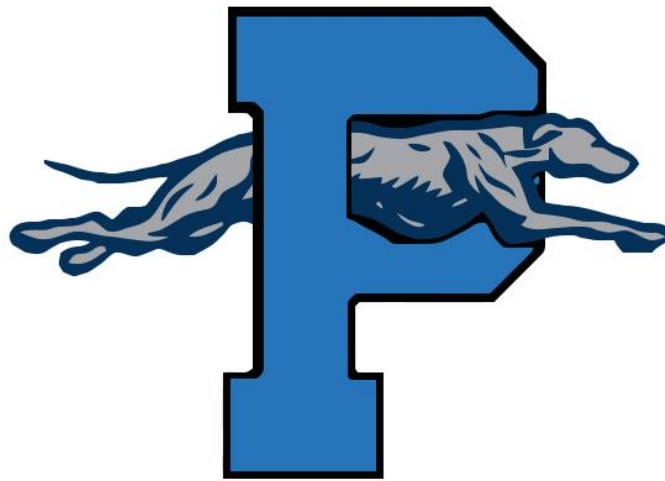


**Pullman High School
Parent and Student Handbook
2017-2018**



Home of the Greyhounds

Fight Song

Come join our band; and sing a song for Blue and Gray. Proudly we stand; our colors waving all the way; 2-3-4 Pullman's for you; Our banners waiving tried and true. With might and main, sing this refrain; For ever, ever, ever Pullman High.

P-U-L-L-M-A-N-G-R-E-Y-H-O-U-N-D-S-

PULLMAN HIGH SCHOOL

510 NW Greyhound Way
phs.pullmanschool.org
(509) 332-1551

2017-2018 Principal's Welcome:

Welcome to Pullman High School. We are charged to ensure learning while challenging and supporting each student to achieve full potential. We believe we offer you a world-class education and this document is the beginning of fulfilling that commitment. Pullman High School is one of the finest schools in Washington and we plan on your experience being first rate.

*Erik Heinz
PHS Principal*

PHS Administration

Erik Heinz, Principal

Chris Franklin, Assistant Principal/ Athletic & Activities & CTE Director

Juston Pollestad, Assistant Principal

Pullman 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 employee(s) has been designated to handle questions and complaints of alleged discrimination:

Roberta Kramer

Assistant Superintendent & Title IX, Section 504/ADA, and Civil Rights Compliance Coordinator

240 SE Dexter St, Pullman, WA 99163

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ASB INFORMATION

ASB Advisor Erin Willy

ASB OFFICERS

ASB President Ben Riley
ASB Vice President Nick Smith
ASB Secretary Colin Finch
ASB Co-Treasurer Maddie Maxwell
ASB Co-Treasurer Cambria Smetrea
Press Secretary Patrick Dinges

CLASS OFFICERS

SENIOR CLASS

President Jared Holstad
Vice President Kameron Kincaid
Secretary Yi Wei
Treasurer Billy Branson
Ex. Council Rep. Payton Utzman
Advisor Sherree Komp

JUNIOR CLASS

President Ryan Hyatt
Vice President James Cole
Secretary James Mwangi
Treasurer Erin Ankersen
Ex. Council Rep. Kiran Snithkan
Advisor Erin Willy

SOPHOMORE CLASS

President Asha Campbell
Vice President Luke Bumpus
Secretary Melody Gebremedhin
Treasurer Emma Lindbergh
Ex. Council Rep. Savannah Logan
Advisor Rachel Chartrand

FRESHMAN CLASS

President Abigail Wadsworth
Vice President Hannah Talbot
Secretary Sarah Campell
Treasurer
Ex. Council Rep.
Advisor Raeiah Currier

ASB ACTIVITIES AND ADVISORS

Activity	Classification	Advisor
Art Club	Non Competitive	Rob McPherson
ASB Executive Council	Non Competitive	Erin Willy
Athletic Council	Non Competitive	Chris Franklin
Black Student Union	Non Competitive	Luke Conley
Chorus	Competitive	Andy Mielke
Cheer	Non Competitive	Erin Willy
Concert Band	Competitive	Andy Mielke
Creative Writing	Non-Competitive	Andy Dephtereos
Destination Imagination	Competitive	Raeiah Currier
Drama Club	Non Competitive	Andy Mielke
DECA	Vocational	Mellissa Mayer
Dungeons and Dragons	Non Competitive	Laurie Stegner
FCCLA	Vocational	Jill Bickelhaupt
FFA	Vocational	Rob Matthews
Fellowship of Christian Athletes	Non Competitive	Kyle Luck
Guitar	Non Competitive	Andy Mielke/ Rob McPherson
Imagine Tomorrow	Competitive	Luke Conley
Jazz Band	Competitive	Andy Mielke
Junior Statesman	Non Competitive	Raeiah Currier
Key Club	Non Competitive	
Knowledge Bowl	Competitive	Johanna Brown
Math Team	Competitive	Johanna Brown
Model United Nation	Non Competitive	Declan Keogh
Orchestra	Competitive	Katharine Covill
Pep Band	Non Competitive	Andy Mielke
PHSmash	Non Competitive	Erin Willy
Protect the Animals	Non Competitive	Julie Hahn
Pullman Ink (newspaper)	Non Competitive	Laurie Stegner
Science Olympiad	Competitive	Johanna Brown
Treble Triad	Competitive	Andy Mielke
SAGA	Non Competitive	Andy Dephtereos
Skills USA	Vocational	Vince Hanley/Doug Winchell
World Language Club	Non Competitive	Daniel Bromley/Karen Eldred
Writing Club	Non Competitive	Craig McCormick
Yearbook	Vocational	Rob McPherson

ATHLETICS/ACTIVITIES

Activities Director: Chris Franklin

ATHLETICS AND COACHES

Sport	Head Coach
Fall Sports <i>Start date- August 21(football Aug. 16)</i>	
Cheerleading	Erin Willy
Men's Cross Country	Jodi Winchell
Men's Football	David Cofer
Women's Volleyball	Kali Gesser
Women's Swimming	Ed Davis
Women's Soccer	Doug Winchell
Women's Cross Country	Jodi Winchell
Winter Sports <i>Start date-November 13</i>	
Cheerleading	Erin Willy
Men's Basketball	Craig Brantner
Men's Wrestling	Art Powers
Women's Wrestling	Art Powers
Men's Swimming	Ed Davis
Women's Basketball	David Cofer
Spring Sports <i>Start date-February 26</i>	
Men's Baseball	Lance Lincoln
Men's Golf	Craig McCormick
Men's Track	Amy Ripley
Men's Soccer	Doug Winchell
Men's Tennis	Cody Wendt
Women's Softball	Tara Briggs
Women's Golf	John Willy
Women's Track	Kristen Walker
Women's Tennis	Dan Volmer

GREAT NORTHERN LEAGUE – SCHOOL MASCOTS AND COLORS

Cheney	Blackhawks	Red and Black
East Valley	Knights	Green and Black
Pullman	Greyhounds	Blue and Gray
West Valley	Eagles	Orange and Black
Clarkston	Bantams	Red and White

ATHLETIC CLEARANCE

Participants will be required to complete the appropriate forms **before** practice/participation begins. Forms will require both student and parent/guardian signature. The student is required to process the forms through the athletic office. These forms will be kept on file in the athletic office.

In order to be cleared for athletic participation, the following items must be taken care of and signed **three (3) days** before the season starts.

1. Physical examination with a physician's signature
2. Parent permission form
3. Emergency Contact Information form
4. School insurance or a waiver signed by a parent/guardian
5. Signature of a parent/guardian and the athlete signifying they have read and accepted the regulations of this athletic handbook
6. Current ASB card
7. All fines need to be paid or cleared
8. Safety guidelines read and signed by parent/guardian and athlete
9. Concussion and Sudden Cardiac Death information verification

NCAA ELIGIBILITY

Students wishing to prepare themselves for athletics at the collegiate level need to meet core academic requirements as established by the NCAA. It is the responsibility of the Students/Parents to ensure they remain eligible. Questions about NCAA eligibility should be directed to Kellie Glaze. It is recommended that the first meeting take place no later than the sophomore year.

TWO OR MORE CONFLICTING ACTIVITIES

Pullman High School provides a wide variety of extra-curricular and curricular activities in which students are encouraged to participate. It is not the intention of the school for participation to be limited to a single activity. Research shows that a student's satisfaction with the high school experience is enhanced if he/she is involved in two or more activities. It is important; however, that students avoid ongoing activities with schedules that regularly conflict. Students will also be expected to prioritize school activities ahead of non- school activities. Failure to do so can result in an appropriate consequence at the discretion of the teacher, coach, advisor, or director.

As much as possible, students should be provided in advance with schedules for each activity so they can avoid conflicts between activities. In cases where an unforeseen or exceptional conflict arises between two or more school sponsored activities, the student shall have his/her choice of which to attend without punitive measures being taken by the other school activity sponsor. **If the forfeited activity required an advanced fee (entrance, registration, etc.) paid for by the school, students will be required to reimburse the missed activity's fee if it is non-refundable.**

If participation in a non-class time activity (i.e. concert etc.) is part of a classroom grade, and the student chooses to participate, as a member, of another school sponsored activity (i.e. FFA, athletics, FBLA etc.), the instructor must make available a reasonable make-up assignment to satisfy the class requirement.

The principal or designee, following consultation with the student and the activity sponsors, will settle any conflict arising from the meaning or application of this policy.

GREAT NORTHERN LEAGUE SPORTSMANSHIP RULES

1. Appropriate signs may be displayed at various athletic activities excluding tournaments. All signs are to be positive in nature with no negative meanings related to the opposing teams. All signs are to be approved by the principal/ designee
2. Artificial noisemakers, including megaphones directed at the opposing team or their crowd, are not permitted during inside sporting events. Noisemakers will not be permitted at outside sporting events.
3. Negative or derogatory cheers are not to be permitted by school officials. Cheers should be supportive to your team.
4. Throwing of material onto the playing floor/field is not permitted. Newspapers, confetti and other such materials are not permitted in gymnasiums.
5. Students remain in their designated cheering section.

