

YELM HIGH SCHOOL STUDENT HANDBOOK

2024-2025



Principal: Curtis Cleveringa

Assistant Principal: Ali Jacobson

Assistant Principal: Chris Clark

**PO BOX 476, Yelm WA 98597
1315 W Yelm Ave., Yelm WA 99597**

THE YELM COMMUNITY SCHOOLS MISSION STATEMENT:

To develop life-long learners and responsible members of society.

At Yelm High School, we believe that learning is paramount. Everything we do is designed to help you develop the skills and habits that will enable you to be successful when you leave high school and continue your post-secondary education toward your chosen career path.

We are a **Hopeful** school; we believe that:

- The future will be better than the present.
- We have the power to make it so.
- There are multiple paths to our goals.
- All of the paths will have obstacles.

YELM COMMUNITY SCHOOLS STRATEGIC GOALS:

Learning Focused: Lead a culture of high achievement for ALL students.

- High Quality Staff
- Strong Professional Development
- Standards-Aligned Curriculum

Student Centered: Inspire all students to achieve a College & Career Ready Diploma

- Future-Focused Student Learning
- Personalized Learning
- High Expectations

Community Connected: Foster relationships working side-by-side with students, families & community

- Public & Family Participation
- Transparency & Accountability
- Community Growth

Results Oriented: Grow each day as students, teachers, and leaders in our learning organization

- Student Achievement
- High Quality Facilities
- Safe Learning Environment

Optimum Learning Environment: Yelm Community Schools embraces the diversity within our schools and seeks to create a nurturing and barrier-free learning environment for each student. To achieve this goal we commit to:

- Preparing our students to thrive in a multicultural and diverse society.
- Ensuring fair, equitable and inclusive principles are integrated into our policies, programs, operations and practices.
- Creating school and classroom cultures that are free of bias-based language or behaviors.
- Eliminating barriers that perpetuate negative outcomes.
- Providing all students the resources, opportunities and supports needed to succeed at high levels.
- Honoring and building upon the strengths and assets of every student.
- Welcoming and engaging families and community members as essential partners.

STUDENT/FAMILY RESOURCES

ADMINISTRATION:

Curtis Cleveringa, Principal

Ali Jacobson, Assistant Principal
10th/11th Grade Students

Chris Clark, Assistant Principal
9th/12th Grade Students

MAIN OFFICE:

Deb McLean, Principal's Office Professional
TBD, Asst Principal's Office Professional
Katie Mullins, Front Office-Office Professional
Julie Palladino, Attendance Office Professional
Debra Miles, Counseling Office Professional
Terri Evans, CTE Office Professional

Rob Hill, Athletic Director
Ashley Ellis, Athletic Office Professional
Angela Cerkowniak, ABS Office Professional
Nicole Mathis, Career Center
Sara DeVore, Registrar

MAIN PHONE NUMBERS:

Main Office - 360.458.7747

Counseling Center - 360.458.6234

Career Center - 360.458.6413

CTE Office - 360.458.6543

Attendance Line - 360.458.6211

DISTRICT FORMS/HANDBOOKS are available on YCS district website.

HANDBOOK CHANGES: Changes in the student handbook may be made during the school year by the school authorities. Such changes will be made available via the school website.

FAMILY ACCESS: The administration and staff at Yelm Community Schools recognize that many parents/guardians would like to play a greater role in their child's education. To make it easier for you to get involved, each parent/guardian is provided the ability to view their student's information anytime, day or night, with a Family Access Login.

Family Access is available at the top of every page on this website. If you forget your password, go to the login page to recover account information. You will receive an email to reset your password. You can also update your email and contact phone number. Please ask the office staff if you need assistance.

VISITORS: Visitors must check in at the Main Office to access the campus during the school day.

VOLUNTEERS: Volunteers are a vital part of our students' education. To volunteer in a school during the school year, an application must be completed online. All volunteers must receive clearance through the Washington Access to Criminal History (WATCH) before volunteering. **Clearance is granted for one school year only.** Visit the website to complete the application: <http://www.helpcounter.net/yelm>. For more information, contact our Volunteer Coordinator Office at 360.458.6100.

CRIME STOPPERS: Yelm students and families have a way to report crimes or dangerous situations anonymously. Thurston County Crime Stoppers is a 24-hour manned call center to receive anonymous tips anytime. Report a Crime by:

1. Calling **800.222.TIPS** (8477)
2. Submitting Online at www.p3tips.com
3. Download the P3 App to your mobile device

As always, tipsters remain 100% anonymous and could possibly be rewarded up to \$1,000. Remember to save your “tip number” in order to follow up and receive a reward. Anyone having knowledge about dangerous situations or crimes (past, present or future) can report a tip.

YELM HIGH SCHOOL COUNSELING DEPARTMENT

MISSION STATEMENT - The Mission of the Yelm Community Schools (YCS) Counseling Program is to prepare each student to reach their academic, career, and social-emotional potential; ensuring equitable access to education and promoting lifelong learning for all students. The YCS Counseling Department supports every student by building collaborative relationships with parents, family, staff, and community members to create foundations for students to achieve their full learning potential.

