The Career Center is located on the 100 building next to the Counseling Center. Services available include: computer-assisted career searches, interests and aptitudes exploration, job bank with current local listings, employment applications, advising, and scholarship information.

FOOD SERVICES

The Shelton School District will be participating in the Community Eligibility Provision for the 2022-23 school year. Community Eligibility Provision (CEP) allows **meals** to be served to all students at no charge, regardless of free or reduced status. **Students wanting to purchase milk only will be charged .40.** Schools operating CEP will ask that all families complete a family income survey to ensure educational funding for our district. If you have any questions feel free to contact the Food Service Department at 360-426-2533.

LIBRARY/MEDIA CENTER

The library/media center at Shelton High School provides a variety of services and materials for research and educational support. Students are expected to behave appropriately while in the center and follow all posted rules. Borrowed materials expected to be returned in the specified time period. Students must have a pass from their teacher to use the center during class time.

STUDENT PRIVACY AND SEARCHES

Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. Staff shall take particular care to respect students' privacy. School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property as provided by board policy.

DEFINITIONS

- **School Officials:** This term includes administrators, teachers, counselors, psychologists, nurses, or any other school personnel involved with a situation involving a student and is acting on behalf of an administrator, teacher, counselor, nurse, or psychologist
- **Law Enforcement Officer:** This term includes members of federal, state, and local law enforcement

- agencies, and anyone acting on their behalf, including School Resource Officers
- **Contraband:** Items, materials, or substances the possession of which is prohibited by law or district policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon

INTERVIEWS

School officials may question students regarding matters pertinent to school. The parent/guardian will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another law enforcement officer.

When child abuse or abandonment of a student is alleged the following shall apply:

If a child protective services worker or law enforcement officer enters the campus to interview a student attending the school, the personnel of the school shall cooperate with the investigating protective services worker or law enforcement officer.

When a law enforcement officer is present on campus to interview students at the request of school officials, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense in accordance to district policy.

SEARCHES

A student is subject to search by school officials if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations. A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, in any personal vehicle or school bus or at school events.

Locker searches- Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the school district. No right nor expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and other spaces are subject to search in accordance with district policy. All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.

ESTABLISHING REASONABLE GROUNDS

The following review of the basis for the search should occur before conducting a search:

- Identify
 - The student's suspicious conduct, behavior, or activity
 - The source of the information
 - The reliability of the source of such information
- If suspicion could be confirmed, would such conduct be a violation of schools rules or the law?
- Is the student likely to possess or have concealed any item, material, or substance which is itself prohibited or which would be evidence of a violation of a school rule or the law?

STUDENT DISCIPLINE MATRIX

The categories of misconduct specified below are intended to be examples of the kinds of misconduct justifying discipline and not as a complete list of misconduct. Note: These are recommended disciplinary guidelines for

some examples of misconduct. Depending on the circumstances of the offense and history of the offender, actual discipline may be lesser or greater at the administrator’s discretion on a case-by-case basis.

Nature of the Offense (Definition)	Recommended Discipline
ACADEMIC MISCONDUCT/DISHONESTY	
Academic Misconduct/Dishonesty: Academic misconduct/dishonesty can include, but is not limited to cheating, forgery, lying, and plagiarism. In addition to disciplinary action, students may face academic sanctions which may include but are not limited to receiving a zero on an assignment, grade of “F” for the class, or withdrawal from the class during the academic year.	
Cheating: Using or attempting to use unauthorized materials, information, or study aids in an academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment.	Conference to short-term suspension
Forgery: Using the signature or initials of another person.	Conference to short-term suspension
Lying: Knowingly giving false information or misleading information, including false accusations against others with the intent to deceive.	Conference to short-term suspension
Plagiarism: Using another’s words, ideas, materials, or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another’s work and for acknowledging and documenting the source appropriately.	Conference to short-term suspension
AGGRESSION POLICY VIOLATION	
Aggression: Verbal Provocation: Use of language or gestures to insult or humiliate another person or that may incite another person or persons to fight.	Conference to short-term suspension
Minor Aggressive Act: Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, or pushing.	Conference to short-term suspension
Disorderly Conduct: The intent to disturb the peace or quiet, make unreasonable noise, use of abusive or offensive language or gestures, make a protracted commotion, utterance or display with the intent to prevent the transaction of the business of a meeting, gathering, or class, or refusal to obey a lawful order to disperse.	Conference to expulsion
Endangerment: The reckless endangerment of another person that results in substantial risk of imminent physical injury or death.	Short-term suspension to expulsion
Fighting: Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	Short-term suspension to expulsion
Assault: Intentional or reckless causing of physical injury to another or touching another person intending to injure, insult or provoke. Including taking or attempting to take anything by force or threat of force and intentional use of a vehicle in a manner dangerous to person or property.	Short-term suspension to expulsion
Other Aggression: Other forms of aggression that may result in humiliation or personal injury to another person.	Conference to expulsion
Other Violations of School Policies: A violation of school district policy	Conference to expulsion