School Board Policy 4600-School sponsored or approved extracurricular activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. Such activities are provided for the enjoyment and the involvement they afford the students as enrichments and extensions of the basic educational program. Extra-curricular activities are intended to support the District mission.

Spectators are encouraged to attend school sponsored or approved extracurricular activities as guests of the school district. As guests, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment and instructional benefit of the participating students, the enjoyment of other spectators, or the duties of officials or event management personnel. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is disruptive, sets a poor example for students, and interferes with the District's mission.

To protect the rights of students to participate without fear of interference and to permit the sponsors and officials to perform their duties without interference, the following provisions are in effect:

- 1.0 Abusive, verbal or physical conduct of spectators directed at participants, officials, staff members, sponsors or other spectators will not be tolerated.
- 2.0 Verbal or physical conduct of spectators that interferes with the performance of students, staff members, officials, sponsors or other spectators will not be tolerated.
- 3.0 The use of vulgar, obscene, or demeaning language or gestures directed toward students, officials, staff members, sponsors or other spectators will not be tolerated.
- 4.0 If a spectator becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language or gestures, or in any way impedes the performance of an activity, the individual in charge of the event may remove the spectator from the event. The principal may recommend to the superintendent the exclusion of the spectator at future sponsored or approved extracurricular activities.

Upon recommendation of the principal, the superintendent shall cause a notice of exclusion from sponsored or approved extracurricular activities to be sent to the spectator involved. The notice shall advise the spectator of the school district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school official or district's order, law enforcement authorities will be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a sponsored or approved extracurricular activity, the spectator shall be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from future school sponsored or approved activities. Additionally, students may not completely cover their faces in a manner that would make identifying them difficult.

PROCEDURES AND POLICIES

ACCIDENTS

All injuries should be reported to the nurse's office. It is the teacher's responsibility to turn in a completed accident report. If the nurse or office staff decide that the individual should be sent to a doctor, parents and/or emergency medical services will be contacted. Under no circumstances should a student leave school and go to the doctor for an injury sustained at school without checking out in the office. If the nurse is not in, students are to report to the main office.

ASSISTANCE

Students experiencing difficulties or having concerns should contact a teacher, counselor, office personnel, or administrator to assist in resolving the matter before it becomes a problem. For students experiencing academic difficulties, the Student Learning Center, located in the lower library is open Monday-Thursday, 2:50-4:30. Tutors are available. Information and assistance are available to all students. Please ask.

ANNOUNCEMENTS

Announcements are made each morning at 8:20. It is the students' responsibility to ensure that they have heard announcements. If you wish to have announcements made regarding school activities, you must have the announcement signed by a teacher or advisor, and/or by an **Assistant Principal**. Forms are available in the main office.

COUNSELING AND GUIDANCE SERVICES

The philosophy of the Counseling Department at Pullman High School is that each individual will be recognized and accepted as a person of worth, a person of ability, a person with rights, a person with potential and a person who can and does accept responsibility. It is the purpose of the counseling staff to pursue the fulfillment of these concepts. In so doing, it is recognized that individuals have differences and that developmental needs vary.

Pullman High School's counselors are qualified to assist students with planning an academic program, whether it leads to a college or a vocation; assisting in resolving personal problems; and to generally orient them to school and to life. In providing this assistance, the counseling staff may provide; occupational, educational and military information; consultation; coordination; orientation; referral; placement (when possible); follow-up (when possible); and research and program development. Referrals for individual and drug and alcohol issues are coordinated through the counseling office.

DANCES

Dances are held for the enjoyment and participation of PHS students. All school rules for dress and behavior apply to all dances and activities. Students may be asked to be tested for illegal substances and/or to leave the event. **Students must present a student I.D. /ASB card at the door in order to be admitted to any dance. All dances are closed-door events. Checkouts are not permitted. Once you leave you may not re-enter.** Several forms of dance (i.e. bumping, freaking, grinding, mosh pits) are not appropriate at a high school function. Discipline may be assigned for inappropriate behavior. Ask the activity chaperone for more details.

Visitors wishing to attend a PHS dance must have a registered PHS student sponsor who will obtain and turn in an approved visitor's dance pass from the assistant principal's office at least three days prior to the event. Visitors must be under age 21 and at least in 9th grade. A PHS student may host only one guest per dance. An administrator may refuse or revoke a dance visitor pass for any reason at any time. Guest passes will only be issued for the following dances: Homecoming, Sadie's, and Prom. All dances must be approved through the ASB.

GRADUATION REQUIREMENTS

ALTERNATIVE LEARNING PROGRAM

An Alternative Learning Program has been designed to meet the diverse needs of students for whom the traditional high school system has not been effective. By school board policy, a Washington State high school diploma may be earned through the Alternative Learning Program. Contact a counselor for more information about this program. Because of its specialized nature, the NCAA clearinghouse may not accept Alternative Learning Program

course work for core academic requirements.

GENERAL REQUIREMENTS

Freshmen, sophomores and juniors will be required to be registered for a minimum of 3 credits per semester or six regularly scheduled classes. A semester class equals 0.5 credits. Exceptions to this six-class rule will be based on; academic considerations; individual family circumstances, and/or recommendations from the staff.

A candidate for graduation in 2018 must have earned a minimum of 23 credits.

The Board of Directors may adopt additional minimum basic competency requirements as a condition for graduation at a later date. Such competency requirements would be in addition to the successful completion of the course requirements.

The superintendent or his/her designee may authorize exceptions to these requirements for special circumstances.

CREDIT REQUIREMENTS

The instructional program for grades 9 through 12 is designed to include state and local graduation requirements as well as a broad range of elective courses available for each student.

Subject	Class of 2017-2018) Minimum State Credit Requirements (unless district has filed extension with the State Board of Education for Class of 2018)	Class of 2019 and Beyond Minimum State Credit Requirements
English	4 credits	4 credits
Mathematics	3 credits	3 credits
Science (including 1 lab credit)	2 credits	3 credits
Social Studies	3 credits (.5 Civics)	3 credits (.5 Civics)
Health and Fitness	2 credits (.5 health; 1.5 fitness)	2 credits (.5 health; 1.5 fitness)
Arts	1 credit	2 credits
Occupational Education	1 credit	1 credit
Electives	6.5 credits	3.5 credits
Culminating Project	.5credit	.5 credit (2019 and beyond to be in class through Career Choices)
Pass/Fail (required by district)		
World Languages or Personalized Pathway Requirement		2 credits
TOTAL:	23credits	24 credits

- * Electives may include one (1) class per semester for teaching assistant. Students must have a 3.0 GPA and must have successfully completed a given course before they can be considered as a teaching assistant (TA) for that course.
 - * WAC 180-57-070 (7) Credits attempted for courses taken more than once to improve a grade/mark may count only once toward the number of credits required for graduation. Credits attempted for courses taken more than once to improve a grade may count toward the number of credits required for graduation on the condition that the letter grades earned for all attempts are included in the calculation of the student's grade point average. Districts and schools shall not convert letter grades to non-numerical grades/marks for the purpose of this subsection.
 - * Retaking a class to improve GPA must be re-taken in the same format (correspondence, regular class, on-line).
- **Senior Project culminates thirteen years of learning by enabling students to choose, research, and creatively produce their own project. The project consists of a research paper, a presentation and a hands-on experience. A senior project handbook with more specific requirements is available upon request and in the **Counseling -> Senior Project tab on our website at <http://phs.pullmanschools.org>**

GRADUATION CEREMONY

Students who fulfill graduation requirements by the end of the last term of their senior year may participate in graduation ceremonies. (Board Policy 2410, 2410P) A diploma will be presented to students who have no fines or discipline pending.

GENERAL INFORMATION

GRADES

Grades will be issued to all students after 6 weeks, 12 weeks and 18 weeks for each semester. The 18 week grade will represent the semester grade. Grades may be checked at any time by access **Family Access**. Login information and passwords for students and families are available through the office. Report Cards will no longer be mailed unless requested.

HEALTH SERVICES

In the event of illness or injury at school, report to the office and contact a secretary or the school nurse. Excused absences for leaving campus or time spent in the Health Room can be obtained only if you have checked in and out with an office staff person.

HONOR ROLL

Students must have a 3.5 GPA with at least four standard grades for high school credit to qualify for the semester honor roll. Students must provide proof of high school credit taken through Running Start.

Students wishing to graduate with honors can have no more than two (2) credits of Pass/Fail courses during the last two years of high school. The accumulated GPA must be at least 3.5 at the end of the seventh semester to graduate with honors and receive an honor cord. The student must be enrolled in at least four (4) standard graded classes for high school credit both final semesters. GPA's are not rounded. Students must complete all requirements for a Pullman High School diploma to qualify for honors recognition.

LOCKERS

Students will be assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Combination locks purchased through the school are the only locks to be used; all others will be cut and removed. **The lock you purchase from the school is yours to keep**, use the same lock for your entire

enrollment at PHS. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Switching of lockers is not permitted unless reported to the student services' office.

Since lockers and desks are school property, the school has the right to make a school-wide search of these areas at any time as it is the school district's duty to protect students and ensure that school property is lawfully used.

Students are reminded that valuable items should not be stored in lockers. The school cannot assume any responsibility for items left in lockers. Lockers are issued as a convenience to students, but are not intended to provide storage for valuables. Lost or stolen items should be reported to the main office and School Resource Officer.

PARENT CONFERENCES

Parents are invited to confer with school personnel about their children at any time. Teachers can be contacted before 8:20 AM, after 2:50 PM or during their planning period. Whenever possible, appointments should be made ahead of time.

RUNNING START

Juniors and seniors may take college classes for both college and high school credit through Running Start. More information is available in the counseling department. Contact a counselor to find out if you qualify for this program. A qualifying test (PSAT or SAT) is required.

SCHEDULE CHANGES

Schedule changes will be made only during the first week of each semester. No new class may be added for credit after the 2nd week of each semester. Students may drop a class for no grade penalty up to the 4th week of the 1st and 3rd quarters. Classes through the credit retrieval program may begin up to the last week of the semester.

