

# **Tahoma High School Value Statement**

*Tahoma Bears form a community committed to academic and life success while intentionally building character.*



**Community—Commitment—Character**

## **Tahoma High School Fight Song**

*In Tahoma High School You Will Want To Be*

*To See Our Team March On To Victory*

*To See Them Play It Sure Is Quite A Sight*

*They Always Play To Win They*

**FIGHT FIGHT FIGHT**

*Just Watch Our Team Roll Out A Great Big Score*

*A Hundred Points Or Maybe More And More*

*The Fighting Spirit Is To Do Or Die*

**TAHOMA HIGH**

**The Blue and Gold**

**BEARS**

## Table of Contents

---

Who is Who at THS .....	3-4
Bell Schedule .....	5 - 6
Dress Code .....	7
Academic Integrity Policy .....	8
Attendance .....	9-11
Student Service .....	12-13
Harassment, Intimidation, and Bullying .....	14-17
Student Safety.....	18
General Information .....	19-22
Misconduct Definitions .....	23-26
Technology User Agreements .....	27-29
Sanction Chart .....	30-32

## TAHOMA SENIOR HIGH SCHOOL

23499 SE Tahoma Way ♦ Maple Valley, WA 98038  
Main office: 425-413-6200 ♦ Attendance: 425-413-6209

### ADMINISTRATORS

Ms. Judy Beliveau	Principal
Mr. Martin Barber	CTE Director, Associate Principal
Mr. Chris Feist	Associate Principal
Ms. Michele Tang	Associate Principal
Ms. Maret Unruh	Associate Principal
Mr. Mike Hansen	Athletic Director, Assistant Principal,
Mr. Jake Maria	Assistant Principal
Mr. Ben Todd	Dean of Students

### OFFICE STAFF

Ms. Robin Lawler	Admin Assistant/Office Manager
Ms. Stefani McCurdy	Secretary/Main Office
Ms. Emily Ryan-Lysova	Admin Assistant/Main Office
Ms. Lisa Kelley	Attendance/Main Office
Ms. Chris Bykonen	Attendance Office
Ms. Monica Champoux	Attendance Office
Ms. Selyna Clayton	Admin Assistant/Athletic Office
Ms. Michelle Didonato	Admin Assistant/Counseling Office
Ms. Heather Armstrong	Registrar/Counseling Office
Ms. Ana Susan	Registrar/Counseling Office
Ms. Frances Wood	Student Accounts
Ms. Karin Weihe	Security Officer

### COUNSELORS

Ms. Amy Luther	A-Ca
Ms. Amanda Duarte	Ce-Fry

Ms. Lori Lewis	Fu-Jon
Ms. Jennifer Martinson	Jor-McL
Mr. Max Marshall	McM-Pry
Ms. Lorine Hegel	Pu-Sto
Ms. Mina Bryant	Str-Z
Ms. Crystal Asplund Ms. Lara Lindersmith	Future Ready Specialists
Ms. Gwendolyn Huete Ms. Courtney Wise	Student Wellness Advocate
<b>ASB OFFICERS/ADVISORS</b>	
Mr. Simpson/Ms. O'Leary	Advisors
President	Riley Cavanaugh
Vice President	Jake Meusburger
Secretary	Elina Adams
Treasurer	Grant Simmons
Student Advocate	Elena Warner

# Tahoma Senior High School Bell Schedule

## START Time Bell Schedule (Monday)

Period	Start Time	End Time	Minutes
1/5	7:40	8:54	74
Passing	8:54	9:01	7
START Time	9:01	9:21	20
2/6	9:21	10:35	74
Power Hour	10:35	11:35	60
3/7	11:35	12:49	74
Passing	12:49	12:56	7
4/8	12:56	2:10	74

## Tuesday – Thursday

Period	Start Time	End Time	Minutes
1/5	7:40	8:59	79
Passing	8:59	9:06	7
2/6	9:06	10:25	79
Power Hour	10:25	11:25	60
3/7	11:25	12:44	79
Passing	12:44	12:51	7
4/8	12:51	2:10	79

Power Hour = 30 minute flex period + 30 minute lunch  
 Only Jrs and Srs with Power Hour Privilege may leave campus

