

CHIAWANA HIGH SCHOOL

8125 W Argent Rd. Pasco, Washington 99301

PHONE: (509) 543-6786 FAX: (509) 543-6730



Our Mission:

**To Ignite world class learning for ALL students,
resulting in thoughtful and accomplished individuals.**

**We are Willing
We are Accountable
We are Resilient
We are United**

We Are CHIAWANA

See BLUE in all you do.

Chiawana Administration team

Jaime Morales—Principal

Bryan Meredith—Assistant Principal (Class of 2028/Student Services)

Rose Gilliam—Assistant Principal (Class of 2027/Instruction)

Shelly Crump—Assistant Principal (Class of 2028)

Brian Baker—Assistant Principal (Class of 2025)

Antonio Rubalcava—Assistant Principal (Class of 2026)

John Cazier—Assistant Principal/Athletic Director

STUDENTS RIGHTS AND RESPONSIBILITIES

Chiawana High School students, as citizens of the school community, are entitled to all the rights and privileges granted by our democratic society. The right to an education, however, does allow that schools may legitimately expect students to accept certain responsibilities. It is important that both students and parents read this document, as they are responsible to know the information.

When students go to school to learn, they arrive on time with their work done to the best of their ability. Students present themselves in attire that is not distracting to the learning of others. Students who want to better themselves ask their peers and teachers for help when necessary and will give help to others. Role modeling healthy behavior develops leadership skills and lifelong habits that can increase the number and quality of opportunities.

All students who attend Chiawana High School shall comply with the written policies, rules, and regulations of the Pasco School District; shall pursue the required course of studies; and shall submit to the authority of school staff, subject to such corrective action(s) as identified in the Pasco School District/Chiawana High School Student Discipline Codes. As afforded by Washington Administrative Code, all students have the right to due process.

OVERVIEW OF STUDENT RIGHTS

Each Chiawana High School student has the right to:

- * An equal educational opportunity, free of discrimination because of national origin, immigration status, race, religion, sexual orientation, gender, pregnancy, marital status, or an identified learning need.
- * Be secure in his or her person, papers, and effects from unreasonable search and seizures.
- * Free expression and assembly subject to reasonable limitations and identified procedures for exercising such rights.
- * Be free from unlawful interference in his or her pursuit of an education while in the custody of a school authority.

OVERVIEW OF STUDENT RESPONSIBILITIES

Each Chiawana High School student has the responsibility to:

- * Attend school daily and be on time to class with all necessary materials.
- * Know and obey the rules of the district and the school.
- * Accept reasonable consequences for violating school or district rules.
- * Have school identification and correctly identify him or herself when asked to do so by school employees.
- * Respect the rights of others, as not to disrupt or deprive others of their right to an education.
- * Respect the property of others, of the school, and the district; and be willing to make restitution for property damaged.

GENERAL POLICIES AND PROCEDURES

Add Drop Procedures:

Dropping a class requires a clearance from the student's wing administrator. Changes

to a student's schedule once the trimester has begun may have negative consequences.

A course dropped from a student's schedule after the twentieth school day of the trimester will result in a grade of "W" (if passing the course at the time of the drop) or "F" (if failing the course at the time of the drop). The principal or designee may waive the "F" grade requirement if it is determined there are medical or other extenuating circumstances necessitating the dropping of the course and the waiver is in the best interest of the student and the school. The dropped course and grade would still appear on the student's transcript, but the "W" does not negatively impact the student's grade point average.

Cheating/Plagiarism:

The CHS community takes student academic honesty very seriously. Plagiarism is defined as "Borrowing someone's ideas, information, or language without documenting the source and/or documenting the source but paraphrasing the source's language so closely without using quotation marks to indicate that words and phrases have been borrowed" (Hacker, *The Bedford Handbook for Writers*).

College and Career Readiness (High School and Beyond Planning) in Advisory:

In an effort to provide students with information on life after high school, Hawk Time will be used to deliver post high school information in an advisory class. These mandatory sessions will give students the information necessary to make individual life choices. Attendance is mandatory.

College in the High School / Advanced Placement:

Students who sign-up for Advanced and Advanced Placement (AP) classes must understand the following guiding principles and philosophies of the Chiawana Advanced Placement department:

- 1) CHS has a philosophy of 'OPEN ENROLLMENT'; the only requirements to enroll in Advanced or AP classes are an interest in the subject matter and a desire and willingness to work hard.
- 2) AP classes are college-level courses with rigorous standards and course work policies.
- 3) Students in AP classes may take the AP Exam in May with the possibility of earning college credits. Exams are purchased based on the second trimester enrollment in the AP class. Any student, who fails to take the exam, after the exam has been purchased, will be fined the cost of the exam, unless prior arrangements have been made. Those prior arrangements must fall within the College Board's acceptable late exam policies.
- 5) Some classes have a contract through Central Washington Universities, in which students who successfully meet CWU's criteria for credit can earn university credit.
- 6) All students should remain in AP classes for the minimum of one trimester after signing up for the class. If, after the first trimester, students would like to drop a class, the student will go through the process of seeking permission from the parent, teacher, Counselor, AP Department chair, and the administrator who

oversees the AP department. These conversations will be documented through the AP Drop Form.