Schedule changes are prioritized in the following manner:

- 1 New and returning students will be placed into courses required maintaining necessary progress toward graduation.
- 2 Students whose change is recommended by the teacher, parent, and student due to educational needs
- 3 Students whose change is not recommended by staff but does include an educational purpose for the change.
- 4 Other changes such as teacher or class preference will be explored and accommodated if possible.

STUDENT IDENTIFICATION CARDS

Students will receive an identification card shortly after the beginning of the school year. Lost or stolen cards/validation stickers can be replaced by contacting the ASB office. It may be necessary to present the I.D. card for identification at **any** school function or be denied access to the activity.

STUDENT FEES

Students are not required to pay fees or deposits for textbooks or other instructional materials. However, students are responsible for maintaining the condition of these materials and may be assessed fines for lost or damaged materials.

The following are items and services a student may purchase:

*PHS ASB Card	\$30.00
*All students involved in ASB activities and athletics must purchase an ASB card.	
Kamiakin (Yearbook)	\$60.00

****Lab or Shop Fee**

Art Class	\$15.00 per semester
Band	\$20.00
Digital Photography	\$20.00
Foods and Nutrition/Gourmet	\$15.00

Freshman P.E.

(usable for 4 years)

Heart Rate Strap	\$7.00
*P.E. Lock	\$5.00
Living by Design	\$15.00
Metal, Wood, Drafting	\$20.00

***Club Dues:**

FFA	\$25.00
Key Club	\$16.00

*Students are not required to use a locker, but it is highly recommended. If they do use a locker, it is required that they use a school purchased lock for both the school and PE lockers

**Students enrolled in these special courses pay lab fees to defray costs of materials used for special projects beyond what is required for the basic program.

TECHNOLOGY

Acceptable Use for the Internet

The Pullman School District is providing the computer network and Internet access for all students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted this policy to set guidelines for accessing the computer network or the Internet service provided by the district. Every year, students and employees who want to use the computer network and gain Internet access for that upcoming school year will need to read this policy. Students and their parents are responsible for knowing and complying with the Acceptable Use Policy; and agree to report any misuse of the computer network or the Internet to a teacher or supervisor. Parties agreeing to this policy also understand the district may revise this policy as it deems necessary. The district will provide notice of any changes either by posting such a revised version of the policy on its website or by providing written notice to the students, parents/guardians, and district employees. **Parents who do not wish their child to have access to the internet will need to sign Computer Exemption Form located in the office.**

Use of Personal Electronic Devices or PEDs (Smart Phone, e-readers, Tablet PC's, Laptops, Netbooks, etc.):

Student use of PEDs should not impede or interrupt another user, teacher or classroom activities.

Students are encouraged to connect to the student wireless network. The wireless network is supplied free with no warranties, implied or otherwise, as to access or negative impact to the user.

The student assumes all risks in connecting to the district supplied wireless.

Acceptable Use – Non-exempt statement; Use of a personal electronic device does not exempt the student from any policies noted in the Technology section of this handbook.

PEDs - No Reasonable Expectation of Privacy of Network Transmitted Data – The district wired and wireless network is, by Federal Law, monitored and network activity is logged. All efforts are made by the district technology department to keep private data confidential and secure.

However, users must understand and agree that use of, or connection to, the district wired or wireless network may expose private data as it crosses the district network to technology department scrutiny. By using the wired or wireless network, students assume this risk and will not hold the district liable for such exposure.

1.0 General Use and Ownership

- The student is required to change the password the first time he/she uses the account and routinely thereafter. The account may only be used during the time the user is a student of the district. Anyone who receives an account is responsible for making sure it is used properly.
- While the Pullman School District's network administration desires to provide a reasonable level of privacy, users should be aware that any data they create or store on the district systems remains the property of the Pullman School District. Because of the need to protect the district's network, management cannot guarantee the confidentiality of information stored on any network device belonging to the district.
- Students are responsible for exercising good judgment regarding the reasonableness of personal use. The computer network and Internet access are provided to you in support of your educational needs. However, minor use of the service for personal reasons is acceptable as long as it is within reason and does not negatively impact the system or service.
- For security and network maintenance purposes, authorized individuals within the Pullman School District may monitor equipment, systems and network traffic at any time, per IT's Audit Policy.
- The district reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

2.0 Security and Proprietary Information

- Students should take all necessary steps to prevent unauthorized access to their account and/or stored information.
- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. User level passwords should be changed yearly.
- Students must use extreme caution when opening email attachments received from unknown senders, which may contain viruses, email bombs, or Trojan horse code.

3.0 Unacceptable Uses of the Computer Network or the Internet

The following uses of the account provided by the district are unacceptable:

- Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:
 - Selling or purchasing any illegal substance;
 - Accessing, transmitting, or downloading pornography, child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
 - Transmitting or downloading confidential information or copyrighted materials.
- Uses that involve the accessing, transmitting or downloading of inappropriate matters on

the Internet, as determined by the school board, local educational agency or other related authority.

- Uses that involve obtaining and or using anonymous email sites.
- Uses that cause harm to others or damage to their property are unacceptable. Unacceptable uses include, but are not limited to the following:
 - Deleting, copying, modifying, or forging other users' emails, files, or data;
 - Accessing another user's email without their permission, and as a result of that access, reading or forwarding the other user's emails or files without that user's permission;
 - Damaging computer equipment, files, data or the network;
 - Using profane, abusive, or impolite language;
 - Disguising one's identity, impersonating other users, or sending anonymous email messages;
 - Threatening, harassing, or making defamatory or false statements about others;
 - Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes";
 - Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance; or
 - Using any district computer to pursue "hacking," internal or external to the district, or attempting to access information that is protected by privacy laws.
- Uses that jeopardize access or lead to unauthorized access into accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
 - Using other users' account passwords or identifiers;
 - Disclosing one's account password to other users or allowing other users to use one's accounts;
 - Getting unauthorized access into other users' accounts or other computer networks; or
 - Interfering with other users' ability to access their accounts.
- Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
 - Selling or buying anything over the Internet for personal financial gain; or
 - Using the Internet for advertising, promotion, or financial gain; or
 - Conducting for non-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.

4.0 Internet Safety

- In compliance with the Children's Internet Protection Act (CIPA), the district will implement filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors less than 18 years of age. An account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an account user sees another user is accessing inappropriate sites, he/she should notify a teacher or supervisor immediately.
- In compliance with CIPA, the district and its representatives will implement a mechanism to monitor all minors' on-line activities, including website browsing, email use, chat room

participation and other forms of electronic communications. Such a mechanism may lead to discovery a user has violated or may be violating this policy, the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate matter, as well as help enforce this policy, on the Internet, as determined by the school board, local educational agency or other related authority. The district reserves the right to monitor 'other users' (e.g., employees, students 17 years or older) online activities, and to access, review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.

- If a student under the age of eighteen accesses his/her PSD network account or the Internet outside of school, a parent or legal guardian must supervise the student's use of the account or Internet at all times and is completely responsible for monitoring the use of the software.
- Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's teacher and parent or guardian has granted permission.
- Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, account users should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet.
- Account users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without their parent's permission.
- Account users will abide by all school district security policies.

5.0 Privacy Policy

The system administrator has the authority to monitor all accounts, including email and other materials transmitted or received via the accounts. All such materials are the property of the district. Account users do not have any right to or expectation of privacy regarding such materials.

6.0 Storage Capacity

To ensure that account users remain within the allocated disk space, users should check their files or data that take up excessive storage space. The system administrator may be required to take action to reduce space by moving excessive data to alternate storage areas in an effort to solve a problem. The system administrator will avoid deletion of data unless there is no alternative to ensuring continued use of the system for all users.

7.0 Penalties for Improper Use

The use of the account is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the account. Inappropriate use may lead to further disciplinary and/or legal action, including but not limited to suspension or expulsion from school, or criminal prosecution by government authorities. The district will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

8.0 Disclaimer

- The district makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the accounts. The district also denies any responsibility for the accuracy or quality of the information obtained through the account.
- Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.
- Account users are responsible for any losses sustained by the district or its affiliates, resulting from the account users' intentional misuse of the accounts.

COMPUTER LAB RULES FOR ALL PHS COMPUTER LABS

All students using computers must have signed the PHS computer contract.

- Students are allowed to only use their own account
- Do not share your password or account information
- Work quietly
- Be respectful of technology and other students.
- No eating or drinking.
- Appropriate music with headphones only.
- Use appropriate language.
- No student programs may be loaded onto the computer.
- Recycle unused paper.
- Printing for classroom assignments only.
- Log off after use.
- Replace your chair.

Lab privileges will be revoked for violating these rules.

TESTING PROGRAM

Sophomores:

1. Required – SBAC – Math and Language Arts
2. Optional – Pre-Scholastic Aptitude Test (PSAT) and National Merit Scholarship Qualifying Test (NMSQT)

JUNIORS:

1. Required-SBAC-Math and Language Arts (if not passed previously)
2. Optional – Scholastic Aptitude Test (SAT)
3. Optional – Pre Scholastic Aptitude Test (PSAT) and National Merit Scholarship Qualifying Test (NMSQT)
4. Optional – PLAN from the American College Testing Program – It is a preliminary ACT

SENIORS:

1. Required – SBAC for Math and Language Arts (if not passed previously)
2. Optional – Scholastic Aptitude Test (SAT)
3. Optional – American College Test (ACT)
4. Optional – Advanced Placement exams.

The PSAT or the SAT is required to qualify for running start courses.

Armed Services Vocational Aptitude Test (ASVAB) is available to juniors and seniors. This test is recognized as a good vocational aptitude test.

Students not passing any of the required state tests will continue to take them until they pass or they create a Collection of Evidence (COE).

TELEPHONES

A phone is available in the office for student use **during non-class time only**. This phone is to be used for important and necessary student business. **Cell phone use (including text messaging) is only allowed during non-class time.** Disruptions caused by cell phones will be

dealt with as a classroom disruption. If there is an emergency, please notify your teacher **BEFORE** accessing your cell phone.