**Friday – Early Release**

<b>Period</b>	<b>Start Time</b>	<b>End Time</b>	<b>Minutes</b>
<b>1/5</b>	<b>7:40</b>	<b>8:42</b>	<b>62</b>
<b>Passing</b>	<b>8:42</b>	<b>8:49</b>	<b>7</b>
<b>2/4</b>	<b>8:49</b>	<b>9:51</b>	<b>62</b>
<b>Passing</b>	<b>9:51</b>	<b>9:58</b>	<b>7</b>
<b>3/7</b>	<b>9:58</b>	<b>11:00</b>	<b>62</b>
<b>Passing</b>	<b>11:00</b>	<b>11:07</b>	<b>7</b>
<b>4/8</b>	<b>11:07</b>	<b>12:10</b>	<b>63</b>
<b>Lunch</b>	<b>12:10</b>	<b>12:40</b>	<b>30</b>

**The building will be open to students when we have supervision so that all students will remain safe. Our doors will open at 7:10 AM and all students not being actively supervised by a coach or staff member will need to exit the building at or before 2:40 PM each day.**

The Tahoma School District 409 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator. Title IX/Chapter 28A.640 RCW Officer, Mark Koch, 25720 Maple Valley-Blk. Diamond Rd. S.E., Maple Valley, WA 98038; 425-413-3400. Section 504/ADA Coordinator, 25720 Maple Valley-Black Diamond Rd. S.E., Maple Valley, WA. 98038; 425-413-3400.

## **TAHOMA SCHOOL DISTRICT DRESS CODE**

### **From Policy 3224 and Procedure 3224P**

The student and parent/guardian may determine the student's personal dress and grooming standards. Administrators may regulate a student's dress and grooming when they reasonably believe that it:

1. Implies gang membership or affiliation;
2. Is related to hate groups or hate speech;
3. Will create a health or safety hazard. Hats/hoods, if worn, must still allow for the student to be identifiable;
4. Will damage school property;
5. Will create a material and substantial disruption of the educational process; or
6. Contains messages on clothing that are inconsistent with the educational mission of the school district, including those that are:
  - a. Alcohol related;
  - b. Drug related;
  - c. Lewd in nature;
  - d. Sexual in nature; or
  - e. Tobacco related.

In addition to #1-6 above, students must wear the following:

- a. Tops that cover private areas with non-transparent (opaque) material.
- b. Bottoms that cover private areas, including the buttocks, with non-transparent (opaque) material.
- c. Footwear appropriate for the given activity.

According to School Board Policy, if the student's dress or grooming is objectionable under these provisions, the administrator will request that the student make appropriate corrections. If the student refuses, the administrator will notify the parent, if reasonably possible, and request that the parent make the necessary corrections. Students may be subject to corrective action, if circumstances so warrant.

## THS Academic Integrity Policy

**Academic Integrity** speaks to a student's commitment and responsibility to pursue education openly and honestly. It respects the concept that *learning* is the primary purpose of education, not secondary to grades and credits.

**Academic Dishonesty** is defined as any action or attended action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other student.

A student shall not attempt to earn credit or receive a grade for coursework (tests, quizzes, assignments, discussions, projects, essays, etc.) in a manner other than defined as acceptable by each instructor.

Academic Integrity violations are tracked throughout a student's entire high school career (grades 9-12).

Actions constituting violations of Academic Integrity include but are not limited to:

**Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgement, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

**Artificial Intelligence (AI):** AI uses natural language processing to learn from Internet data, providing users with artificial intelligence-based written answers to questions or prompts. Students are expected to use AI tools ethically, responsibly, and intentionally to support student learning, not to bypass it. Citations must be used when using whole sentences or paragraphs written by an AI-assisted writing tool, just as if using direct content from any other source.

**Cheating:** the use or attempted use of unauthorized materials, information, cheat sheets or student aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge, unauthorized copying or collaboration, use of AI without citations.

**Unauthorized Collaboration:** working with others without the specific permission of the instructor on assignments that will be submitted for an individual's grade. This applies to in-class or take-home assignments/homework, projects, tests, or labs.

**Collusion:** assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

**Academic Misconduct:** the intentional violation of school policies including but not limited to: tampering with grades or taking part in obtaining, sharing (includes verbal communication), distributing any part of a test or any information about the test, and not reporting someone who is violating the academic integrity policy.

**Multiple submissions:** Submitting or reusing an assignment that was submitted for credit in a previous course without instructor approval.