VISION STATEMENT - The Vision of the Yelm Community Schools comprehensive School Counseling Program is to promote an environment that encourages personal growth, social responsibility and academic excellence to access continuing education and work. As successful lifelong learners, our students will obtain the skills to achieve their fullest potential, preparing them to positively impact our school, community and world.

COUNSELORS

Darci Cook
darci_cook@ycs.wednet.edu

Sarah Williams
sarah_williams@ycs.wednet.edu

Kelli Little
kelleine_little@ycs.wednet.edu

Jeannie Beierle
jeannie_beierle@ycs.wednet.edu

All students can schedule an appointment to meet with their school counselor using either of the following options:

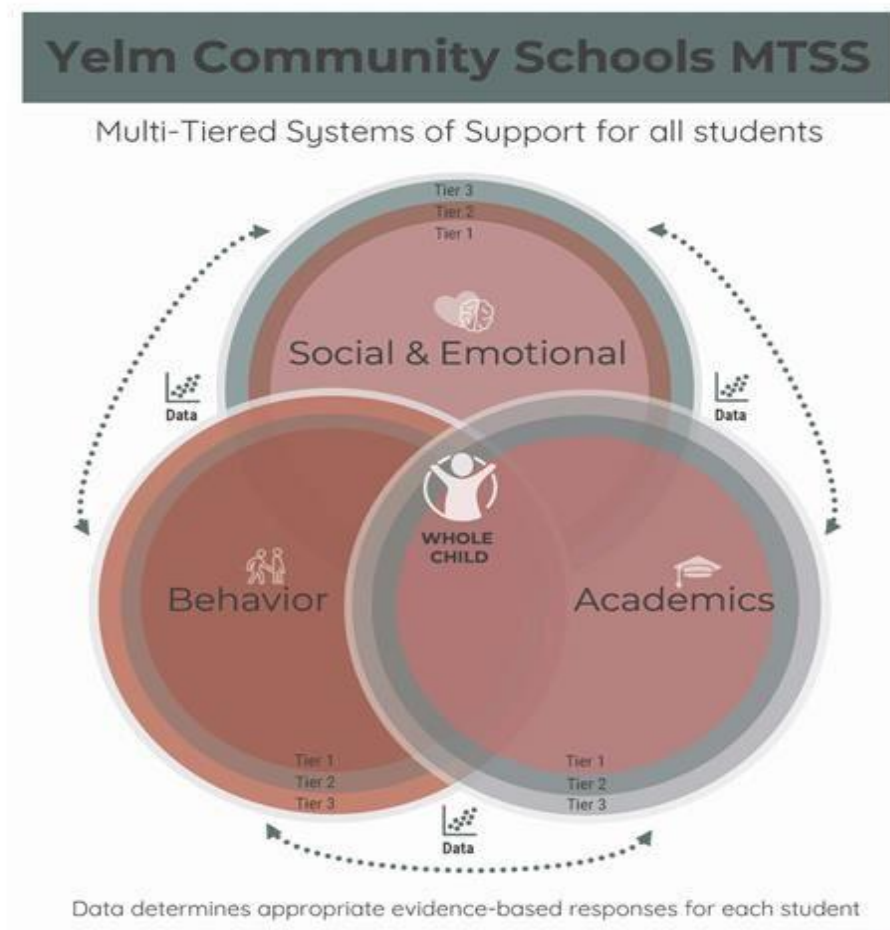
- Visit the Counseling Office Professional, Debra Miles, in the main office or email her at debra_miles@ycs.wednet.edu.
- Email your counselor directly to request a meeting.

Yelm High School believes strongly in our PATH Behavior Matrix which was created in partnership with staff and students. All voices were represented in the creation of the matrix and in line with student success.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

The vision of Yelm Community Schools is to prepare ALL students for post-secondary pathways, careers, and civic engagement. A Multi-Tiered System of Supports (MTSS) is a service delivery framework focused on prevention and problem solving for all students. An integrated MTSS connects all of the academic and non-academic interventions, supports, and services available in schools and communities to support instruction and eliminate barriers to teaching and learning. Within an MTSS framework, multiple levels of instruction, assessment, and intervention are designed to meet the academic and behavioral needs of ALL students.

ESSENTIAL COMPONENTS OF MTSS: Include core instruction and tiered continuum of evidence based interventions and supports (Tiers 1, 2, and 3), universal screening and progress monitoring, data based decision making, family engagement and community partnerships, and creating and maintaining the infrastructure to support an integrated MTSS framework.



YELM HIGH SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES

The rules contained herein are meant to regulate student conduct at school, at all school-sponsored activities, and off-campus that adversely affects the school-learning climate. Depending on the circumstance of the student's violation, school authorities may, in compliance with state law and the rules of the State Board of Education, Chapter 180-40 WAC, impose discipline. District Policies are available in the Student Rights & Responsibility Handbook or district website at www.ycs.wednet.edu/policies.

Yelm High School rules are in direct compliance with District Policies.