VISITORS OF STUDENTS

Visitors to the PHS campus during the school day are only allowed with prior approval from a PHS administrator. Any non-PHS student who fails to do so will be considered a trespasser.

Visitors of students are not permitted to stay in classes during the school day

STUDENTS' RIGHTS AND RESPONSIBILITIES

Primary responsibilities of the Pullman School District are to provide a safe and orderly learning environment, and provide learning experiences so that students have the opportunity to develop skills, competencies and attitudes necessary to be responsible, contributing citizens. To do so, students need to develop an understanding and appreciation of the rights and responsibilities of individuals, and be prepared to participate intelligently and effectively in our open political system to ensure the system's survival. Every Pullman School District student shall have the responsibility to respect the rights of all students to learn and teachers to teach.

The school is a community, and the rules and regulations of a school are the laws of the community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of citizens is to respect the laws of the community and comply with its rules and regulations.

STUDENT RIGHTS

No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, gender, pregnancy, marital status, sexual orientation, previous arrest, previous incarceration or physical, mental or sensory handicap. Subject to reasonable limitations upon the time, place and manner of exercising such rights, and the recognized needs of the educational process, students shall have the right to:

1. Expect high educational standards in the district.
2. Physical safety.
3. Safe buildings and sanitary facilities.
4. Consult with teachers, counselors and administrators and other school personnel.
5. Be instructed on rules and regulations as related to the rights and corresponding responsibilities.
6. Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations and state guidelines.
7. Expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations imposed by law governing obscenity, libel, slander, and harassment.
8. Freedom of speech and press, peaceable assembly, petition the government and its representatives for a redress of grievances, the free exercise of religion, and have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such rights.
9. Expect fair and just treatment from school authorities and freedom from emotional and physical abuse.
10. Be secure in their persons, papers and effects against unreasonable searches and seizures.
11. An education consistent with the stated district goals.
12. Know the requirements of the course of study and to know on what basis grades will be determined.
13. Citizenship as delineated in the United States Constitution and its amendments.
14. Be free of all forms of harassment.

The enumeration of these rights shall not be construed to deny other rights set forth in the Constitution and the laws of the State of Washington or the rights retained by the people.

STUDENT RESPONSIBILITIES

All rules apply to all active students at all times when on school grounds. All rules apply to all students when within reasonable proximity to school grounds before regular school hours, during regular school hours and following regular school hours. The rules apply to all students on school grounds at any time when the school is being used by a school group as well as off school grounds on school buses, at a school activity, function, or event. The school rules also apply to all students off school grounds when the prohibited behavior is a consequence or is directly related to causes or events that originated on school grounds. Whenever student behavior has a real and substantial effect on the lawful maintenance and operation of the school district, including the health and safety of the students, employees and/or the process of learning, discipline may be assigned.

Students have the responsibility to:

1. Pursue their required course of studies.
2. Attend school daily and be on time to class.
3. Be aware of and comply with all rules governing student behavior.
4. Comply with the authority of school district personnel, subject to such disciplinary or other action as determined by school officials.
5. Express their ideas in a respectful manner so as to refrain from harming the reputation of others.
6. Dress in a manner which is not disruptive to the educational process nor threatens the health and safety of others.
7. Conduct themselves in a manner that will not disrupt their education nor disrupt or deprive others of their education.
8. Respect the rights of others.
9. Exercise self-discipline.
10. Follow established procedures in seeking change to policies, rules or regulations which affect them and with which they disagree.
11. Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school sponsored events or on school buses.
12. Comply with reasonable requests by district employees while in the performance of their duties.
13. Abstain from the use or possession of tobacco products on school district property or at school sponsored events off campus.
14. Abstain from the use, possession, sale, distribution, trade, and/or transfer of alcohol, illegal and/or other mind altering drugs or substances (or that which purports to be) or paraphernalia. Medicine properly prescribed and used in accordance with the provisions of the Pullman School District Medications Policy/Procedure #3416 is exempt from this provision.
15. Avoid possessing, handling, or transmitting any object that can be reasonably considered a weapon or a hazardous object or material.

STUDENT CONCERNS ABOUT STAFF

Constructive criticism is welcome at PHS. Students wishing to report a complaint against a staff member should feel free to contact teachers, administration or a counselor, who will follow the procedures outlined in **Board Policy 4312**.

SANCTIONS DEFINED

A. Discipline:

Discipline shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class for a period of time not exceeding the balance of the immediate class period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or on behalf of the school district. The forms of discipline set forth below are not intended to exclude the imposition of other appropriate forms of disciplinary action. This may include (but is not limited to) detention including Saturday school, parent accompanying student to class, parent conference, student-counselor/administrator conference, restitution, loss of eligibility, and removal from class, subject, or activity.

No form of discipline, as defined in the paragraph above, shall be enforced in such a manner as to prevent a student from accomplishing specific grade, subject, or graduation requirements except when the student's attendance and/or participation is related to the instructional objectives of a specific subject or course and that the teacher has identified attendance/participation as a basis for grading.

B. School Discipline (Detention)

Teachers and other certified employees shall have the authority to detain students under their supervision for up to thirty minutes after the time for student dismissal with prior parent notification. Detention may be delayed up to the end of the next school day to facilitate family schedules. Parent notification is the responsibility of the student. Detention will not extend beyond the time transportation can be arranged unless prior arrangements have been made with the student's parent or guardian.

Detention will be used by the administration for school discipline. One detention lasts 30 minutes. Students who have been given detention will report to the assigned detention room within 5 minutes of the final dismissal bell (2:50) PM. With prior approval, students may serve detention with any school staff member at any time. Students must have homework or a book to read while in detention. Students who fail to complete detention by the deadline will be assigned further discipline as determined by a school administrator.

C. Removal:

A teacher or administrator may remove a student from a class or activity, for the balance of the immediate class or activity, provided that the student is in the care of a school district employee for the balance of such a period. Students sent out of class or to the office must report directly to the office.

D. Emergency Removal:

A student may be removed immediately from a class, subject or activity by a teacher or administrator and sent to the principal or a designated school authority. The teacher or administrator must have good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process. The removal shall continue only until the danger of threat ceases or the principal or designated school authority acts to impose discipline, impose a short-term suspension, initiate a long-term suspension or an expulsion, or impose an emergency expulsion.

E. Corporal Punishment:

No form of corporal punishment shall be inflicted.

F. Suspension: WAC 392-400

Suspension shall mean denial of the right of attendance (other than for the balance of the immediate class, for "discipline" purposes) at any single class or any full schedule of subjects or classes, for a stated period of time. Suspension may be assigned in school or out of school. A suspension also includes a denial of admission or entry upon real and personal property that is owned or controlled by the school district. A suspension also includes denial of participation in or attendance at all school-related activities. Exceptional misconduct and persistent and willful refusal to follow school/classroom rules and regulations are causes for suspension from school.

Length of suspension will be determined by school authorities and will reflect the offense committed.

Short-Term Suspension: WAC 392-400-245 "Short-term suspension" shall mean a suspension for any portion of a calendar day up to and not exceeding ten consecutive school days. A student is permitted to complete schoolwork for credit. He/she will be expected to make up all work and tests missed. It is his/her responsibility to make arrangements with individual teachers to do so.

Long-Term Suspension: WAC 392-400-260 "Long-term suspension" shall mean a suspension which exceeds a "short-term suspension". A student is permitted to complete schoolwork at the discretion of each teacher.

Parents or guardian will be notified in writing of the action taken, and will have complete custody and jurisdiction of their child during the suspension. Any student placed on a short or long term suspension shall have the right to make application for re-admission at any time pursuant to WAC 392-400-245 (7) and WAC 392-400-260 (6).

G. Expulsion: WAC 392-400-275

Expulsion shall mean the denial of the right of attendance at any single class or any full schedule of subjects or classes for an indefinite time period. An expulsion includes a denial of admission to or entry upon real and personal property that is owned or controlled by the school district. An expulsion also includes denial of participation in all school activities. The Board of Directors delegates to the Superintendent or designee the authority to expel students.

Parents or guardian will be notified in writing of the action taken, and the expulsion shall be brought to the attention of appropriate local and state authorities including, but not limited to, Whitman County juvenile authorities acting pursuant to chapter 13.04 RCW in order that such authorities may address the student's educational needs. WAC 392-400-275 (4). Any student who has been expelled shall be allowed to make application for readmission as set forth in procedures. WAC 392-400-275 (5).

H. Emergency Expulsion: WAC 392-400-295

Emergency expulsion shall mean the immediate denial of the right of school attendance for a student until modified or reversed pursuant to the hearing provisions set forth in WAC 392-400-305 or the appeal provisions set forth in WAC 392-400-315.

1. Emergency expulsion may be imposed only if the expelling authority has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to himself or herself, other students or school personnel or an immediate and continuing threat of substantial disruption of the educational process.
2. The emergency expulsion shall continue until rescinded by the superintendent or his or her designee, or until modified or reversed pursuant to the hearing provisions set forth in WAC 392-400-305 or the appeal provisions set forth in WAC 392-400-315.

Parents have the right to appeal suspensions and expulsions. Appeal procedures will accompany suspension and expulsion notices. Short term suspensions (1 to 10 days) and emergency expulsions continue to be served while the appeal is being processed. Long term suspensions (11 days or more) are delayed, pending the result of the appeal process.

Discipline—Grievance procedure WAC 392-400-240. Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance

CLASSROOM DISCIPLINE: (For further information, refer to School Board Policies and Procedures 3200 and 3200P <https://app.eduportal.com/publicfolders/1114848/list/59948>

Teachers have the responsibility to correct obvious student misconduct whenever and wherever it occurs within the school setting. Good classroom management is a pro-active matter and

promotes student learning. Classroom expectations and consequences should be clear and followed by all students.

ATTENDANCE PROCEDURES

Notes are acceptable from parents or legal guardian only. Students who have reached the age of 18 will need to provide documentation for **ALL** absences. Documentation includes, but is not limited to: notes from medical professionals, notes from parents/guardians, notes from teachers. In all cases, the school has the right to verify all absences, up to and including requiring notes from medical personnel.