- 7) Classes in which students are dual-enrolled through Central Washington Universities and which students seek to drop, may result in the student earning a withdrawal/failing grade on their college transcript. Federal law requires that students disclose all transcripts when applying to colleges and universities.

Current College in the High School:

BIO101, 2 Trimesters of Fundamentals of Biology
BIO201, 2 Trimesters of Human Anatomy and Physiology
ENST201, ENST202, 2 Trimesters of Environmental Science
ENG101, ENG102, Composition and Academic Writing
ENG105 Intro to Literature 2 Trimesters of 12th English
MTH152, 2 Trimesters of Math Analysis and Functions and Reasoning
MTH153, MTH154 Pre-Calculus 1 & 2 year long math class
MTH172, MTH173 Calculus year long math class
SOC107 Principles of Sociology
SPAN151, SPAN152, SPAN153 Year Long Spanish

Computer Usage :

Students will be using computers daily throughout the year. Students should always practice proper care of computers. Students should bring their School issued Laptop charged to school daily. Students should also check your email daily. It is also good practice too:

* Maintain the secrecy of passwords and log in only under their own ID and refrain from using inappropriate language for directory and file names.

* Stay in programs and features instructed by the teacher and keep non-lab software off the computers and notify the teacher immediately if the equipment is not working correctly.

Our CHS library will handle all computer concerns for students.

Deliveries to Students:

Deliveries to students such as flowers, balloons, birthday gifts, food, drinks, etc., **are discouraged**. Students will not be called out of class and class will not be interrupted to pick these things up.

Dress Code Policy:

Our goal is to ensure students are learning in class. To facilitate learning for all students, there are minimum standards for student dress, grooming, and appearance. These apply at school and at any school-based or school-sponsored activity, including but not limited to: classes, ASB events, and sporting events.

Students who do not meet the minimum standards will be asked to change their clothing, students must comply when any School Official asks them to adjust their dress to meet these requirements. For extracurricular activities, violations may result in a student's removal or exclusion from the activity.

Universal Dress Code

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.)
- Bottom (pants, shorts, skirt, dress, etc.) and
- Footwear

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science or CTE courses).

Students may not wear clothing, jewelry, or personal items that:

- Show any undergarments (bra, sports bra, swimwear, underwear, etc.).
- Are pornographic, contain threats, or promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia.
- Demonstrate hate group association/affiliation and or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, political/religious affiliation, or any other protected class.
- Cover the student's face (except clothing that is worn for religious or medical purposes).
- Demonstrate gang affiliation, or an organized group of students dressing the same on a regular basis (based on Pasco Police Department guidance).
RCW.28A.600455

Enforcement

Principals are required to ensure that all staff are aware of and understand the guidelines of this policy.

Staff will make reasonable efforts to avoid dress-coding students in front of other students.

Consequences

- Conference with student with directive to cover, change or remove the noncomplying attire.
- Parent/guardian contact.
- Other consequences developed at the building level that do not include the removal from learning environment during instruction unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health and safety of others, or harasses, intimidates or bullies other students.

The following items are not permitted.

- Clothing that promotes violence or weapons, contains obscene, sexual, drug or alcohol-related messages, double entendres, logos, graphics, etc., or offenses against creed or gender

- Jewelry that can pose safety hazards or could cause damage to school property
- **Gang-related apparel or paraphernalia, will not be allowed:**

As styles change, other items may be included and identified by local law enforcement and district personnel and may also be added to this list.

For more information, please see PSD Policy and Procedure 3224.

Electronic Devices and Disruptive Items:

Personal electronic devices, including but not limited to cell phones, tablets, and personal laptops, pose a possible disruption to the educational process. Furthermore, these devices are targets of student theft and are seldom recovered. Devices brought to school are the responsibility of the student and brought at their own risk.

Failure to follow this policy or surrender the item as requested by a staff member will result in disciplinary action.

It is the intent of Chiawana High School that students be fully engaged in the educational program throughout the day. The goal of our cell phone policy is to increase student engagement in the classroom and to create a culture of respect for learning. Research shows that students are more focused and have higher test scores and grades when cell phones are not a focus in class. Chiawana High School has a default “no cell phone” policy during class time unless given explicit permission by the teacher. Cell phones should be turned off or on silent mode and should not be visible at any time during instructional and intervention time, **which includes hallways, restrooms, and the classrooms.**

Lunch and passing time are not instructional/intervention time.

If you need to contact your student, during the school day, please contact the main office at (509) 543-6786.

Cell Phone Guidelines:

1. It is the responsibility of all students to comply with the cell phone policy. Teachers do not need to give cell phone warnings.
2. When cell phones are visible in class for any reason- without explicit permission- the student will be requested to surrender the phone to designated staff member who will turn it into the Main Office.
3. Failure to follow the directive to surrender the phone will result in parent contact and further consequences.

Consequences:

- 1st and 2nd violations: Student may pick up phone in the Main Office at the end of the school day.

- 3rd and 4th violations: Parent must pick up phone from the Main Office. Student will be responsible for contacting parent to let them know.
- 5th violation: A parent meeting will be scheduled with an administrator.