Classroom Management, Discipline & Corrective Action – Policy 3241

Exceptional Misconduct – Policy 3241

Sexual Harassment of Students – Policy 3205

Harassment, Intimidation and Bullying – Policy 3207

Students and Telecommunication (Electronic) Devices – Policy 3245

Student Dress – Policy 3224

Student Conduct – Policy 3240

Student Sexual Harassment – Policy 3205

Use of Tobacco and Nicotine Products & Delivery Devices – Policy 4215

STUDENT RIGHTS: In addition to individual rights established by law and district policies, students served by or on behalf of Yelm Community Schools will have the right to [\(link\)](#):

- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability;
- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
- Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:
 - Freedom of speech and press;
 - Peaceably assemble;
 - Petition the government and its representatives for a redress of grievances;
 - The free exercise of religion and to have their schools free from sectarian control or influence; and
- Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them;
- Establish appropriate channels to voice their opinions in the development of curriculum;
- Representation on advisory committees affecting students and student rights;
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies;
- Consult with teachers, counselors, administrators and other school personnel at reasonable times;
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organizations;
- Free election of their peers in student government and the right to hold office;
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;

- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and
- Annual information pertaining to the district's rules and regulations regarding students, discipline and rights.

Students may be subject to discipline for violating district policies and regulations and school rules. The procedures for appealing these actions are found in Yelm Community Schools Board Policy 3241, in Procedure 3241P, and in the state WAC 180-40-240 through 320. In general, these require that student discipline be administered fairly and equitably and be subject to due process considerations. Copies of all policies and procedures, including Policy 3240, Student Conduct Expectations and Reasonable Sanctions, and Policy 4210, Regulation of Dangerous Weapons, are available online, at the district office, and from all school principals.

FIGHT: A physical altercation occurring between two or more persons (OSPI). A physical act that involves/impacts/directed toward another student in the school environment.

OUR SCHOOLS PROTECT STUDENTS FROM HARASSMENT, INTIMIDATION, AND BULLYING (HIB):

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

What is HIB?

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

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

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

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our reporting form on the district website (yca.wednet.edu/hib) to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

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

What happens after I make a report about HIB?

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

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

What is the investigation process?

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

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

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

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

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

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

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

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

For more information about the HIB complaint process, including important timelines, visit the district website to review the HIB Policy 3207 and Procedure 3207P. (ycs.wednet.edu/policies)

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

What is discriminatory harassment?

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

Visit the district website to review the Nondiscrimination Policy 3210 and Procedure 3210P. (ycs.wednet.edu/policies)

What is sexual harassment?

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

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

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

Visit the district website to review the Sexual Harassment Policy 3205 and Procedure 3205P.
(ycs.wednet.edu/policies)

What should my school do about discriminatory and sexual harassment?

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

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may use our reporting form on the district website (ycs.wednet.edu/hib) or contact a counselor, administrator or the district staff members below to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: DeeDee Buckingham, PO Box 476, Yelm, WA 98597, 360.458.1900,
doyla_buckingham@ycs.wednet.edu

Concerns about harassment, intimidation and bullying (HIB):

HIB Compliance Officer: Shannon Powell, PO Box 476, Yelm, WA 98597, 360.458.6124,
shannon_powell@ycs.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: Shannon Powell, PO Box 476, Yelm, WA 98597, 360.458.6124,
shannon_powell@ycs.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597,
360.458.6120, lisa_cadero-smith@ycs.wednet.edu

To submit a written complaint using our form on the district website (ycs.wednet.edu/policies), describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

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

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

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

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

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

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

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

WHO ELSE CAN HELP WITH HIB OR DISCRIMINATION CONCERNS?

Office of Superintendent of Public Instruction (OSPI)

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

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

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

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

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor’s Office of the Education Ombuds (OEO)

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

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

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

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

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

OUR SCHOOL IS GENDER-INCLUSIVE: In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

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

Visit the district website to review the Gender-Inclusive Schools Policy 3211 and Procedure 3211P. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

THREATS OF HARM: Directed intentionally at another person either verbally, in writing, via technology, or physically (including posturing or gestures) (OSPI). Threats of harm can also include harm to oneself. Directed intentionally at another being either verbally or physically (include posturing or gestures). Tiered system approach.. Intervention might include Threat Assessment/Safety Plan

TOBACCO/VAPE: Use of tobacco or tobacco related substances is not allowed. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices and vapor products, non-prescribed inhalers, nicotine delivery devices, or chemicals that are not FDA approved.

DRUGS/ALCOHOL: Possession, use, intent to transmit, purchase, solicitation of: narcotics, other illegal drugs; over the counter/prescription medication without approval; drug paraphernalia, intoxicants or other controlled substances.

WEAPONS: Dangerous weapons include but are not limited to firearms, sling shots, sand clubs, metal knuckles, daggers, dirks, spring blade knives, nun-chu-ka sticks, throwing stars, air guns, stun guns, and devices intended to injure a person by an electric shock (OSPI).

THEFT/FORGERY: The action and crime of stealing. Any misrepresentation by a student of themselves through forged signature, falsified documents, inaccurately represented or stolen documents, either physical or electronic in connection with YHS.

SAFETY DISRUPTION: Aggression or perceived aggression toward a target with/out use of a weapon that causes considerable fear or disruption to activity.

CRIMINAL ACTS: Committing any crime against Washington State law is strictly prohibited.

VANDALISM: Intentional/neglectful damage to school/district property.