**Technology Malpractice:** any misuse or abuse of private or public technology in relation to grades or in acquiring an academic advantage, including but not limited to language translation websites, texting / picture transmission, and violations of the district responsible use guidelines for electronic devices and information systems (2022F-1).

## THS Attendance Policy

**Regular Attendance** is a major contributing factor in student achievement and school success. Overall, students who attend school regularly achieve at higher levels than students who do not have regular attendance. Tahoma's School District goal is to have students attend 90% of school days or more. That means only 18 absences in a school year. Laws of the State of Washington specify that parents have the primary responsibility for ensuring the attendance of their students at school. The law further states that students shall be regular and punctual in attendance. (RCW 28A.225.010)

**Future Ready Students** are consistently punctual. Assisting students in establishing lifelong habits of reliability and promptness is an instructional objective at Tahoma Senior High School. Progress towards these goals is measured, in part, by tracking student attendance. Pursuant to School Board Policy 3122, students' grades and/or credit in a course may be adversely affected by reason of tardiness or absenteeism.

### Make-Up Work

Students have one (1) day to make up work for each day of excused absence. **The work will be due the next class period.** For example, if you are absent on a blue day, you must be ready to turn in any assignment or take an assessment on the next blue day. Teachers may require students to attend Power Hour to make up labs, assessments, or assignments. It is the student's responsibility to contact each teacher for make-up work. Teachers do not have to provide make-up work to truant students.

**Excusing Student Absences** Parent/guardian and/or a physician may excuse an absence. Absences should be excused the morning of the absence and must be excused within one week from the date of the absence. *Parents/guardians may excuse absences by phone, email, text, or sending a written note with the student the day he/she returns to school.* **Absences not excused within one week are considered trancies and will result in progressive interventions for the student.** *\*Students 18 years and older are able to excuse their absences with one-time parent permission: please see the attendance office on how to proceed.*

*When excusing an absence please include your students' name, date of absence, your name, and a telephone number.*

**Attendance message line:** 425-413-6209

**Email:** [THattend@tahomasd.us](mailto:THattend@tahomasd.us)

**Written Note:** Send with student.

Call any time of day. Leave a message.

Email any time of day.

**Tardiness to Class** Students are tardy to class if they are not in their assigned classroom when the bell rings. Being late to class may adversely affect your grade if you miss important beginning of class assignments. Progressive discipline may apply to students who are late to class more than once. Tardies are accumulated by semester.

Tardy*	Progressive Discipline
1 <sup>st</sup>	Teacher warning
2 <sup>nd</sup>	2nd warning and parent contact
3 <sup>rd</sup>	Closed lunch and parent contact
4 <sup>th</sup>	Closed Power Hour and parent contact - teacher notifies administration
5 <sup>th</sup>	After-school detention, parent contact
6 <sup>th</sup>	Progressive discipline, parent contact

**Students are considered absent if they miss more than 50% of the class period.**

**Off Campus Privilege: Students must maintain 90% attendance or above and have 10 tardies or less each quarter to keep their Off Campus Cards.**

**Arriving Late to School?** Students arriving late to school must check-in to the attendance or main office and get a slip from the kiosk or an admit slip from secretary to class. Students must have a note, email, or phone call from parent/guardian to excuse the late arrival.

**Leaving Early from School?** Students must sign-out through the attendance office or main office when leaving early. Students must have a note, email, or phone call from parent/guardian to excuse stating the reason for the early dismissal. Students without notes must be signed out by parent or guardian in the attendance or main office. *Students leaving campus without signing out through the attendance office may receive a disciplinary sanction.*

**Forging a Note, Email, or Falsifying a Voicemail** in an attempt to excuse an absence is considered tampering with school records and will result in a disciplinary referral.

**Unexcused Absences (Truancy)** Truancy is being absent without the knowledge, consent, or excusal (within one week) from parent or guardian, or being absent from class once you have arrived at school without consent or knowledge from school staff. Truant students are subject to progressive intervention. Progressive intervention may include detention, required parent conference, attendance contract, and a referral to Tahoma’s Community Engagement Board. Students missing more than 50% of class are considered absent.