Other Valuables: Please leave other valuables and large sums of money at home. Articles of value for class display should be locked in a teacher's cabinet or checked in at the main office. If students bring any valuable item to school, they do so **AT THEIR OWN RISK**.

We ask that students leave **skateboards, in-line skates, scooters** and other similar items that either are disruptive or cause a safety hazard at home. They are also subject to confiscation if brought to school.

Fines and Fees:

If fees and fines are not paid, grades, transcripts or diplomas may be withheld; extra-curricular eligibility may be withheld; and participation in graduation ceremonies may be prohibited.

Freedom of Speech:

Students shall enjoy the privilege of freedom of expression, providing such expression does not disrupt the educational process, infringe upon the rights of others, invade the privacy of individuals, contain libelous or slanderous material; or be construed as lewd or obscene. The administration shall monitor student verbal and written expression; students who violate the above standards may be subject to corrective action.

Grade Points:

Academic rank in class is determined by a student's grade point average. A student's grade point average (GPA) is a numerical score translated from letter grades earned during grades 9-12 (8th grade classes that are eligible for high school credit also apply). Students receive points for letter grades earned in their classes on the following basis: A=4.0 A-=3.7 B+=3.3 B=3.0 B-=2.7 C+=2.3 C=2.0 C-=1.7 D+=1.3 D=1.0 F= 0.0 Grade Point Average is figured by taking the sum of the point values of all the grades received for all courses attempted divided by the sum of the credits for all courses attempted.

Grades and Class Expectations:

Teachers will provide students an explanation of their classroom expectations for behavior, academics and grading procedures. Report cards are printed and distributed at the end of each trimester. The trimester grade is recorded on the student's transcript.

Hall Conduct:

The display of affection in the halls or on campus is not appropriate. Riverhawk students who have respect for each other will control this behavior around school property. Faculty and administration will warn the students, Parents may be notified.

Harassment:

The Pasco School District, in compliance with HB 1444, has adopted (PSD Policy 3207), Prohibition of Harassment, Intimidation and Bullying. This policy clearly states that bullying or harassment of any kind will not be tolerated on any of our campuses. "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 R.C.W. 9A.36.089(3), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Further, Policy 3207:

- a. Encourages all staff and students to report any incident of bullying or harassment to an appropriate school official.
- b. Establishes an informal and formal process for filing complaints.
- c. Protects the reporting person from reprisal, retaliation or false accusation against a victim or witness.

Any student subject to harassment should immediately report the problem to a school official (teacher, counselor, and administrator).

Hawk Time:

"Hawk Time" is an intervention period built within the school day. Students are required to attend Hawk Time daily, with the exception of Thursdays due to early release for students. **Students MAY NOT leave campus during Hawk time.**

Honor Roll:

Students must earn for the Trimester a GPA of 3.0, be enrolled in at least four graded classes at Chiawana High School, Running Start or Tri-Tech, and have no grades below a "C-". At least four of the grades must be between "A" and "C-" (i.e., not "P"). Grades "I", "S", "U", "F", "NC", and "D" eliminate a student from the honor roll. Each trimester students will be honored for their GPA with Medals. Gold medals for 4.0; Silver medals for 3.99 to 3.5 and Bronze medals for 3.49 to 3.0. These medals can be worn to graduation.

Lockers:

Chiawana High School does not have enough lockers for all students. Freshmen will get first chance at having a locker. Other students may request lockers. They will be distributed on a first-come, first-served basis. School lockers (hallway, band, and gym) are loaned to students by the school and are, therefore, the property of the Pasco School District. Students who damage their assigned lockers or locks will be fined. School officials may search students' lockers without a warrant. Locks will be provided by Chiawana High School at the beginning of the year. CHS security and administrators have a master key to open all locks. Chiawana is not responsible for lost or stolen property. **Do not keep valuables in lockers.**

Lost Items/Theft:

If a student loses something, he/she should check the lost and found in the security office. If a student finds something, he/she should turn it in to the security office immediately. Students need to secure all personal items using provided lockers in P.E., band areas, or hallways. If a student is missing an item, he/she should report it to the security office immediately.

Open Periods:

Full-time students must enroll in five (5) classes. Open hours are allowed for off-campus instruction purposes. Other open hours have to be approved by Administration. If a student loses the privilege to attend a class for any reason, their schedule will be rearranged so that the open period is 1st or 6th when possible. To ensure the security of our building and the safety of students and staff, students must remain off campus when they do not have a scheduled class.

Parent-to-Student Messages:

Chiawana High School's focus is on student learning and our school will focus on minimizing the impact of disruptions during class time. Please try to make any necessary arrangements with your student before or after school.

Parking (Student):

Students with a valid driver's license are allowed to drive to school. The Pasco School District considers this a privilege, not a right. Therefore, students must adhere to the following guidelines:

- * All vehicles must be registered with the ASB office, where one free parking permit will be issued.
- * The parking permit must be clearly displayed during school hours, and students may only park in designated student areas. If a parking permit is not visible, a ticket may be issued, or the car may be towed at the student's expense. If you lose your permit, you must purchase another one at a cost of \$5.00.
- * All drivers must comply with driving laws, which include proof of insurance, valid registration, and adherence to posted speed limits.
- * Driving on school grounds considered by administration or security to be reckless will result in a loss of parking privileges on campus.