SEARCH OF STUDENTS AND PERSONAL PROPERTY: The Superintendent, the principal, and other staff designated by the Superintendent shall have the authority to conduct reasonable searches on school property as provided by Board policy 3230.

1. Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student’s violation of the law or school rules. (For the purpose of this policy, “contraband” means items, materials, or substances the possession of which is

prohibited by law or district policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon.)

2. Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected.

DISTRICT INTERNET/TECHNOLOGY POLICY: The district is dedicated to promoting and instilling principles of digital citizenship and media literacy in students and encourages guardians to play an active role in the process of educating students. While the district takes great care to monitor and filter inappropriate websites, students are expected to be responsible users of their access and the educational technology tools made available. For a complete list of Student Responsible Use Guidelines, review the Student Rights and Responsibility Handbook and/or Policy and Procedure 2022/P on the district website at www.ycs.wednet.edu/policies. Students will be given a unique user login and password to access educational technology tools. The login portal icon is available at the top of the school and district website for students to access at school or home. It is essential students keep this information private to ensure security of their school files and online accounts. Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. Network connected computers are available in the library, computer lab and classrooms. The term computer or computer equipment includes: chrome books, computers, system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs, and any other piece of equipment or software which is part of the school's computer system. Students should use the computers for teacher-approved activities only. Please reference the district Acceptable Use Policy (AUP) for specific expectations. Misuse may result in loss of computer privileges or other disciplinary action.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES:

Per Yelm Community Schools District Policy 3245: "Students in possession of telecommunications including, but not limited, to pagers, beepers, and cell phones, while on school property or while attending school, school sponsored, or school related activities shall observe the following conditions:

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

Note: The School accepts no responsibility for damaged, lost or stolen electronic devices.

HALL & RESTROOM PASSES: During instructional time, students are required to carry a pass with them if outside of the classroom. If using the restroom, the restroom pass is color-coded for the appropriate restroom/region. There are also single stall, gender neutral restrooms located in the 200 building, directly across from the inside staircase. **Note: when granted permission to leave the room during class time, students must leave their cell phones with the teacher in a secure location.**

ACADEMICS: Below is the grading scale for all YHS Courses.

93-100 = A	73-76.99 = C
90-92.99 = A-	70-72.99 = C-
87-89.99 = B+	67-69.99 = D+
83-86.99 = B	60-66.99 = D
80-82.99 = B-	0-59.99 = F
77-79.99 = C+	

Teachers have the ability to weight their gradebook/assessments (i.e., tests are worth 70%, quizzes 20%, etc.), and create their own individual classroom policies/expectations for grading. Please refer to the syllabus provided by your teacher for this information.

CHEATING: As defined by Webster’s Random House College Dictionary ©1998 “to take an examination in a dishonest way, as by having improper access to answers.” At YHS, this includes assignments as well as examinations.

EXAMPLES OF CHEATING: Copying homework, looking at another’s test, quiz or class work, letting someone look at a test, quiz or class work, using artificial intelligence (AI) technology to complete and/or submit work, and using other secretive methods of giving answers for tests, quizzes or assignments.

PLAGIARISM: As defined by The Shorter New Oxford English Dictionary ©1993 “The action or fact of plagiarizing a work, idea, author, etc.: literary theft; an act or instance of this.” To plagiarize is to “take and use as one’s own (the thoughts, writings, inventions, etc., of another person); copy (literary work, ideas, etc.) improperly or without acknowledgement; pass off the thoughts, work, etc., of (another person) as one’s own.

EXAMPLES OF PLAGIARISM: Plagiarism can include but is not limited to copying homework, looking at another’s test, quiz or class work, letting someone look at a test, quiz or class work, using other secretive methods of giving answers for tests, quizzes or assignments, taking papers from the internet, cutting and pasting pieces of work from the internet, and copying or paraphrasing from a book or internet without giving proper citation.

CONSEQUENCES FOR ACTS OF CHEATING/PLAGIARISM: Any acts of cheating or plagiarism may result in a failing grade on the assignment/assessment and/or be subject to disciplinary action. Repeated acts of cheating/plagiarism will result in disciplinary action to include suspension.