Excused Daily Absences

The following are valid excuses for absences from school:

- Participation in a district or school approved activity or instructional program;
- Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
- Family emergency, including but not limited to a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding or serving on a jury;
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student's homeless status;
- Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.
 - If this activity is going to pull the student out of class for longer than three (3) days, Parent & Principal Prearranged Excused Absence Process (Form 3122F) (Blue form in attendance office) must be followed by giving teachers/principal (or designee) 3 days' notice, and a conference is to be held with the student before the absence may be approved.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence. The school may require additional and/or necessary documentation to determine if the absence meets the excused criteria.

The consequences for excessive **Unexcused Absences** include students not being allowed to make up work for the day of the absence, discipline, and up to having a truancy petition filed with the courts.

Students who have been absent the previous day should:

Report to attendance office between 8:00 AM and 8:20 AM to receive an admit slip. Admit slips must be signed and dated by office staff. We would encourage parents and students to keep track of all absences and take care of excused absences right away. While the responsibility for school attendance belongs with parent(s) or guardian(s), high school students assume the primary responsibility for their attendance. Students should check in with the attendance office upon their return to school. If a student is unsure whether a parent has called in, they can look at the list on the Attendance Office's window. Absences need to be excused within 48 hours of the student returning to school by:

- Calling the attendance office 509.332.1551 x 206
- Sending a note with the student

- Emailing the attendance office at phagihara@psd267.org

After 48 hours the absence may be left unexcused. The school wishes to work cooperatively with parent(s) or guardian(s) by making regular and punctual attendance a top priority. Constant communication between home and school is imperative. We look forward to working with you throughout this upcoming year.

Absences covered by fraudulent notes or phone calls will be marked unexcused. The student will be assigned discipline under Forgeries.

Upon returning from school, students without an excuse will be issued a detention note. Students have two (2) days to have an absence excused or it will remain permanently unexcused. The Dean of Students must approve any exceptions to this rule. Dealing with attendance related issues during class time might result in the assignment of a tardy in that class.

MAKING UP MISSED WORK: Students will have no less than the number of classes missed to make up any assignment, project, or presentation missed due to an excused absence listed above (i.e. one class missed equals one class to complete make up work). Individual teachers may extend this time through classroom policies and procedures or on an individual basis. **Note:** Work assigned prior to the absence and due the day of the absence will be due upon the student returning to class. **Work cannot be made up that is due, or assigned, on the day of (or class period) that is an unexcused absence.**

ATTENDANCE LISTS: Lists of unexcused absences from the previous letter day will be posted near the attendance office. **It is the student's responsibility to review these lists and correct any errors that occur on them immediately**

ILLNESS AT SCHOOL

If a student becomes ill at school, he/she must get permission from the teacher to report to the nurse's office. The office personnel will determine whether the student should be sent home, return to class or remain in the nurse's office. **Failure to report to the nurse's office and sign in may result in truancy.**

ATTENDANCE DISCIPLINARY ACTIONS (SBP 3200P.4.1)

TARDIES:

Students who report late for class without a written excuse from the office will be considered tardy. Students more than 10 minutes late to a class may be considered absent rather than tardy. Discipline for tardies will accrue in two-week time periods:

1st offense: Warning
2nd offense: 2
detentions 3rd offense: 3
detentions 4th offense:
4 detentions

Detentions are cumulative, i.e.: If you are tardy three times in two weeks, you will get the 2 detentions for the second tardy PLUS the 3 for the third, for a total of 5.

UNEXCUSED ABSENCES & TRUANCY

UNEXCUSED ABSENCES:

An unexcused absence will apply to any period missed without valid excuse. Violations of the unexcused absence policy apply to the entire school year. Subsequent procedures will be followed:

TRUANCY:

A student absent from a single period (or any portion of a single period) without knowledge and consent of a parent or legal guardian or absent from school after once arriving on campus without the knowledge and consent of the school is truancy. Truancy will be cause for disciplinary action,

suspension or expulsion. The following define truancy:

- A. Student leaves school without having parental permission and signing out in the office.
- B. Student is absent from class without parent or legal guardian or teacher permission.
- C. Student fails to go to an area for which permission was granted or goes to an area without permission.
- D. Student comes to school and does not attend class.

***All students that leave school and miss class time **must** sign out in the PHS attendance office. Failure to do so will result in a truancy.

Discipline for Unexcused Absences and/or Truancy:

1st offense: Parent contact

2nd offense: Lunch detention and parent contact

3rd offense: Parent conference with attendance contract signed.

4th and future offenses: Additional detentions, possible referral to district truancy board and/or in-school suspension

5th in one month or 10th in a year: A truancy petition may be filed with Whitman County Superior Court. Detentions are cumulative in a two week window.

CONDUCT VIOLATIONS

Rules violations and their consequences can be divided into two general categories:

Minor violations- Violations of school rules and involve school discipline for the first and second violations and possible suspension thereafter.

Major violations- Violations of law and involve suspension or expulsion as a first punishment.

Note- Any combination of three major violations within the school year may be grounds for long-term suspension. Major violations are marked with two asterisks (**)

APPROPRIATE DISCIPLINE

The individual circumstances of the student and the severity of the incident will determine the nature of the consequences. **The consequences listed are guidelines, and the district may resort to immediate suspension or expulsion for severe misconduct even if a first time offense.** The Administrator in charge shall make determination of the appropriate disciplinary consequences. Suspensions in particular situations may be reduced through alternative corrective actions. Student suspensions and expulsion notices will become a part of the student's discipline record. Students who consistently violate school policies, rules and regulations will be subject to suspension regardless of seriousness of the violation.

Students should be aware that the Pullman High School administration is responsible for assigning discipline for infractions of school board policy, PHS rules and regulations, and violations of the law.

Prior to any disciplinary action, pertinent input will be obtained and circumstances reviewed. The assigned discipline will be based on the administrator's judgment as it pertains to the school's rules and regulation, the infraction and corresponding discipline.

The following list of rules and consequences is not necessarily comprehensive. Any misbehavior that impacts the health, safety or education for any individual or group of students, staff, or public is prohibited.

**ALCOHOL or DRUGS (SBP 3200P.4.23)

Major Violation

A student shall not possess, be under the influence of, however slight, or sell, distribute, trade or transfer substances purporting to be alcoholic beverages, illegal and/or other mind altering drugs or substances. In all cases parents and law enforcement will be contacted. Students may be asked to submit to a test for alcohol and/or drugs. Medicine properly prescribed and used in accordance with the provisions of the Pullman School District Medications Policy/Procedure #3416 is exempt from this provision. Administrative discretion will be used for self-referrals.

First Offense -For possession and/or under the influence; or reasonable suspicion that the student is under the influence. Suspension of 10 school days

Second Offense- For possession, under the influence; or reasonable suspicion, and **first offense** for sale, distribution, trade and/or transfer. Suspension for the remainder of the semester (Up to 90 school days.)

Third Offense- For possession and/or under the influence or reasonable suspicion that the student is under the influence and **second offense** for sale, distribution, manufacture, trade and/or transfer: Recommended for expulsion.

Options to suspension:

-**First offense** for possession and/or under the influence.

-First offenses for sale, distribution, or trade (admin. discretion).

Parents will be informed that students who have been excluded by a suspension and who wish to re-enter school prior to completion of suspension may choose to be evaluated by a state-accredited substance abuse treatment agency (Pursuant to WAC 275-19). If the parent and student choose the evaluation option, and agree they will follow the health care recommendations of that agency, a portion (all but 2 days) of the suspension may be eliminated, under appropriate circumstances. Immediate reinstatement is contingent upon a health evaluation plan including specific day for evaluation, and a recovery plan that is acceptable to school officials. Parents will bear the cost of the evaluation and treatment recommended by the agency. In an emergency, expulsion will be imposed.

NOTE: Additionally, an emergency expulsion may be imposed when the student:

-Presents an immediate and/or continuing danger to himself or herself or others; and/or

-Poses an immediate and continuing threat of substantial disruption of the educational process by either:

1. The continual use of alcohol, illegal and/or other mind-altering drugs or substances, or by
2. The possession of a sufficient quantity of alcohol, illegal and/or mind altering drugs or substances that such possession could be construed to be a felony possession.

ATHLETIC/ACTIVITY ATTENDANCE

Athletics and activities exist for their educational value. Students at Pullman High School are expected to meet the expectations established by the Great Northern League for sportsmanship at athletic events. Spectators and participants at athletic/activity events should be positive, respectful, and supportive. Sportsmanship is modeling honor and respect through positive leadership by all participants and spectators present. All other school rules apply to activities and athletics. See School Board Policy 4600. Students absent from school on the day of an event may not be allowed to attend an athletic or activity event.

Students who fail to meet these expectations can face the following consequences depending on the severity of their actions.

1st offense Warning

2nd offense Removal from event

3rd offense Removal from event and In School Suspension

4th offense Permanent ban from school events

BUILDING AND GROUNDS CLEANLINESS (SBP 3200P.4.25)

It is the responsibility of each student to keep the school looking clean and orderly at all times. Waste should be disposed of in the containers provided. Students are encouraged to put recyclables in the containers provided. There is never to be any writing or marking on school property. Students and parents or guardians shall be liable for damages and will pay restitution. Willful destruction or defacement of school property is cause for suspension. Students are expected to clean off cafeteria tables. No students shall litter in the school building or on the school grounds.

1st offense Lunch detention and/or parent approved work duty
2nd offense Thursday School and/or parent approved work duty
3rd offense Parent conference and/or in-school suspension

*Exceptional misconduct violation or continued offenses – Possible out of school suspension

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES (SBP3200P.4.8)

PERSONAL ELECTRONIC DEVICES AT SCHOOL Personal electronic devices should not be a disruption to the learning process. The use of these items in the classroom will be allowed at the discretion of the teacher. Students are **STRONGLY** encouraged not to bring any unnecessary electronic devices to school. **PHS WILL NOT BE RESPONSIBLE FOR STOLEN OR MISSING ELECTRONIC ITEMS.** Filming/recording devices are forbidden in places of assumed privacy (ex: locker rooms, bathrooms). Inappropriate use of electronic devices (harassing, sexting, texting, cheating, manufacturing, distributing, or possessing inappropriate photos or videos, etc.) may result in discipline and/or legal actions which may include confiscation. For student non-compliance (refusal to respond with a reasonable request or hand over their phone and or disruptive and or disrespectful behavior) the staff member may either send the student to the main office or call the main office for assistance. Student may be disciplined.