Student Parking will be on the East side of the building between the main building and the track.

Pass/No Credit:

Each student has the option of taking one class each trimester on a pass/no credit basis. Grades earned under this agreement are either "P" for passing or "NC" for no credit. The "P" grade counts as a credit for graduation but has no point value when computing Grade Point Average (GPA). A student must request, in writing, this grading method **before the end of the sixth week of the trimester**. The teacher and the parent must approve this request. Request forms will be available from their Counselor.

Records:

Test Information, grades, credits, and other information are maintained in each student's cumulative record. When requested by the student, official transcripts are forwarded to colleges, military, employers or other authorized institutions. We abide by the rights and privacy law and will not release any information on any student unless requested by the parents or guardian of a student under the age of 18. **Student names and addresses may be released to local colleges, universities, or the military. If you do not want us to release this information, please contact your Counselor.** If a student is 18 or older, the student must sign a request form to release information.

Repeating a Class:

If a student retakes a class to improve a grade, or needs the class in order to graduate, only the highest grade shall be included in the calculation of the grade point average but both attempts will show on the transcript (WAC 180-57-050 and 055) and credit will only be issued for the repeated class. However, if the student desires credit for both classes, both grades must be figured into the GPA and elective credit only will be granted for the repeated class. Recurring classes are those that may be repeated to further develop understanding and skills, when no higher-level course exists in the specific area (i.e. journalism, yearbook, band, choir, and/or weight training, etc.).

Requirements for Graduation:

In order to be eligible for a Chiawana High School Diploma a student must complete Washington State and Pasco School District requirements. Due to many changes in Washington State graduation law, requirements vary from class to class. Please refer to the Course Guidebook for a full explanation of minimum requirements as well as those needed to enter 4-Year Colleges/Universities, Career/Technical and Community Colleges, or Apprenticeships and Military Services. **Please note that we highly recommend taking advantage of your free education here at CHS. Take all the classes you need to ensure that no doors are closed to you when the time comes to make decisions on your post high school plans.**

Signs, Posters and Printed Handouts:

The CHS Activities Director must approve all signs, posters, etc. before they are posted. Signs are not to be attached to any painted surface. Please use the bulletin boards where provided. Any student wishing to hand out printed materials must have the approval of an administrator.

Student ID Badges:

The Pasco School District requires each student to have and show their own school identification badge to help ensure the safety and security of our students and staff. Badges will be required when checking out books, taking state exams, getting meals in the mall and at all games, dances and school sponsored after school functions. Each student will be provided with **ONE FREE** identification badge each year. The cost of a replacement badge is \$5.00. These fees will be charged to the student.

Visitors:

Visitors must check in at the main office to let us know they are here and receive a

visitor's badge that must be displayed in visible sight while they are in the building. Students from other schools, will not be allowed to accompany student to school UNDER ANY CIRCUMSTANCES.

Valedictorian(s) / Salutatorian(s):

The student with the highest Grade Point Average (GPA) will be deemed the Valedictorian and the student with the next highest Grade Point Average (GPA) will be deemed the Salutatorian.

ATTENDANCE RELATED INFORMATION

Attendance is essential to grades and learning. Attendance at Chiawana High School is mandatory. All students who are enrolled from grades 9-12 are required to attend school. It is the responsibility of the student to attend for the full time when school is in session unless the student is enrolled in an outside program of study such as Running Start, online instruction, or Tri-Tech Skills Center.

According to Washington State Law, if a student fails to attend school without valid justification, the public school in which the student is enrolled shall:

- * Inform the student's parent(s) or guardian(s) by a notice in writing or by telephone whenever the student has failed to attend school after one unexcused absence. *The school is not responsible for contacting parents/guardians when phone numbers have been changed or disconnected without notice to the school or if false information has been given.*
- * Inform the parent or guardian of the potential consequences of additional unexcused absences.

Excused Absences:

Washington State Law recognizes the following as excused reasons to be absent from school:

- * Personal illness verified by a parent or guardian (the building administrator may request a doctor's note in the case of extended illness).
- * Emergency situations that cannot be pre-arranged or prevented.
- * Appointments for illness, health condition, mental health or medical that cannot be scheduled outside the school day.
- * Planned absences which have been approved in advance including recognized religious holidays.
- * Absence resulting from disciplinary action.

Assignments and/or activities not completed or late because of an excused absence may be submitted when arrangements have been made with the teacher. Parents are encouraged to request homework from each teacher if the student is going to be gone more than two days.

According to Washington State Law, the following are valid excuses for absences and lateness:

Participation in school approved activity.

Absences due to illness, health condition, mental health, family emergency or religious purposes.

Absences for parental approved activities that are agreed upon by school administration.

Absences resulting from suspension.

Extended Illness or Health Condition, with approved Drs note.

Pre-approved absence by parent or participation in a school-approved activity.