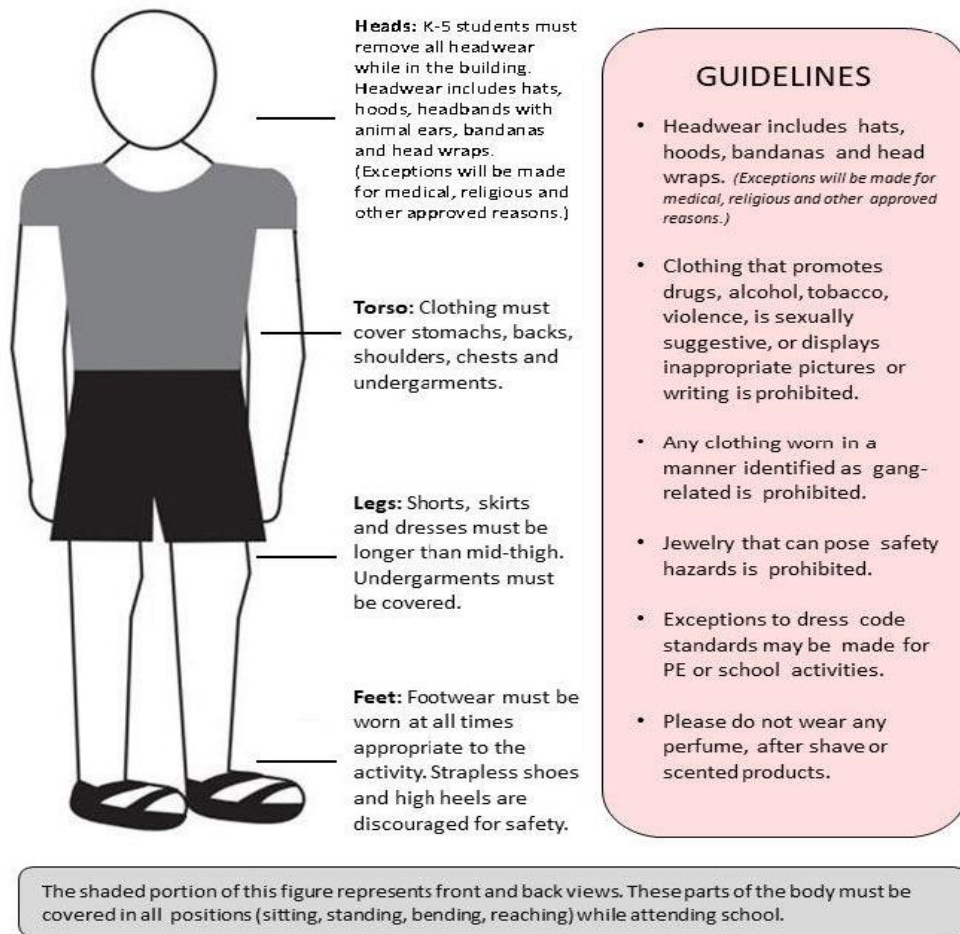
CLOSED CAMPUS: Yelm High School is a closed campus. Once students arrive at school, they are to remain on campus until school is officially dismissed. All students must check-in and out of the Attendance Office when arriving or leaving campus at times other than the official starting and dismissal times of the school day. Violation of closed campus will result in disciplinary action. Exceptions may only be made by the building principal and include but are not limited to Running Start and New Market Skills Center Students leaving for class. Violators of the CLOSED CAMPUS rule will be SUBJECT to a SEARCH.

BUS REGULATIONS: ALL SCHOOL RULES APPLY ON THE BUS AND AT THE BUS STOP.

All school rules and regulations apply to bus conduct. School bus drivers have the authority to discipline students for misconduct related to School District Rules (WAC 180.40.230). Misconduct may result in suspension of the bus riding privileges.

The Students Responsibilities and Rights Policy will be applied at school, at school bus stops, away from school, at school events, functions or activities, and for transportation on school vehicles. Any questions related to bus misconduct should be directed to the Director of Transportation at 360.458.3300.

DRESS CODE: In order to facilitate learning for all students, YCS requires that a student’s dress and appearance follow health and safety standards and not cause disruption to the learning environment. Some classes require specific safety equipment which protects the individual and the class. Students that do not follow these guidelines will be asked to change their clothing, cover up, and/or contact home if necessary. Repeated dress code violations may result in disciplinary action. See infographic below:



OFF-LIMIT AREAS: Certain areas of our campus are designated as off-limits to students. These areas include the parking lot without a pass (7:25-1:50), behind the portables, gym, auto shop, greenhouses, barn, and shops, in the stadium or track area; along the fence boundary; bleachers at the softball fields; any area not designated on the hall pass; and outside the boundaries. Students who are found in these areas without the permission of an administrator MAY be subject to a search of belongings (backpack, purse, car), a call home to parents and disciplinary action.

DELIVERIES: Due to campus safety concerns, students may not have food delivered to them at school from businesses (pizza, DoorDash, etc.). To minimize classroom disruptions and protect students with severe allergies, families may not bring/deliver flowers, balloons, and other items during the school day.

GAMBLING: Gambling on school grounds is not permitted unless sanctioned by State Law.

SELLING ITEMS AT SCHOOL: The conducting of private business or selling unauthorized items is prohibited. Property may be confiscated and law authorities contacted.

SKATEBOARDS AND BICYCLES: Students are prohibited from riding skateboards, bikes, and scooters at school or on school activities. These items are disruptive and present a safety hazard and may be confiscated.

STUDENT PROPERTY: Students are discouraged from bringing any items of value to school. Yelm School District assumes no responsibility for loss to student’s personal property. Any item(s) that create a disruption to the educational process may be confiscated.

TEXTBOOK RULES: Textbooks are furnished by the school district. Students are responsible for the condition of and/or loss of their books at the end of the school year.

TRESPASSING/LOITERING: Students are not to enter or loiter on any school district campus without proper authorization. A charge of trespass, with notice to police authorities, may be given to any person who creates a disturbance on school property and whose continued or recurring presence may result in a real and substantial disruption to the school environment or pose a threat to the safety and well-being of property or person. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass. Violators may be subject to disciplinary, suspension, or expulsionary action and arrest for criminal trespass. Loitering is not allowed in any hallway or on campus during the day or before or after school hours. Students may not return to campus for any reason unless the student is participating in a school sponsored activity; all students are expected to leave campus at the conclusion of the school day.