Cell phone (including text messaging) use is allowed during non-class time only. Students may not use or have in their possession 2 way communication devices (i.e. walkie-talkies) during the school day. **Parents: please note that contacting your child through the office for emergencies is an appropriate way of contacting them during class time (332-1551).**

1st offense: Written referral (item will be kept until the end of the period)
2nd offense: 2nd referral and parent contact (item will be kept in office until the end of the school day).
3rd offense: 3 detentions and parent contact (item will be kept in office until parent can claim it for the student).
4th offense: 6 detentions (cell phone privileges may be suspended for up to 60 days).

CLOSED CAMPUS AREAS

The following areas are off limits to all students during all portions of the school day, including lunch: Tennis courts (25 feet from all courts in all directions), softball/baseball fields and dugouts, soccer field area and soccer hillside. Visiting these areas will result in school discipline.

1st offense: Lunch detention(s)
2nd offense: Additional detentions
3rd offense: In School Suspension and revocation of open campus privileges

CHEATING/ACADEMIC FRAUD (SBP3200P.4.14)

Students are expected to do their own work. Violations of the cheating policy apply to the entire student's academic career at Pullman High School. Cheating involves one or more of the following actions:

1. To use the work of another person or organization as your own.
2. Purchase from any source or organization, work to be submitted as ones' own.
3. To copy information from another student's test, examination, theme, book report, term paper, or other assignment.
4. To plagiarize - plagiarism means using another person's idea, expression, or words without giving the original author credit.
5. To prepare for cheating in advance. Such action involves (1) having in your possession an unauthorized copy of a test to be given or having been given by a teacher, (2) using an unauthorized test or unauthorized notes during a test or examination, (3) talking while taking quizzes, tests, or examinations.
6. To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, etc.)
7. To assist another person to cheat as defined in items 1-5 above.
8. To use technology (such as computers, cell phones, or other devices) to gain an unfair advantage or to cheat as defined in items 1-5 above.

Cheating/Academic Fraud will be disciplined in the following manner:

- 1st offense: 0 or F on the assignment or test, teacher contact with parent, and a meeting with a counselor or administrator.
- 2nd offense: 3 day suspension and a zero for the assignments in question and a meeting with a counselor or administrator.
- 3rd offense: Long term suspension for the remainder of the semester and a loss of credit in all coursework

Cheating on any final will result in an "F" in the course.

Cheating is a cumulative offense for the entire high school career.

Exceptional acts of cheating may warrant more severe consequences. Altering a teacher's grade book will cause the student to be removed from the class with a loss of credit.

****DESTRUCTION/ VANDALISM OF PROPERTY (SBP 3200P.4.25)**

Major Violation

Students should be proud of the building. Student cooperation will enable us to keep the building in its present condition. "Any pupil who defaces or otherwise injures any school property, or property belonging to a school contractor, employee, or another student is subject to suspension and punishment." (**RCW 28A.635.060**) Disrespect for or destruction of school or personal property will result in immediate disciplinary action up to and including suspension. A plan for full restitution is required prior to reinstatement. The school may withhold grades, diploma, and transcripts until the damage restitution has been made. Police may be notified. Students who cut, deface, injure or vandalize school district property shall be responsible for their actions. Students and parents or guardians shall be liable for damages and will pay restitution.

- 1st offense Detentions
- 2nd offense In School Suspension
- 3rd offense Short term out of school suspension

DRESS (SBP3200P.4.4)

Students are to observe modesty, appropriateness, and neatness in clothing and personal appearance. Students may express individuality in their dress and grooming, within reasonable

bounds. Students are not appropriately dressed or groomed if their appearance causes a disruptive influence either to themselves or to others while in pursuit of an education, or their appearance presents a health or safety problem. Students are not permitted to wear clothes, hats, pins, buttons, patches, (on backpacks, folders other student possessions), other insignia, or any other article of clothing that is profane, lewd, or would cause disruption or interference with school operation. Students who wear clothes, or have in their possession items, that depict drugs or alcohol; are lewd or obscene; or depict illegal activity, will be warned and told to change clothing or remove the item from the school grounds.

Refusal to cooperate will result in disciplinary action. **Board Policy, 3200, Sec. 4.4.** Students will be asked to change clothing; offensive item may be picked up in the office by a parent. Shoes must be worn at all times.

- 1st offense Warning and change of clothing
- 2nd offense 3 detentions and change of clothing
- 3rd offense In School Suspension and change of clothing
- 4th offense 3 day out of school suspension
- 5th offense 10 day out of school suspension

DISRUPTION OF CLASS/SCHOOL (SBP3200P.4.5)

Disruptive conduct is behavior that materially or substantially interferes with the educational process (willful disobedience, defiant actions, or disruptive conduct which materially or substantially interferes with the educational process, including causing an incident that affects the school attendance of other students). A student shall not by use of violence, force, noise, coercion, threat, intimidation, disrespectful action (including gestures), passive resistance, gang activity including hand signals or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall a student engage, nor urge other students to engage, in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result.

- 1st offense Detentions and parent contact
- 2nd offense In School Suspension
- 3rd offense 3 day out of school suspension
- 4th offense 10 day out of school suspension

FOOD

All students are expected to return trays and clear tables & eating areas. Trays are to remain in the cafeteria area only. Students not assisting in keeping the commons clean will be assigned clean up responsibilities. **Students may be assigned three days of cafeteria cleanup during lunch for each violation.** The throwing of food or debris will result in school discipline. Break time and other privileges may be revoked if specific violators are not identified.

FORGERIES (SBP3200P.4.16)

Forged notes or forged telephone calls will result in parent notification. The forged clearance will be denied even with future appropriate approval.

- 1st offense Detentions and parent contact
- 2nd offense In School Suspension
- 3rd offense 3 day out of school suspension
- 4th offense 10 day out of school suspension

****FIGHTING/ASSAULT (SBP3200P.4.27)**

Major Violation Fighting or use of physical force on campus or at school related activities would result in an immediate short-term suspension. Students may be suspended or expelled. Violation of the fighting policy applies to the entire school year. Neither reasonable self-defense, nor reasonable action undertaken on the belief that it was necessary to protect some other person who is not an aggressor, is to be considered an intentional act under this rule. Self-defense does not include hitting back or trying to injure the other combatant(s). **Police may be notified.** The instigation, promotion, and/or encouragement of fights is prohibited and shall be subject to corrective action. Student(s) may be referred to anger management/counseling.

1st offense: Out of school suspension, up to 10 days.

2nd offense: 10 day minimum out of school suspension or emergency expulsion

3rd offense: Long-term suspension for the remainder of the semester with probable loss of credit.

GAMBLING (SBP3200P4.6)

Students shall not play cards, dice, or games of chance for money or other things of value.

1st offense Detention and parent contact

2nd offense In School Suspension

3rd offense 3 day out of school suspension

HALL PASSES

A student who needs to leave a class for any reason must carry the classroom hall pass or a permission slip from a staff member. Students out of class without an appropriate pass or in an unauthorized area will be subject to truancy discipline. **Vending Machines are only to be accessed between classes.**

HARASSMENT/BULLYING/CYBERBULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action (s). Encouraging or inciting harassment, intimidation or bullying behavior of others may constitute participation in that behavior.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

HAZING/HARASSMENT- VERBAL AND PHYSICAL

All students and employees will deal with all persons in a manner which conveys respect for individuals regardless of race, color, marital status, national origin, creed, religion, gender, sexual preference, age, or disability. Acts of harassment, hazing, hostility, or defamation, whether verbal, written, or physical, will not be tolerated. Any demeaning form of on-campus or off-campus hazing or harassment which is related to school issues and is used to initiate or humiliate another student or staff member constitutes grounds for disciplinary action including suspension and/or expulsion. **Harassment is against the law, police may be notified.**

1st offense Warning, conference with AP/counselor;
fill out notification form and parent contact

2nd offense Detentions

3rd offense In School Suspension

4th offense 3 day out of school suspension

5th offense 10 day out of school
suspension

HARASSMENT- SEXUAL

The district is committed to maintaining learning and working environments that are free from all forms of discrimination, including sexual harassment. The district prohibits sexual harassment in any form by employees, students, volunteers, and others involved in school district activities. Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

As a first step, any individual who believes he or she has been sexually harassed is encouraged to directly inform the harasser the behavior is offensive, unwelcome, and must stop.

Sexual harassment may include, but is not limited to:

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Pressure for dates or sexual activity;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually
 - a. suggestive remarks, comments, gestures, or jokes; or
 - b. remarks of a sexual nature about a person's appearance, gender or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person; or
7. Offensive sexual graffiti, pictures, or photographs;
8. Hazing, pranks, or other intimidating behavior directed toward an individual in the educational environment.
9. Sexual jokes or teasing.

Any student who believes that he or she has been subjected to sexual harassment in the educational environment is strongly encouraged to bring his or her complaint to the immediate attention of any adult staff member. Third party harassment will also be disciplined under this section.

Engaging in sexual harassment will result in appropriate disciplinary action up to and including suspension or other appropriate sanctions against offending staff and contractors.

No person shall be retaliated against for making a report of sexual harassment or for providing testimony or assisting in the investigation of such a report. Retaliation will lead to disciplinary action against the offender.

It is also a violation of this policy to knowingly report false allegations of sexual harassment. Persons found knowingly reporting false allegations will also be subject to disciplinary action.

BOARD POLICY 3213: Policy against Sexual Harassment

It is the policy of the Pullman School District not to discriminate against any student on the basis of sex. In keeping with that policy, sexual harassment will not be tolerated by any of its students. It is the goal of the Pullman School District to maintain an educational environment free of sexual harassment. Student initiated sexual harassment toward another student or toward an adult within the school is considered to be a major offense that will result in disciplinary action against the offender.