A preapproval form must be submitted to the attendance office at least one school days in advance. The pre-approval form is located in the attendance office. The following steps must be followed:

Step 1: Student information filled out by the student.

Step 2: Teachers **must** sign and write comments.

Step 3: Parent acknowledges grades and teacher comments and then sign if they still plan for their student to be dismissed.

Step 4: The signed form is returned to attendance.

For illness, health condition, family emergency or religious event: parent contact as soon as possible is helpful, but within 48 hours of the last day of the absence is mandatory or the absence will be marked as unexcused. After the 4th consecutive day of absence, the student must have a doctor's note for the absence to be excused.

Any time a student leaves campus during one of their instructional periods, students are required to check out of the attendance office. When coming back to campus a student should check back in with the attendance office.

Unexcused Absences and Truancies:

Absences for personal reasons, even with parent/guardian awareness, that do not meet the criteria of the excused absence, are considered **unexcused**. Examples include, but are not limited to: over-sleeping, car trouble, errands, haircuts, concerts, pictures, driver's test, providing childcare, etc. Students will be considered **truant** for a class for the following reasons:

* The parent is unaware of the absence and/or will not clear it.

* The student arrives to a class more than 10 minutes late. (K)

* The student leaves class early without permission or does not return promptly when given permission (K).

* The student leaves school without checking out with the attendance office.

Truancies and unexcused absences are detrimental to education. Therefore, the following actions will be taken by the Student Support Team to make every attempt to keep students in school where they can learn.

1. After **fifteen (15)** unexcused absences in a class, a hold will be put on the credit, an Incomplete grade (**I**) will be entered. To appeal this (I), a meeting will need to be held with the parent(s) or guardian(s), the student, and the student's Student Support Team and the Teachers involved. At the conference, the group shall consider:

* Counselor meetings, attendance plans, and/or an attendance contract;

* Parent(s) or guardian(s) attendance at school with the student;

* Adjustment of the student's program, school, or course assignment;

* Family referral to supplemental community services to provide support for attendance.

2. After **twenty (20)** unexcused absences, the student support team will meet to discuss an alternative schedule for the student.

Late Arrival to Class (Tardy):

Students who are not physically in the classroom are “tardy” according to the CHS Handbook and PSD policy. If a student is late, a pass is required to enter class.

White is excused tardy from another teacher or attendance. It is excused.

Orange passes are used by secretaries, admin, specialists and other staff. It is excused.

Blue is unexcused tardy from one of the five check-in stations. **Marked as tardy (T) in PowerSchool.**

Check-in stations are in Upper D, Lower D, Upper T, Lower T and Mall. They will be staffed by behavior specialists and security. Students will receive a blue pass.

Students who are more than 10 minutes late will need a pass from grade level administrator. Attendance will be marked with the K and a referral will be logged. If the administrator is unavailable, the principal’s secretary or grade level Dean of Students will record the K.

9th: Mr. Meredith, Student Services or Ms. Crump, Athletics (Wallace)

10th: Mr. Leavitt-Upper D or Mrs. Gilliam-Lower D (Covey)

11th: Mr. Rubalcava, Security Hall (Wallace)

12th: Mr. Baker, Security Hall (Covey)

First phone call to parent/guardian via SAS at 5 total tardies. Again, at the 7th tardy.

ISS will start with the 10th tardy for that period. Phone calls made to parents and a meeting scheduled.

Student Check-Out:

If a student has a valid reason for leaving while school is in session, the student must sign out at the attendance desk in the main office. **Only the parent/guardian named on the student’s emergency card is able to pick up a student from school.** If students do not check out in the attendance office, they will be considered truant. Any student who has an appointment during the school day must submit a note to the attendance office prior to school starting. If a student leaves campus during lunch and does not return to school due to illness, a parent must call as soon as possible and let the school know that their student will not return that day.

Student Check-In:

When students are late to school for any reason, they must check in at the attendance office.

Make-Up Work Policy:

The excused student shall be permitted to make up all missed assignments and points outside of class under reasonable conditions and time limits. **It is the student's responsibility to set up the time for make up and get the assignments. Students who know in advance they will be gone must prearrange the absence and get the work before they are gone.** Students will be expected to turn in the assigned work on the regular due date or as soon as they return to school.

DISCIPLINARY POLICIES AND PROCESSES

Student Discipline Procedures:

Disciplinary action will be taken when students choose to be irresponsible for their behavior. Discipline may include, but is not limited to:

- * Teacher Classroom Intervention – Verbal Warning
- * Teacher-Parent Contact
- * Teacher-Referral to Administrative/Intervention Team
 - * In-School Discipline (campus cleanup, cafeteria duty, detention)
 - * Behavior Contract
 - * Suspension

Students who are placed on any form of suspension or expulsion are not permitted to participate in or attend school-sponsored activities, including all academic and sporting events. This includes being on any Pasco School District property.

Search and Seizure:

If a school official believes that sufficient evidence and/or circumstances exist that would cause a reasonable person to believe that a student has or is violating a school rule or state law, the student and/or his/her property may be searched. This would include, but is not limited to, vehicles and electronic devices. If a student refuses to be searched, it will be considered insubordination.