ALCOHOL, DRUG, AND TOBACCO VIOLATIONS

Distribution or share: Distribution or sharing, or intent to distribute or share alcoholic or controlled chemical substances or substances represented as alcohol or controlled chemical substances.	Short-term suspension to expulsion
Use or Possession: Use or possession of alcoholic or controlled chemical substances or substances represented as alcohol or controlled chemical substances. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	Short-term suspension to expulsion
Sale: Sale or intent to sell alcohol or chemical controlled substances or substances represented as alcohol or controlled chemical substances.	Short-term suspension to expulsion
<p>Tobacco Violation</p> <p>Use or Possession: Possession of tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors and the like).</p> <p>Distribution or share: Distribution and share means the act of giving tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors and the like), including, but not limited to passing tobacco from one person to another.</p> <p>Sale: Sale of tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors and the like).</p>	Conference to short-term suspension

ATTENDANCE POLICY VIOLATION

Leaving School Grounds without Permission: Leaving school grounds without following proper procedures.	Conference to short-term suspension
Tardy: Not being in the classroom at the designated start to the instructional day or class period	Conference to short-term suspension
Truancy: Eleven (11) or more unexcused absences	Conference to short-term suspension (possible court referral)
Unexcused Absence: Any absence for a class period during the school day that is not excused by the student's parent/guardian and approved by the appropriate school official.	Conference to short-term suspension
Other Attendance Violations: Violations of state, school district, or school policy related to attendance.	Conference to short-term suspension

HARASSMENT, THREAT, INTIMIDATION OR BULLYING

Bullying: Bullying is repeated acts over time that involve a real or perceived imbalance of power with more powerful child or group attacking those who are less powerful. Bullying can physical, verbal, or psychological. Specific examples include, but are not limited to, hitting, punching, demeaning, teasing, name calling, taunting, derogatory nicknames, innuendos, and/or remarks, gestures, social exclusion, or cyber bullying.	Conference to short-term suspension
Harassment, Non-sexual: Harassment, non-sexual, means harassing conduct based on and/or motivated by race, color, religion, national origin, or disability.	Conference to short-term suspension
<p>Hazing: Any intentional, knowing or unknowing, or reckless, act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:</p> <ol style="list-style-type: none"> 1) The act was committed in connection with the initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with the district. 	Conference to short-term suspension

2) The act contributes to a substantial risk of potential injury, mental harm, or degradation or causes physical injury, mental harm, or personal degradation.	
Threatening or Intimidation: When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.	Conference to short-term suspension
OTHER VIOLATIONS OF SCHOOL POLICIES	
Defiance or Disrespect: Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.	Conference to Expulsion
Disruption: Student engages in behavior causing an interruption in a class activity or other school activity.	Conference to short-term suspension
Dress Code Violation: Failure to comply with the school dress standards.	Conference to short-term suspension
Language, Inappropriate: Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	Conference to short-term suspension
Negative Group Affiliation: 1) three or more individuals associate periodically as an ongoing criminal group or organization, whether loosely or tightly structured, 2) the group has identifiable leaders, although the leader for one type of criminal activity may be different than the leader for another, 3) the group has a name or identifying symbol, 4) the organization's members, individually or collectively, currently engaged in, or have engaged in, violent or other criminal activity, and 5) the group frequently identifies itself with, or claims control over specific territory in the community, wears distinctive dress and colors, and communicates through graffiti and hand signs among other means (United States Department of Justice, Bureau of Justice Assistance, 1997).	Conference to expulsion
Parking Lot Violation: Violation of district/school policy or laws related to parking lots or the operation of motorized vehicles on school property.	Conference to short-term suspension (possible loss of parking privileges)
Public Displays of Affection: Excessive kissing, sexual touching, or other inappropriate displays of affection in violation of school policy.	Conference to short-term suspension
Other Violations of School Policies: A violation of district or school policy.	Conference to expulsion
SCHOOL THREAT POLICY VIOLATIONS	
School Threat Bomb Threat: Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device. Chemical or Biological Threat: Threatening to cause harm using dangerous chemicals or biological agents. Fire Alarm Misuse: Intentionally ringing or pulling the fire alarm when there is no fire. Other Threat: Other threats to cause harm, by any means, including but not limited to verbal, written, through the use of social media, etc.	Short-term suspension to expulsion
SEXUAL OFFENSES	
Harassment, Sexual: Unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or receive benefits, services, or opportunities in the school's program. The behavior can include unwelcome	Short-term suspension to expulsion