The district will develop and teach appropriate curriculum to address issues of sexual harassment.

1st offense Warning, conference with AP/counselor;
notification form and parent contact

2nd offense In School Suspension

3rd offense 3 day out of school suspension

4th offense 10 day out of school suspension

INSUBORDINATION (SBP3200P.4.5; SBP3200P.4.7)

Failure to follow the reasonable requests or directions of a staff member is considered insubordination. All persons must, upon request, identify themselves by name to any school district personnel or authorities in the school building, on or adjacent to school grounds, at school-sponsored events and other school-related activities or on school buses. Violation of this rule applies to the entire school year and will be disciplined in the following manner with parent contact as well as staff member/student conference.

1st offense Detentions

2nd offense In School Suspension

3rd offense 3 day out of school suspension

4th offense 10 day out of school suspension

INAPPROPRIATE MATERIALS AND DISTRIBUTION (SBP3200P.4.5)

The commercial exploitation of students at PHS is not permitted. All posters and advertisements **must** be approved through the main office. The conducting of private business or selling of unauthorized items is prohibited. Property may be confiscated and legal authorities contacted. Students are entitled to express in writing their personal opinions. The distribution of such material shall not interfere with or disrupt the educational process. The authors must sign such written expressions.

1. Students who edit, publish, or distribute hand-written, printed or duplicated matter to students within the school must assume responsibility for the publications.
2. Libel, obscenity, lewdness, vulgarity, profanity and personal attacks are prohibited in all materials.
3. Materials intended to be distributed on school property must be submitted first to the building principal for approval and rules regarding time, place, and manner.
4. Commercial solicitation by students will not be allowed at school at any time unless authorized by the principal.

1st offense Detentions

2nd offense In School Suspension

3rd offense 3 day out of school suspension

4th offense 10 day out of school suspension

LASER POINTERS (SBP3200P.4.5)

Students may not possess laser pointers at Pullman High School or at school activities.

1st offense: Warning (item will be confiscated until parent can claim it for the student).

2nd offense: 3 detentions (item will be confiscated and held for up to 60 days)

LOITERING

No student shall loiter (linger) in the student parking lot. No student shall loiter in the halls.

Students without a class must be off campus or in the library. Students not involved in a school activity or working with a teacher must vacate the school by 3:30pm each day.

1st offense Warning

2nd offense Detentions

3rd offense In School Suspension

4th offense Short term suspension

LYING WITH MALICIOUS INTENT, MISREPRESENTATION OR FORGERY (SBP3200P.4.16)

Students shall not deliberately make untruthful statements with the knowledge that they are untrue and with the intent to deceive or cause another student harm; aid or abet others in a misrepresentation; lie; fraudulently use in writing, the name of another person; or falsify times, dates, grades, addresses or other data; or falsify, alter or destroy any school record, or any communication between home and school.

1st offense Conference with

VP/counselor/Detentions/Parent contact

2nd offense In School Suspension

3rd offense 3 day out of school suspension

MOTOR VEHICLES (SBP3200P.4.22)

- **Student parking is designated** to the main parking lot southeast of the main entrance to the campus beneath the tennis courts. All students wishing to park in the student parking lot must register their vehicle and then a parking pass will be issued to them.

- Parking lot directly in front of the school entrance is for **visitor and staff parking only**.

There is to be no student parking in the front or rear staff/visitor lots weekdays between 7:00 AM and 4:00 PM (even for a few minutes). These lots are reserved for staff and visitors.

- All parking in the back lot is reserved for staff and Head Start employees/parents. Students with specific back lot passes may park in the student designated spots only.
- Students not parked in designated spaces, parked illegally, or parked in visitor/staff reserved spots will be subject to consequences listed below.

General Regulations:

1. Vehicles must be parked at all times in designated areas in marked parking spaces only, with a student pass clearly visible from the rear view mirror. Vehicles driven by students must comply with all provisions governing the use of vehicles for the State of Washington.
2. Must have a current driver's license and proof of automobile/drivers insurance (parent signature required).
3. Students may not loiter in the parking lot.
4. Vehicle may not be used to hold items and substances illegal elsewhere at school. Searches of vehicles on school property will comply with School board policy 3230.1

5. Slow speeds only while driving on campus. Students driving too fast in the opinion of a staff member may have driving privileges revoked.

Penalties for parking violations will include:

1st Offense: Warning (parking ticket)

2nd Offense: \$5 fine (parking ticket)

3rd Offense: \$10 fine (parking ticket)

4th Offense: Revocation of parking privileges on the PHS campus

5th Offense: Further progressive discipline and future loss of parking privileges

NUISANCE ITEMS (SBP3200P.4.5)

The possession or use of water-balloons/squirt guns or the throwing of snowballs is prohibited. Bouncing balls or throwing items may be considered nuisances. An administrator may classify other objects/toys as nuisance objects at any time.

1st offense Detentions

2nd offense In School Suspension

3rd offense Short term out of school suspension

PERSONAL SOUND SYSTEMS (SBP3200P.4.5)

Stereo systems (i.e. "Boom Boxes") are not allowed in the common areas of PHS. Classroom use for these and MP3 players will be at teacher discretion.

1st offense: Warning (Item held until parent can claim it).

2nd offense: 3 detentions (Item held for 60 days)

PROFANITY/INAPPROPRIATE SPEECH AND ASSEMBLY (SBP3200P.4.10)

Students are encouraged to verbally express their personal opinions in such a manner and at such times as does not disrupt or interfere with the educational process or with the freedom of others to express themselves. The use of gestures is considered a form of speech. The use of obscenities, lewdness, vulgarity, profanity, racial, ethnic, or religious slurs or personal attacks is prohibited.

Obscenities, lewdness, vulgarity, profanity, racial, ethnic, or religious slurs directed toward a staff member (or intended to solicit a response from a staff member) may result in a five day out of school suspension. Profanity directed at a student may be disciplined as harassment.

All student meetings on school property may function only as scheduled and regulated by school authorities.

1st offense 3 detentions

2nd offense In School Suspension

3rd offense 3 day out of school suspension

4th offense 10 day out of school suspension

PUBLIC DISPLAYS OF AFFECTION (PDA'S) (SBP3200P.4.3)

Inappropriate public displays of affection are prohibited.

1st offense Warning

2nd offense 3 detentions

3rd offense In School Suspension

4th offense 3 day out of school suspension

RIDING BUSES (SBP3200P.4.12)

Students shall observe all appropriate school district rules while riding buses.

- 1st offense 3 detentions
- 2nd offense 1 day Suspension from riding
- 3rd offense 3 day suspension from riding
- 4th offense 3 day out of school suspension

SECRET CLUBS AND/OR GANGS (SBP3200P.4.29)

Secret Clubs and/or Gangs are prohibited in the Pullman Schools. Students shall not be permitted to wear clothing, display symbols (including hand signs), insignia or markings that would identify them as members of such organizations.

- 1st offense 3 detentions
- 2nd offense In School Suspension and possible referral to Pullman Police Department
- 3rd offense 3 day suspension and possible referral to Whitman County Juvenile authorities

SKATEBOARDS/ROLLER BLADES/SCOOTERS (SBP3200P.4.5)

There is to be no use of skateboards, roller blades, scooters or other similar devices in the building or in the immediate area adjacent to the school building. This includes skating devices built into shoes.

- 1st offense: Warning (held until parent can claim it).
- 2nd offense: 3 detentions (Item held for 60 days)

STUDENT RESPONSIBILITIES (SBP3200P.1.0)

Discipline referrals related to any of the items listed under "Student Responsibilities" section under student responsibilities on page 16 will have the following consequences.

- 1st offense 3 detentions
- 2nd offense In School Suspension
- 3rd offense 3 day out of school suspension 4th offense 10 day out of school suspension

****THEFT (SBP3200P.4.15)**

Major Violation

The theft of school or personal property on campus or at school related activities are prohibited. Pullman Police Department and/or Whitman County Juvenile Authorities may be notified. Theft will be dealt with in the following manner and applies to the entire school year:

- 1st offense In School Suspension and restitution
- 2nd offense 3 day out of school suspension and restitution
- 3rd offense 10 day out of school suspension and restitution

****TOBACCO USE/ABUSE PROCEDURE (SBP3200P.4.20)**

Major Violation

The Pullman School District promotes and maintains a tobacco-free environment. Therefore, students are prohibited from using or having tobacco products or look-alike tobacco products in their possession, including any electronic cigarettes, at any time in the vicinity of school property or on school buses, or at any school-related activities. Violation of the smoking/tobacco policy applies to the entire school year.

- 1st offense In school suspension and parent contact
- 2nd offense 3 day suspension
- 3rd offense 5 day suspension
- 4th offense 10 day suspension

RCW 28A.210.310 Prohibition on use of tobacco products on school property.

****WEAPONS (SBP3200P.4.24)**

Major Violation

A student shall not carry onto or possess on school premises; school provided transportation, or areas being used for school activities:

1. Any **firearm**: Expulsion for a period of at least one year and firearm confiscated. Students will be immediately referred to the Pullman Police Department and/or Whitman County Juvenile Authorities OR
2. **Any dangerous weapon** as defined in RCW 9.41.250; (this includes but is not limited to switchblades and butter-fly knives) OR
3. Any device commonly known as "**nun-chu-ka-sticks**" consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, other means; OR
4. Any device, commonly known as **throwing stars** which are multi-pointed, metal objects designed to embed upon impact from any aspect; OR
5. **Any air gun, any paint ball gun, including any air pistol or air rifle, designed to propel a BB pellet**, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.

Any violation of (1) above constitutes grounds for expulsion from the Pullman School District for an indefinite period of time and referred to the Pullman Police Department and/or Whitman County Juvenile Authorities .

****OTHER OBJECTS CONSIDERED WEAPONS:**

Personal Protection Spray Devices

It is unlawful for a person under eighteen years old, unless the person is at least fourteen years old and has the written permission of a parent or guardian to do so, to possess a personal protection spray device. Use of such device in a manner inconsistent with the authorized use of force shall cause the imposition of appropriate discipline (see below).