Progressive Discipline:

Chiawana High School is committed to maintaining a safe and distraction-free school learning environment for students, employees and visitors. When considering the level of discipline to be implemented, school authorities shall consider several factors including, but not limited to:

- * The student's attitude and severity of conduct.
- * The student's intent and effect on other students/staff.
- * The safety of the student and other students/staff.
- * Mitigating circumstances.
- * The student's discipline history.

Depending on these factors, a more severe consequence or alternate consequences **may be imposed**. Students with disabilities shall be disciplined in a non-discriminatory manner on a case-by-case basis. The range of sanctions is progressive. Repeated offenses in any one category or combination of categories shall result in more severe sanctions. After each offense, the level is indicated. Due process procedures are available for parents and students aggrieved by the imposition of these disciplinary measures.

Exceptional Misconduct has been judged by Chiawana High School authorities to (1) of such frequent occurrence, notwithstanding past attempts to control such misconduct through use of other forms of corrective action or consequence and/or (2) so serious as to warrant immediate movement to Emergency Removal and/or Long-Term Suspension. Any action that puts the safety of students, employees and/or visitors in jeopardy **OR** severely disrupts the student learning environment may result in Emergency Removal until there is a resolution or consequence imposed.

DISCIPLINARY VIOLATIONS

Weapons and Firearms (R.C.W. 9.41.280, 28A.600.230, 9.41.010, 9.41.270):

It is the policy of the Pasco School District that there be no tolerance for the possession or use of weapons or firearms by students. Students may not possess or use weapons on school property, on school provided transportation, in areas or facilities being used exclusively by a school, or at a school sponsored event or activities. Possession or use of a firearm in violation of this policy shall result in a minimum one (1) year expulsion from the district. The superintendent or designee may modify the mandatory expulsion on a case-by-case basis. Exception to this policy may be made only as allowed by state law and authorized by the district. Any student who possesses any weapon, other than a firearm, in violation of this policy may be expelled or be subject to other school discipline as provided in board policy and state law. The district is authorized to expel any high school student who has violated the weapons policy. The school must notify police and the student's parent(s) or guardian(s) of the incident. Police do not need a warrant to arrest any person on school property who illegally possesses or has possessed a firearm or dangerous weapon.

Fighting and Threats:

Fighting is defined as the exchange of blows or other violent physical contact between or among students. Fighting generally results in suspension from school as well as police contact, and charges filed. In addition, arranging fights, videotaping a fight, or being a spectator/cheerleader at a fight is a violation of the fighting policy and could also result in disciplinary action, including suspension. Threats via text, Facebook, Twitter, or other electronic means, including bomb threats, false alarms, threats of violence, etc. is a violation of school district policy.

Assault:

Assault is defined as actual or attempted infliction of physical harm to another person, using unwarranted physical force. Generally, assault results in disciplinary action ranging from suspension to expulsion, as well as police contact, and possible charges filed.

Bullying/Harassment/Intimidation (W.A.C. 28A.600.XXX, R.C.W. 9A.36.080):

Students are expected to respect the individual rights of all persons while on campus and at school functions or activities. Everyone, including students, school personnel, parents, and community members are to be treated with respect. Any form of harassment (including sexual), intimidation, or bullying will not be tolerated.

Intentional written, verbal, or physical bullying, intimidating, or harassing behavior that is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment will not be tolerated. Any student who harasses, intimidates, bullies, or threatens another student, either directly or indirectly, is subject to disciplinary action ranging to expulsion. This includes any electronic means (text messages, Facebook, Twitter or other social media) or through friends.

Controlled Substances (R.C.W. 69.50.XXX, 28A.210.XXX):

Students may not possess, use, or be under the influence of controlled substances (including alcohol, marijuana, narcotics, tobacco, smokeless tobacco, unauthorized use of non-prescription and prescription drugs) while on school grounds or at any school-sponsored function or activity. The possession, use, sale, intent to sell, distribution, sharing or being under the influence of controlled substances on district property, district-provided transportation, areas of facilities being used exclusively as school district property, or at district-sponsored activities is prohibited. This includes any over-the-counter medication containing alcohol, such as some cough or cold medications.

Disciplinary action may include the requirement of a drug and alcohol assessment, screening, and counseling as recommended by treatment provider and/or school district hearing outcome.

Gang Activity (R.C.W. 28A.600.455):

Any gang violence, gesture, vandalism, intimidation, or disruption of learning related to gang activity in any manner will not be tolerated. The students of Chiawana High School have the right to an effective public education. Both students and educators have the need to be safe and secure in the classroom if learning is to occur. Chiawana must have the ability to control the conduct of students to ensure that their mission of educating students may be achieved. Activities or behaviors which are considered "gang-related" must not be allowed to divert attention, time, and resources from educational activities.

Gang Activity is defined as: exhibiting behavior or gestures which symbolize gang membership; causing, participating in, and/or recruiting for gang-related activities; causing and/or participating in activities which intimidate or affect the attendance of another student by possessing, transmitting, or using gang-related images or pictures. Students who gather for the intent of causing disruption to the normal function of the school day may be considered gang affiliated.