sexual advances, requests for sexual favors, and other verbal and nonverbal conduct of a sexual nature.	
Harassment, Sexual with Contact: Sexual harassment that includes unwanted physical contact.	Short-term suspension to expulsion
TECHNOLOGY USE POLICY VIOLATIONS	
Network Infraction: Improper use of the District network, in violation of the Technology Use Agreement or District policy. Infractions include, but are not limited to, inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact if persons or property.	Conference to expulsion
Telecommunication Device: Improper use of personal cell phones or electronic devices. Electronic devices could include, but are not limited to, iPods, Personal gaming devices, cameras, iPads, etc. Note: The Shelton School District/Shelton High School does not assume responsibility or liability for theft or damage of personal electronic devices. Students bring personal devices at their own risk.	Conference to expulsion
THEFT VIOLATIONS	
Petty Theft: The taking, concealing, or attempted taking of property belonging to the District or another person without permission and with a value of under \$250.00.	Conference to expulsion
Theft: The taking, concealing, or attempted taking of property belonging to the District or another person without permission and with a value of \$250.00 or more.	Conference to expulsion
VANDALISM OR CRIMINAL DAMAGE POLICY VIOLATION	
Vandalism of Personal Property: Willful destruction, defacement, or damage of personal property.	Short-term suspension to expulsion
WEAPONS AND DANGEROUS ITEMS POLICY VIOLATION	
Dangerous Items: This violation includes, but is not limited to, laser pointers, letter openers, mace/pepper spray, paintball guns, razor blades/box cutters, fireworks, simulated knives, taser or stun guns, tear gas, or a knife with a blade of any length.	Conference to expulsion
Firearms: This violation includes, but is not limited to, loaded or unloaded, operable or inoperable, handguns, pistols, shotguns, rifles, air/pellet/BB guns, starter pistols, flare guns and destructive devices, i.e. bombs or grenades.	Short-term suspension to expulsion
Simulated Firearms: Any simulated firearm made of plastic, wood, metal, or any other material which is a replica, facsimile, or toy version of a firearm or made to portray a firearm.	Short-term suspension to expulsion
Other Weapons: This violation includes, but is not limited to, brass knuckles, nunchakus, and billy clubs.	Conference to expulsion

STUDENT RECEIPT FOR ORIENTATION TO HANDBOOK, TECHNOLOGY USE AGREEMENT, STUDENT DIRECTORY INFORMATION/STUDENT MEDIA RELEASE ACKNOWLEDGEMENT

**TO BE SIGNED BY STUDENT AND RETURNED
2022-2023 SCHOOL YEAR**

STUDENT NAME: _____
(PLEASE PRINT)

ID NUMBER: _____

SCHOOL ATTENDING: _____

DATE: _____

ADVISORY TEACHER: _____

I. ACKNOWLEDGMENT OF RECEIPT

Check to acknowledge:

I acknowledge that I have been oriented to the **Shelton High School 2021-2022 Student/Family Handbook** and that I have been given the opportunity to read/view the Handbook. I understand that this Handbook is available on the district's and school's website and that I have been notified that a hard copy has been provided to me. I understand that I may contact the Principal if I have any questions about the information contained in this Handbook.

I acknowledge I have read/viewed the **Student Directory Information Release Form and the Student Media Release Form**. If I do not wish to have any directory information released, I or my parent/guardian have filled out and returned this form. If I do not wish to be recognized by or participate in authorized media activities of the District/School, I or my parent/guardian have filled out and returned this form.

II. TECHNOLOGY USE AGREEMENT

(See page 14 of the Student/Family Handbook for further information)

I have read and agree to abide by the Shelton School District policies and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

SIGN HERE: _____
(STUDENT SIGNATURE)

DATE: _____

**PARENT RECEIPT FOR RECEIVING HANDBOOK INFORMATION, STUDENT DIRECTORY RELEASE INFORMATION,
AND TECHNOLOGY USE AGREEMENT**

**TO BE SIGNED BY PARENT/LEGAL GUARDIAN AND RETURNED
2022-2023 SCHOOL YEAR**

STUDENT NAME: _____

(PLEASE PRINT)

ID NUMBER: _____

SCHOOL ATTENDING: _____

DATE: _____

ADVISORY TEACHER: _____

I. ACKNOWLEDGMENT OF RECEIPT

Check to acknowledge:

I acknowledge that I have received a copy of the Shelton High School Student/Family Handbook and that I have had an opportunity to review the information with my child. I understand that I can contact the Principal if I have any questions about the information contained in the Handbook. I understand a copy of the handbook is also available on the District/School website.

I acknowledge that I have read the Student Directory Information Release Form and the Student Media Release Form. If I do not wish to have any directory information released, I have filled out and returned the form. If I do not wish to have my child recognized or participate in authorized media activities of the District/School, I have filled out and return the form. I understand that I may contact the Principal if I have any questions about these forms.