Knives

A student shall not knowingly possess, handle, or transmit any knives onto school property. A student found to be in possession of said knife (unless it falls under the category of **dangerous weapon** as defined in RCW 9.41.250; [this includes but is not limited to switchblades and butter-fly knives]) will have it confiscated and returned to a parent. Use of said knife to threaten or otherwise endanger anyone shall cause the imposition of appropriate discipline (see below).

- 1st offense 3 Detention, knife confiscated and returned to parent
- 2nd offense In School Suspension
- 3rd offense 3 day out of school suspension

****Major Violation**

A student shall not knowingly possess, handle, or transmit any object that can be reasonably considered a weapon. This prohibition extends to personal vehicles parked on school property.

- 1st offense 3 day suspension, and referral to Pullman Police Department and/or Whitman County Juvenile Authority.
- 2nd offense 10 day suspension and referral to Pullman Police Department and/or Whitman County Juvenile Authority.
- 3rd offense Expulsion with referral to Pullman Police Department and/or Whitman County.

****OTHER PROHIBITED ACTS (SBP3200P.4.18)**

Major Violation

The following actions are prohibited under the laws of Washington or Whitman County:

1. Arson - the intentional setting of fire.
2. Bomb Threats - telephone or otherwise.
3. Extortion, Blackmail, or Coercion - obtaining money or property by violence inducing someone to do something against his/her will by force or threat of force.
4. Fire Alarms - any false fire alarms (mechanics or voice)
5. Fire extinguisher - tampering with fire extinguisher.
6. Fraud, Trespass - being present in an unauthorized place or refusing to leave when ordered.
7. Unlawful Interference with School Authorities - interfering with administrators, teachers, or other school staff (employees or volunteers) by force, violence, intimidation, or threat.
8. Any other acts which violates any City ordinance, Whitman County or State law.
 - 1st offense 3 day suspension and referral to Pullman Police Department and/or Whitman County Juvenile Authorities
 - 2nd offense 10 day suspension and referral to Pullman Police Department and/or Whitman County Juvenile Authorities.
 - 3rd offense Expulsion and referral to Pullman Police Department and/or Whitman County Juvenile Authorities

ANNUAL NOTIFICATIONS

DIRECTORY INFORMATION DISCLOSURE

The Family Educational Rights and Privacy Act (FERPA) permits the school to release directory information about students of the school. Directory information may include a student's name, address, phone number, birth date, e-mail address, class schedule, height, weight, dates of attendance, honors and awards, clubs and teams to which the student belongs, and pictures of the student participating in school events. A school may release directory information without prior written consent. Parents and students 18 years old or older have the right to determine which information in the student record is protected from non-disclosure to third parties. Please notify the school annually in writing if certain records are not to be disclosed.

DISABILITY ACCOMMODATIONS:

All events held at Pullman High School include provisions for accommodating participants with disabilities.

Contact the principal at least five school days in advance of the event at 332-1551 or use the Washington State TTD Relay Service at 1-800-833-6388.

DISTRICT EQUITY STATEMENT

The Pullman School District affirms and celebrates the community it serves through curriculum, activities and District policies.

The District supports each member of the community by acknowledging, respecting, valuing and nurturing human diversity.

"Diversity" in this context includes, but is not limited to, differences of age, gender, race, creed, ethnicity, regionally, nationality, marital/parental status, sexual orientation, mental and physical ability, religious preference, and socioeconomic status.

NON-DISCRIMINATION

The Pullman School District shall provide equal educational opportunities and treatment for all students in all aspects of the academic and activities programs without regard to race, creed, color, national origin, gender, marital status, previous arrest (unless a clear and present danger exists) or incarceration or non-program-related physical, sensory or mental handicaps. BOARD POLICY 3210

RECORD KEEPING

Records are kept by the principal/designee's office for formal disciplinary actions taken during the academic school year. A record is made of each violation of disciplinary code and the action taken. Records of suspensions, both short and long term are included in the student cumulative record. A Record of Student Discipline is completed following any suspension action and copies of this form are distributed to teachers, to the student and mailed to the parents.

TITLE IX AND/OR SECTION 504

Pullman School District #267 complies with all federal rules and regulations and does not discriminate on the basis of race, creed, color, national origin, age, gender, marital status, sexual orientation, gender identity, military status including honorably discharged veterans, or the presences of any sensory, mental, or physical disability. This holds true of all students who are interested in participating in educational programs and/or extra curricular school activities. Inquiries regarding compliance procedures may be directed to the School District's IX Officer and/or Section 504 Coordinator: Susana Reyes, 509.332.3144.

COMPLAINTS ABOUT DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND SEXUAL HARASSMENT

What is discrimination?

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

How do I file a complaint about discrimination?

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. For a full copy of the school district's nondiscrimination procedure, visit www.psd267.org or contact the school district at **509- 332-3581**.

Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, and Civil Rights Compliance Coordinator, Bob Maxwell, Assistant Superintendent at 509-332-3581. This is often the fastest way to resolve your concerns.

Step 1: Complaint to the School District

In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district's Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

Step 2: 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. At the hearing, you may bring witnesses or other information related to your appeal.

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 OSPI.

Step 3: Complaint to OSPI

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within **20 calendar days** after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

E-mail: Equity@k12.wa.us

Fax: (360) 664-2967

Mail: OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures.

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

Sexual Harassment Complaint Procedures

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, such as a school-sponsored field trip.

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

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district's Title IX Officer:
Roberta Kramer at 509-332-3144

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office. www.psd267.org

Other Annual Notifications can be found at the District's website at
http://www.psd267.org/pages/Pullman_School_District_267/New_Edline_folder_Focht_06_16/89_63014983868555426

HANDBOOK REVIEW

School staff, community members, and students may submit to the building principal recommendations for revisions in the next year's student handbook no later than April 15th.

Pullman High School Bell Schedule

Monday		Tuesday		Wednesday		Thursday		Friday	
0 Period 7:15-8:10		0 Period 7:15-8:10		0 Period 7:15-8:10		0 Period 7:15-8:10		0 Period 7:15-8:10	
1 st Period 8:20-9:20		1 st Period 8:20-9:50		2 nd Period 8:20-9:50		1 st Period 8:20-9:50		1 st Period 8:20-9:20	
2 nd Period 9:25-10:20								2 nd Period 9:25-10:20	
3 rd Period 10:30-11:25		2 nd Period 10:00-11:25		3 rd Period 10:00-11:20		3 rd Period 10:00-11:25		3 rd Period 10:30-11:25	
1st Lunch 11:25-11:45	1 st Per 4	1st Lunch 11:25-11:45	1 st Per 4	Activity Lunch 11:20-11:55		1st Lunch 11:25-11:45	1 st Per 4	1st Lunch 11:25-11:45	1 st Per 4
2 nd Per 4	11:30-12:25	2 nd Per 4	11:30-12:55			2nd Per 4	11:30-12:55	2 nd Per 4	11:30-12:25
11:55-12:50	2 nd Lunch 12:25-12:45	11:55-1:20	2 nd Lunch 12:55-1:15	5 th Period 12:05-1:25		11:55-1:20	2 nd Lunch 12:55-1:15	11:55-12:50	2 nd Lunch 12:25-12:45
5 th Period 12:55-1:50								5 th Period 12:55-1:50	
6 th Period 1:55-2:50		5 th Period 1:25-2:50		6 th Period 1:30-2:50		6 th Period 1:25-2:50		6 th Period 1:55-2:50	

PHS Collaboration Schedule

Monday					Tuesday					Wednesday					Thursday					Friday				
0 Period 7:15 - 8:10					0 Period 7:15 - 8:10					0 Period 7:15 - 8:10					0 Period 7:15 - 8:10					0 Period 7:15 - 8:10				
1st Period 8:20 - 9:20					1st Period 8:20 - 9:50					3rd Period 8:20 - 9:50					1st Period 8:20 - 9:20					1st Period 8:20 - 9:20				
2nd Period 9:25 - 10:20										Class Meetings 9:50					2nd Period 9:25 - 10:20					2nd Period 9:25 - 10:20				
3rd Period 10:30 - 11:25					2nd Period 10:00 - 11:25					6th Period 10:30 - 12:00					3rd Period 10:30 - 11:25					3rd Period 10:30 - 11:25				
Early 4th Period 11:30 - 12:25		F irst Lunch 11:25 - 11:55			Early 4th Period 11:30 - 12:55		F irst Lunch 11:25 - 11:55			Dismiss 12:00					Early 4th Period 11:30 - 12:25		F irst Lunch 11:25 - 11:55			Early 4th Period 11:30 - 12:25		F irst Lunch 11:25 - 11:55		
Seco nd Lunch 12 :25 - 12 :55		Late 4th Period 11:55 - 12:50			Late 4th Period 11:55 - 1:20		Late 4th Period 11:55 - 1:20								Seco nd Lunch 12 :25 - 12 :55		11:55 - 12:50			Seco nd Lunch 12 :25 - 12 :55		11:55 - 12:50		
5th Period 12:55 - 1:50					Lunch 12 :55 - 1:25										5th Period 12:55 - 1:50					5th Period 12:55 - 1:50				
6th Period 1:55 - 2:50					5th Period 1:25 - 2:50										6th Period 1:55 - 2:50					6th Period 1:55 - 2:50				

To all Parents and Students:

In an effort to cut down on paper usage, we have a digital handbook. The handbook is available on our website under the "Info and Resources" tab at <http://phs.pullmanschools.org>

This form is to certify that you understand where the handbook can be found. It is every student's responsibility to be aware of and comply with all rules governing student behavior.

Please fill out this form and turn it in to the Main Office or a classroom teacher

I have reviewed the student handbook and I am aware of my responsibilities and will comply with all rules governing student behavior.

Name: _____

Grade: _____

Signature: _____

Date: _____

If you would like a hardcopy, please indicate by checking the box, and we will have one ready for pick up at the main office, the library or the counseling center.

I have reviewed with the handbook with my child and they are aware of their responsibilities and will comply with all rules governing student behavior.

Parent's Name: _____

Signature: _____

Date: _____