Any student who wears, carries, or displays gang-related apparel or devices will be in violation of district policy. These include, but are not limited to:

- * Two or more students dressed similarly or identically (excluding school teams/ASB-sponsored groups), when attire could be construed as gang-related.
- * Gang-affiliated tattoos, permanent or temporary. If a tattoo is considered gang-related, it must be covered at all times while at school.
- * Bandanas of any kind or color, hanging belts, web belts, Rosary beads.
- * Display of letters and/or numbers associated with neighborhoods or gangs, including Old English and area codes.
- * Any other clothing and/or accessories that become identified as gang-related as

trends continue to change.

Students engaged in gang activity will face discipline due to their affiliation with criminal enterprises.

Disruptive Acts:

Any action, behavior, or incitement of action or behavior which interferes with the duties of a staff member or the normal operation of the school; may include off-campus conduct if the conduct has the cause or effect of interfering with the normal operations of the school or district.

Other Disciplinary Infractions:

Verbal abuse, malicious mischief, profanity, disruptive acts, computer misuse, inappropriate dress, unauthorized access, false statements, alteration of records, trespass, entering another's locker or desk, willful disobedience, truancy, tardies, burning, disruptive devices, possession of inappropriate materials, obscene or lewd conduct, accumulation of referrals, bus misconduct, theft, burglary, extortion, coercion, robbery, arson, violation of school rules or policies not listed, are all subject to disciplinary action based on severity of the incident, previous disciplinary record, academic progress, and conduct of the student.

ATHLETICS AND ACTIVITIES

Chiawana High School students, parents, coaches, staff and administrators will create and promote traditionally sound athletic/activity programs through learning and practicing respect, cooperation, communication, citizenship and loyalty. At Chiawana High School We Believe:

- * In promoting opportunities for students to be involved in athletic and activity programs.
- * In providing clear and consistent guidelines and expectations which build respect and honesty.
- * All athletes, coaches, officials, school personnel, and spectators will model appropriate sportsmanship.
- * In a healthy balance of athletics/activities and academics.
- * In empowering student athletes to fulfill one's potential.
- * Coaches will develop programs that teach skills to enhance athletic development and performance.

In order to be eligible to participate in athletics or activities, students must be in good standing, i.e. not currently suspended or expelled.

Basic Participation/Eligibility Requirements:

- * Residency with parents/guardians within the boundaries of our school district and CHS.
- * Passing grades in four (4) full time subjects and has earned at least a 2.0 Grade Point Average (GPA).
- * Completion of all eligibility papers, including physical examination, PSD Participation Agreement, accident insurance, CHS athletic profile and safety guideline sheet.
- * Purchase of ASB card (\$20).

* Non-use, possession or provision of illegal drugs, alcohol, tobacco and no violations of this school's policies or codes on alcohol, tobacco, or drugs.

Chiawana students will exhibit "classy" behavior at all sporting events. There will be no verbal harassment, demeaning comments or lewd calls. Students are encouraged to cheer for our Riverhawks rather than against the opposing team. Students may be removed from the game and may not be able to attend future games.

ASB Card:

Students who participate in activities, either athletics or extracurricular clubs, must own a current ASB card (\$20).

Hawk Squad:

\$5 gives you a Hawk Squad t-shirt, window decal, and tons of extra fun at the Chiawana Games. Come support your Riverhawks and have some extra fun too!

Extra-Curricular/Outside School Activities Rule:

Students who attend or participate in Chiawana High School events after school hours are subject to the same rules that apply during regular school time. The expectation in regard to attire at school events is that students will promote school spirit and dress "classy." In compliance with WIAA rules, there will be no hand-held signs or signs on T-shirts and students must be fully clothed. Students who choose to dress inappropriately will be asked to change or be dismissed from the event.

Dances:

Chiawana High School Dances can be fun for all when a few simple rules are followed. Please adhere to the expectations listed below:

Guests of Chiawana High School students must have a written pass from an administrator. Applications for passes can be obtained in the Student Athletics and Activities office and must be signed by a high school administrator of the school the guest attends. Applications must be returned and a pass obtained before 3:00 p.m. on the announced due date before the dance so that security has time to do a background check. Guest passes **will not** be furnished at the dance. Middle school students will not be allowed at high school dances.

*Once students or guests have entered the dance, they will not be able to leave and re-enter.

*All students will be subject to a Breathalyzer test before entering a dance.

*If you are dancing inappropriately, a school official will contact your parent/guardian, and you will be removed from the facility where the dance is being held. Once you leave, the school is not responsible for you or your actions. You will not be allowed to attend future school-sponsored dances and you may also be subject to school discipline. Remember—**Face to face, but leave some space!**

*Appropriate attire is required to attend dances. CHS administration reserves the right to refuse entrance to a function based on attire.

*All CHS students are required to have in their possession and produce before entering, a current readable (non-defaced) student ID badge. Any guest in attendance will also be required to produce current readable identification.

Parents of high school students are always welcome guests at school sponsored dances.