STUDENT LIFE

ATHLETICS: Co-Curricular Programs follow Policy 2150 and Interscholastic Athletics policy 2151. All athletes review and sign the Athletic Code of Conduct which is available on the YHS website under the Athletics section. Athletic seasons are listed below:

Fall	Winter	Spring
Football	Girls/Boys Basketball	Baseball
Volleyball	Wrestling	Fastpitch
Cross Country	Bowling	Track/Field
Girls Soccer	Cheer	Girls Tennis
Boys Tennis	Dance	Boys Soccer
Cheer		Golf
Dance		Cheer
		Dance

PERFORMANCE ACTIVITIES: All students are welcome to try out for these teams provided they meet the physical and academic qualifications. Eligibility is subject to the rules and regulations of the WIAA (Washington Interscholastic Activities Association) and Yelm Community Schools. Students are expected to adhere to the policies and conditions of the Athletic Code as well as the rules established by the coach.

All students involved in representing our schools in sports/activities must pay sport/activity fee as well as purchase an ASB card. The established fees are non-refundable fees. Students who qualify for free and reduced meals or College Bound Scholarship are eligible for extracurricular fee waivers. Please contact the ASB office for details.

ASB CLUBS AND ORGANIZATIONS: Clubs and organizations are available to all students. Scheduling of all activities, fundraisers, dances, etc. is done through the Activities Director/administrator. All bulletins, contracts, purchases, advertising or signs of any nature must have prior approval of the Activities Director/administrator.

All clubs and organizations are advised by an adult approved by Yelm High School. A brochure describing these organizations is available in the ASB Office.

American Sign Language Club	FBLA	People of Color Club
Art Club	FFA	Select Choir Club
Band/Jazz Band Club	Gamer Club	SkillsUSA
Chess Club	Honor Society	Sports Medicine Club
Debate/Speech	Interact Club	Tornado Treats
DECA	LatinX Club	Venting Circle
Drama	N.A.T.I.V.E.	Voices (YES)
Educators Rising	Needle Working Club	Yearbook

GAME/EXTRACURRICULAR CONDUCT

Good sportsmanship will be expected of students, and will be enforced by the administration and/or designee during any school athletic activity or event both at home or on the road:

- Students will use common courtesy, acceptable types of behavior. Any behavior which disrupts an activity or event is not acceptable.
- Students are to refrain from abusive language, yells, or gestures.
- Signs must have prior approval of the administration/activity director, and league policy
- Noise makers including but not limited to whistles, megaphones and air horns are prohibited.
- Problems with other spectators should be addressed to the appropriate administrator and/or designee.
- All school rules are in effect.

Failure to comply with the above guidelines could result in the loss of your right to attend Yelm High School athletic contests. Further disciplinary action could also be taken if deemed appropriate. Please remember that, even as spectators, students represent our school and community.

DANCE CONDUCT: Students attending Yelm High School dances must be currently enrolled and attending Yelm High School. Former students of Yelm High School and guests under 21 years of age will not be allowed admittance to the formal dances unless they are pre-approved by the principal or designee and are the guest of a current YHS student. Each Yelm High School student will be allowed only one guest per formal dance. All students must show their Student Identification Card in order to be admitted to the dance. Once students are admitted into the dance, they will not be allowed to leave and come back. Once students leave the dance, they must leave campus. No loitering will be allowed outside the building or in the parking lot. The faculty advisor of the group sponsoring the dance will be responsible for arranging supervision of the dance. Students are expected to follow the directions of the adults in charge. All YHS school rules apply. If there are questions or problems with students, the chaperones will bring this to the attention of the supervising administrator. A police officer and/or security guard will be present at all dances. Remember that all students must be passing all classes at YHS and all fines must be paid before dance tickets can be purchased. Dress codes will be advertised in advance of each dance. *Note: Please reference Dress Code under Minor Discipline for additional language.*

ONLINE PAYMENTS FOR STUDENT MEALS AND FEES: As a convenience to families, Yelm Community Schools provides an easy way to make online payments from home or work, 24/7. With just one login, you can make payments for any child in your household using Discover, VISA or MasterCard credit or debit cards.

Online payments can be used to replenish a student's food service account or pay for any existing fines or fees, such as class fees, athletic fees or ASB activities.

Students who qualify for Free or Reduced Meals or the College Bound Scholarship are eligible for extracurricular fee waivers and must complete an Opt In Consent form yearly. Please contact the ASB office for details.

Yelm Community Schools is fully compliant with all data protection laws, including PCI Data Security Standards. Yelm School District does not store your billing or payment information at any time. Any personal information you enter related to your credit card through this website is purged immediately. Any contact information you enter is stored for your convenience when using our website. Information you provide to us will only be used by Yelm Community Schools. We will never sell or rent your personal information to third parties.

The link that makes this possible is: <https://wa-yelm.intouchrecepting.com/> or click on the icon at the top of any district or school website.

There is a standard format for all users and their passwords.