II. TECHNOLOGY USE AGREEMENT

(See page 14 of the Student/Family Handbook for further information)

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is possible for the Shelton School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services, I also agree to report any misuse of the electronic information services to a District/School administrator (misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement).

I accept full responsibility for the supervision if, and when, my child's use of the electronic information services is not in a school setting. I hereby give my permission to have my child use the electronic information services.

PARENT/LEGAL GUARDIAN NAME: _____

(PRINT NAME)

SIGN HERE: _____

DATE: _____

STUDENT DIRECTORY INFORMATION

The District/School is required to obtain your written consent prior to releasing educational records or personally identifiable information concerning your student. Federal law provides a number of exceptions to this requirement, for example, when releasing information to other school and district officials, to the Washington State and United States Department of Education, to other schools where your student seeks to enroll, and for other exceptions provided by law. The District may also release "directory information" (specified below) concerning your student without your written consent, unless you have provided the District notice of your desire to opt out of directory information.

NOTE: Your student's home address, home telephone number, email address, and class rank will ONLY be released as "directory information" under the following circumstances and to the following individuals and groups without your written consent: 1) Colleges, universities, and prospective employers for the purposes of recruitment, notification of scholarship offers or job opportunities, and similar purposes; or 2) Shelton School District-affiliated groups or approved vendors [i.e. student groups and clubs (yearbook, student newspapers, student council, marching band, National Honor Society, and the like); student athletic teams; parent booster clubs; parent-teacher groups; graduation vendors (photographs, caps and gowns, announcements), and the like]. This information will not be considered "directory information" if being requested by an individual or group that does not conform to the requirements above (e.g. for-profit businesses that are not District-approved vendors, outside media groups, and the like). In those circumstances, your student's home address, email address, and class rank will not be released unless the District/School has obtained written consent provided by the parent/guardian or eligible student.

If you do not want any or all directory information about your student to be released to any person or organization without the prior signed and dated consent, you must notify the District/School in writing by checking off any or all of the rejected information below and signing and returning this form to Shelton High School within two (2) weeks of receiving this form. If Shelton High School does not receive this student's Student Directory Information Release Form by your returning, the District/School will assume that your permission is given to use directory information as described above.

To: Principal: I DO NOT wish to have the Shelton School District/Shelton High School disclose the directory information checked below under any circumstance. The checked information **will not** be released to colleges or universities, it will not be used for scholarships, placed on athletic/activity rosters, or school programs, and photographs will not appear in the yearbook or other similarities for:

STUDENT NAME: _____ **ID NUMBER:** _____

**PARENT/LEGAL GUARDIAN/
ELIGIBLE STUDENT SIGNATURE:** _____ **DATE:** _____

- ___ Student's name
- ___ Student's parent's home address
- ___ Student's home address
- ___ Student's home telephone number
- ___ Student's district assigned email address
- ___ Student's current school of attendance
- ___ Student's major field of study
- ___ Student's photograph
- ___ Student's enrollment status (part-time or full-time)

- ___ Student's honors and awards received
- ___ Student's dates of attendance (semester, not specific days in school)
- ___ Student's participation in officially recognized activities and spots
- ___ Student's height, weight, and athletic number if involved
- ___ Student's most recently attended educational agency or institution
- ___ Class rank by percentage (for example, top 10%, top 20%)
- ___ Class rank by GPA (for example, 3.0 and above)
- ___ Student's grade level (9th, 10th, etc.)

STUDENT MEDIA RELEASE FORM

Throughout the school year, students may be recognized or displayed in various District/School sponsored publications (print, electronic, film, video, audio, etc.) to promote Shelton School District activities and achievements or to inform the community about the school and District matters. The District/School may also prepare press releases for outside media groups to recognize students and their achievements or to inform the community about school and District matters.

On rare occasions, the District/School may also authorize various non-District groups (including outside media or other third parties) to film, make other recordings, or conduct student interviews on District/School property during the school day. In these circumstances, a District or School administrator is present to supervise the activity, and when possible, parents will be notified in advance of any recordings or interview.

Please note: The district has no control over recordings made of your student outside of school or District property, at public events and activities, after school hours, or by unauthorized students or third parties.

I acknowledge that failure to return this form within two (2) weeks from the date of distribution will constitute approval for the District/School (including District/School sponsored groups) to use or release the video, photographic, and/or audio representation, as well as name and likeness of my student [or of me (if student is at least 18 years old)] for in District/School sponsored media releases, publications, social media, websites, etc.

TO: Principal:

My signature below indicates that (check all that apply):

I do not consent to the District/School (including District and school-sponsored groups) to use the information listed above.

I do not consent to authorize third party use of the information listed above.

STUDENT NAME: _____ **ID NUMBER:** _____
(PLEASE PRINT)

**PARENT/LEGAL GUARDIAN/
ELIGIBLE STUDENT SIGNATURE:** _____ **DATE:** _____