TITLE 1 PARENT INVOLVEMENT POLICY AND PROCEDURES 2021-2022

BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership with parents and community to improve student academic achievement, Chiawana High School will implement the Johns Hopkins National Network of Partnership Schools Framework One-year Plan and School Improvement Plan to:

- * Understand the State's academic content standards and achievement standards.
- * Understand the State and district assessments.
- * Monitor student's progress and work with educators.
- * Provide parents training to help work with their children to improve their children's achievement in literacy and math.
- * Educate staff, with assistance of parents, how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- * Share information, in English and Spanish, related to school and parent programs, meetings, and other activities sent to the parents.
- * Arrange school meetings at a variety of times, or conduct in-home conferences if necessary, between teachers or other educators with parents who are unable to attend such conferences at school.

PART I—ADOPTION

This Chiawana High School Parental Involvement Policy/Procedures have been developed/revised jointly and agreed upon with parents of children participating in Title I program, as evidenced by meeting minutes.

PART II—SCHOOL PARENTAL INVOLVEMENT POLICY

Chiawana High School jointly developed and will revise, if necessary, with parents, the following school parental involvement procedures. This process will be made available to all Chiawana High School parents and to the local community.

To encourage all parents to participate in Title I required meetings, parents will be:

1. Informed of the annual meeting to explain parent involvement requirements.
2. Provided flexible meeting dates including the meeting to be involved, in the review, and improvement of the school plan under Section 1112, school wide under Section 1114, and the process of the school review and improvement under /section 1116.

Chiawana parents are involved in:

- * School Improvement activities.
- * The development of the Johns Hopkins National Network of Partnership School Parent and Community Involvement One-year Plan.

Chiawana parents are provided information about:

- * Title I, School Improvement and the Johns Hopkins National Network of Partnership School Parent and Community Involvement One-year Plan.
- * The school curriculum, academic assessments, and the proficiency levels students are expected to meet.
- * Meeting and conferences to provide suggestions and to participate in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
- * Parents are informed of the Parental Information and Resources Center (PIRC) at ESD 123.

PART III—SHARED RESPONSIBILITES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

Chiawana High School jointly develops a school-parent compact that outlines how parents, school staff, and students will share the responsibility for improved academic achievement.

Chiawana will:

* Provide parents the opportunity to review and discuss the compact as it relates to the individual child's achievement.

* Provide reports to parents on their child's progress.

Provide parents opportunities to volunteer and participate in their child's class and observe classroom activities.

PART IV—ACCESSIBILITY REQUIREMENTS

In carrying out the parental involvement requirements, Chiawana High School shall provide opportunities for parents participation of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in a format, and to the extent practicable, in English, Spanish, and Somali.

SCHOOL / PARENT / STUDENT AGREEMENT

This is a voluntary agreement between the school and the child's home. This agreement defines goals, expectations and shared responsibilities of the school and the parent as equal partners for student learning.

Chiawana High School Pledges To:

1. Maintain a belief that each student can learn and help each child grow to his/her fullest potential.
2. Treat every student as an individual and show respect for his/her family.
3. Provide a safe classroom environment that supports learning.
4. Maintain an open line of communication with students and their families.
5. Encourage and facilitate parent involvement.

Parents Pledge To:

1. Encourage, support, and praise my child each day.
2. See that my child is punctual and attends school regularly.
3. Call the school or send a note when my child is absent.
4. Discuss with my child what has been learned at school each day.
5. Set aside a time and place for homework and assist if possible.

Students Pledge To:

1. Believe that they can and will learn.
2. Come to school prepared and ready to learn.
3. Show respect for myself, my school, and other people.
4. Be responsible for my actions, decisions, and learning.
5. Discuss with my parent what has been learned at school each day.
6. Set aside a time and place for homework.

Student: _____ **Parent:** _____

Annual Permission to Participate In School Fundraisers 2023-24

Each year our school or booster club sponsor any number of fundraisers in support of programs and extra curricular activities. By signing this form, you are granting your permission for your student to participate in any or all such fundraising activities for the current school year. My Student has my permission to participate in school or booster sponsored fundraising activities for the **2023-2024** school year. I understand that I am personally responsible for any merchandise issued to, or money collected by my student during the course of these events.

Student Name

ID#

Parent Signature

Date

DISCRIMINATION

Pasco 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, gender 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:

Civil Rights/Title IX Officer: Sarah Thornton, 1215 W. Lewis St., Pasco 509-543-6700

Sec. 504 Coordinator: Kristi Docken, 1215 W. Lewis St., Pasco 509-543-6700

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

<https://www.psd1.org/Page/10095>.

SEXUAL HARASSMENT

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

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

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://www.psd1.org/Page/10095>.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns. **Complaint to the School District Step 1. Write Our Your Complaint** In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator. **Step 2: School District Investigates Your Complaint** Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response. **Step 3: School District Responds to Your Complaint** In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period. **Appeal to the School District** If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI). **Complaint to OSPI** If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly. You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI: **Email: Equity@k12.wa.us | Fax: 360-664-2967 | Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200** For more information, visit our [website](https://www.wa.gov/equity), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us. **Other Discrimination Complaint Options** *Office for Civil Rights, U.S. Department of Education* 206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov *Washington State Human Rights Commission* 1-800-233-3247 | TTY: 1-800-300-7525