- User Name is the parent's **Family Access ID** (aka. Skyward Login ID)
- Password is **Last Name** in all Capital Letters

Note: Cookies must be enabled on your web browser

Our district's Food Service department provides the breakfast and lunch program. Meal prices, payments and information on free and reduced meals is found on Yelm Community District under Food Services.

LOCKERS (PE): PE Lockers are school property and may be inspected periodically as a general inspection of school property (RCW 28A.600.220). Lockers may also be searched when there is reasonable suspicion of inappropriate contents.

If a locker does not operate correctly, please notify the PE teacher. School personnel will retain a master key for all lockers. Combinations will not be changed during the school year. Money, purses, or other valuable items should not be left in lockers.

LOST OR STOLEN ITEMS: THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR LOST OR STOLEN ITEMS. Any student who damages or defaces a locker will be subject to disciplinary action and will be liable for the cost of repairs. Locks are not to be brought from home and used at school. The privilege of using lockers may be revoked for sufficient cause.

PARKING: Parking in student lots is a privilege and requires each vehicle to be registered with the school and to appropriately display the approved parking permit. In order to receive a parking permit, please obtain an application from the Main Office. Unregistered vehicles, vehicles inappropriately or illegally parked, or vehicles creating a safety hazard will receive a parking violation notice and may be subject to impounding/ towing at owner's expense. Violators may lose driving privileges for the remainder of the year. A search of a motor vehicle may be made based on **reasonable suspicion** when related to a possible school violation. Under no circumstances may a student park in visitor or staff parking. Student parking in those areas are subject to total loss of parking privileges on campus.

Adjacent city streets are considered an extension of the school parking lot and campus and are therefore subject to the *Search and Seizure Policy* when related to a possible school violation as stated in this handbook.

SIGNS AND BULLETIN BOARDS: Material placed on the bulletin boards or any signs put up in the building must have prior administrative approval.

ATTENDANCE POLICY

Yelm Community Schools places a high priority on school attendance. Studies prove that daily attendance has a direct impact on student achievement. Our goal is to have every student arrive on time and attend a full day of school.

SCHOOL HOURS AND SUPERVISION: School hours are 7:25 a.m.-1:50 p.m. The safety of students is of utmost importance to us. We have no regular after school supervision available. Individual after school activities will be communicated by supervising district personnel.

EXCUSED ABSENCES: Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may be appropriately absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

Absences due to the following reasons are excused:

1. Physical health or mental health symptoms, illness, health condition or medical appointment (for the student or person for whom the student is legally responsible. Examples of symptoms, not limited to, medical, counseling, dental, optometry, pregnancy, and in patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
2. Family emergency, including but not limited to a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity or a jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to student's migrant status; and
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.
13. Absences due to the student's lack of necessary instructional tools, including internet access or connectivity.

REPORTING ABSENCES PROCESS: When your child will be absent from school, you can notify the school in the following ways:

1. Call the attendance line at 360.458.6211 and provide a reason. For security purposes, please include your student's full name and date of birth.
2. For pre-planned absences (doctor appointments, etc.), please provide at least 24 hour notice by calling the attendance office and/or having you or your child bring a note signed by a parent/guardian including their phone number/contact information. If a student is leaving school early, they must sign out at the attendance office before leaving campus.
3. If you are excusing your child from leaving school early and have not provided at least a 24 hour notice, the parent/guardian must be physically present to sign the student out.

Note: Because YHS is a closed campus, parents/guardians cannot call & excuse their student from leaving campus during the school day for non-essential reasons.

If your student has not arrived at school or the school hasn't been notified of an absence, an automated phone call, email and/or text will be sent to the parent/guardian to the number we have on file.

FIELD TRIPS: Students attending field trips during the school day must notify their teachers in advance that they will be absent from their class, and make arrangements to make up the missing work when they return. A student may be denied permission by administration to attend a field trip due to behavior and/or failing grades.

CHRONIC ABSENTEEISM: Chronic absenteeism incorporates all absences: excused, unexcused and suspensions. The focus is on the academic consequences due to the loss of instructional time and preventing absences before students fall behind. Chronic absenteeism is defined as missing more than 10% of the school year. If a student has a pattern of chronic absenteeism, the family will be contacted about the absences and find solutions to help the student with their attendance. If the pattern continues, the student will be placed on an attendance contract, followed by a meeting with the Community Engagement Board if absences continue. The last step for students not attending school and will be a Truancy Petition with Thurston County Juvenile Court.

TARDINESS: Any student who misses a portion of class without a pass will earn a Tardy. The only excuse accepted for tardiness to school will be when there has been an unusual circumstance or an emergency (oversleeping or missing the bus does not constitute an unusual emergency) and the school has been notified by the parent(s) and/or guardian(s). Excessive tardies (5 or more in a single class) will result in disciplinary action.

ATTENDANCE FOR ACTIVITIES/ATHLETICS: Attendance for secondary athletics--Students are encouraged to be at school every day to get the most out of their academics and grades. If a student misses more than ½ day school they would be ineligible to compete in that day's event. The AD can clear an athlete for up to ½ day for a qualified excuse with a note (**Example:** *I had a doctor's appointment and was gone for 2 hours--* Doctor's note - cleared to play.)

WITHDRAWAL FROM SCHOOL: A student withdrawing from school must bring written permission from his/her parent(s) and/or guardian(s). This request is to be presented to the main office. The student will then be given a withdrawal slip, which will be used in checking out. The withdrawal slip is to be brought back to the main office. All fees and fines must be paid before a transcript will be forwarded (RCW 28A.635.060).

EMERGENCY INFORMATION/PROCESSES

EMERGENCY CONTACT: Emergency contact information must be up-to-date in students records. If there is a change in this information (address, phone number, etc.), parents/guardians should call the Counseling Center (360-458-6234) with the new information.

EMERGENCY CLOSURE AND DELAYS: Sometimes during the school year we face the possibility of inclement weather and school closure or schedule changes. Typically, families will be notified of emergency schedule changes by an automated phone call. When possible, announcements for emergency closures or delays will be made before 5:30 a.m. Occasionally circumstances change quickly and late announcements are unavoidable. The following information is for reference in the event that the schools are closed or buses operate on an emergency schedule:

- **School Closure:** All schools will be closed all day and any activities planned for the day or evening will be canceled.
- **Emergency Schedule:** Indicates that schools will start on a delayed schedule. Parents/guardians are reminded that although the busses will start the runs later, if we are on an emergency schedule, the busses may be slightly later near the end of the run. We request that parents/guardians make allowances for this.
- **Limited Transportation:** Limited transportation will prevail if some roads become inaccessible or if the county announces road closures. School will be in session unless otherwise announced by the Superintendent's Office.

Stay informed about Emergency Closures & Delays by Signing up for **FLASH ALERT** on our website to receive an email notice. We request that parents/guardians do not call the media stations for closure information.

- Updating your Family Access email and home & cell numbers
- Opting In for Text Messaging (Text YES to 67587)
- Following Yelm Community Schools on Facebook and Twitter
- Visiting the district website for detailed information and updates
- Tuning into other media outlets

EMERGENCY PROCEDURES: Emergency drills are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill and to become informed of the exit route for each of their classrooms.

ALICE - STUDENT SAFETY PROTOCOL: We are committed to student and staff safety on our campus. All staff on our campus have been training in ALICE protocols. Part of our safety protocol is to teach students how to participate in their own safety. We have adopted ALICE protocol which is a safety and active shooter response and good decision-making steps should an attack occur. ALICE is an acronym for Alert, Lockdown, Inform, Counter and Evacuate.

At the beginning of the school year teachers present the ALICE protocols with students using a presentation created specifically for students. This allows students to learn about their own personal safety and how to react in different situations. All schools practice scenarios and refresher training throughout the school year. More information is available on the website about ALICE protocols.

HEALTH INFORMATION

LIFE THREATENING ILLNESS: If your child has an illness, which has the potential to cause death during the school day YCS must be made aware prior to the student's first day of school. Examples of these conditions would be seizures, diabetes, allergies requiring an Epi Pen, severe asthma and/or any other condition that is considered to be life threatening. Parents/guardians are responsible to report this information to the Registered Nurse assigned to that school. Parents/guardians must provide the medication in its original container along with the medication authorization form prior to the first day of school. Students will be excluded from school until these requirements are met. (RCW 28A.210.320, District Policy 3413)

IMMUNIZATIONS: In order to protect children against a number of childhood diseases, Washington State Law requires that all children enrolled to YCS be immunized against varicella, diphtheria, tetanus, pertussis, polio, measles, rubella, mumps and hepatitis b as appropriate. Parents/guardians may submit the Exemption from Immunization form. However, students will be excluded from school if they do not meet the requirements of the law. (RCW 28A.210.060, District Policy 3413)

INFECTIOUS DISEASE: In order to safeguard the school community from the spread of certain communicable diseases YCS will comply with the State Board of Health rules and regulations within the most current Infectious Disease Control Guide, provided by the State Department of Health and the Office of the Superintendent of Public Instruction. (District Policy 3414)

MEDICATION: YCS requires signed authorization forms for the dispensing of any prescription or non-prescription medicines to students. Forms must be signed by the physician as well as the parent/guardian and are available from the office. Physicians may fax this information to our school at Yelm High School. All medications must be delivered to and picked up from the school by the parent/guardian in the original container. Most medications can be dispensed by the parent/guardian before or after school. Please ask your healthcare provider for guidance on medication delivery times. (RCW 28A.210.260 & 270, District Policy 3416)

COMMON HEALTH CARE PROCEDURES:

ACCIDENT OR HEAD TRAUMA: Parents/Guardians will be notified regarding any incident at school that necessitates an accident report. In addition, any student who suffers trauma to the head at school will be assessed in the health room and parents/guardians will be notified.

ALLERGIES: Latex Allergy - Yelm Community Schools prohibits the use of all latex products, including latex balloons, due to severe allergies. Peanut Allergy - Please refrain from sending any peanut products due to severe allergies.

FEVER: Any student with a fever of 100.4 or higher will be sent home and may return to school once the child has been fever free for 24 hours without the use of fever reducing medication.

INJURY: If any child has an injury that prohibits them from participating in PE or other school activities, a note from the physician is needed to excuse participation. Please be sure the doctor includes when the student can return to normal activity or provide a separate note.

Additional Health Information: [Centers for Disease Control](#); [Washington State Department of Health](#)