**Unexcused Absences** RCW 28A.225.010 state law places the responsibility of student attendance on the parent or legal guardian. Absences other than those defined as excused, given with the permission of the parent or legal guardian, are considered parental or unexcused absences (unexcused by the state but excused by the parent). Parents and/or legal guardians should understand that any absences will affect academic progress and, in the case of unexcused absences, academic work may be denied. For this reason, we recommend that parents plan ahead with pre-arranged absences.

**Excused Absences & Make-Up Work** High school students are working on developing future ready skills that will prepare them for a successful life after high school. As such, it is the student’s responsibility to obtain missed assignments when absent. Students may do this by visiting teachers’ websites, contacting teachers via email, or attending Power Hour.

Teachers are required to provide make-up work for excused absences. Certain educational class experiences are unique (i.e., lectures, labs, films, class discussions) and therefore may not be able to be replicated. Sometimes alternative assignments will be given.

Teachers are not required to provide and/or accept make-up work for unexcused absences. Students have one (1) day to make up work for each day of excused absence. **The work will be due the next class period.** For example, if you are absent on a blue day, you must be ready to turn in any assignment or take an assessment on the next blue day. Teachers may require students to attend Power Hour to make up labs, assessments, or assignments. It is the student's responsibility to contact each teacher for make-up work.

**Pre-Arranged Absences** Any known absence that will last 3+ days requires a pre-arranged absence form to be filled out by the student's parent or guardian, initialed by each teacher and an administrator, and submitted to the office at least three (3) days in advance of the absence.

**Excused Absences** The following are valid excuses for excused absences and tardiness:

- a) Short term illness\* including mental health reasons
- b) Medical or dental appointments
- c) Authorized classroom or school activity
- d) Absences due to disciplinary actions (see sanction chart)
- e) Short term vacation
- f) Absence due to requests made by parent/guardian such as:
  - Personal/Family Illness\*
  - Family Emergencies
  - Court Mandated Legal Purposes

**\*Extended Illness or Health Condition:** If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty. Home/Hospital tutoring support may be available for the student through the district. Access will be explored via a discussion with the counselor and the family.

**\*Excused Absence for Chronic Health Condition:** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parents shall apply to the assigned counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor/physician. The recommended limited program shall be approved by the principal/designee. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

## THS Student Services

**THS Counseling Department:** THS School Counselors are knowledgeable, confidential resources for students who address academic, emotional and social concerns for the personal well-being of each student. All of our school counselors are professionally trained and ESA certified to work within the school setting with students, parents, teachers, administrators, and agencies within the community. Students are assigned to a counselor alphabetically at the start of ninth grade. In order to provide students and counselors with the greatest opportunity to establish strong relationships, students will remain with their counselor for all four years. Students may initiate contact on their own or a concerned friend, staff, or parent may make a referral. Any information shared is confidential.

In addition to individual support for students, the counseling department coordinates guidance and counseling programs that support student growth and learning through:

- Classroom guidance activities
- Group/individual counseling
- Academic advising and scheduling
- Post high school planning
- Career guidance
- Crisis intervention
- Community liaison services
- Assistance and consultation for parents

### Scheduling Policy and Academic Calendar

We expect students to make thoughtful decisions about meeting graduation requirements and selecting classes that align with being college and career ready and meeting their post secondary goals. We work hard to give students their first choices for classes, identifying the number of sections for each class based on student requests and then hiring staff to teach those classes. Significant shifts in staffing are not possible during the school year. For these reasons, we limit all schedule changes. **When students receive the courses they request, they should not expect that they will be allowed to make any schedule change in that year.**

### Adding/Dropping a Class

Students will be allowed to drop classes for which they **did not register** during the **first five days of the semester**. If a student drops a class during the first five days of the semester, no record will appear on the transcript. **All schedule changes for adds or drops should happen during Bear Days** so students start the right classes when the semester begins.

### Withdrawal From a Class

If a student drops a class prior to the end of the sixth week of the semester, the dropped course will appear on the transcript with a "W" grade. The "W" grade will be a matter of record on the transcript and will not be computed in the grade point average. Students who withdraw from a course will not be provided a new course.

A "W" will also be given to students who are misplaced and their teacher recommends a change of level (e.g. drop Spanish 2 and add Spanish 1 or drop Algebra 2 and add Intermediate Algebra. This "W" will remain on the transcript even if the student retakes the course at a later date. **Courses that are dropped after the sixth week will result in an "F" grade on the transcript.**

**\*\*Important: If a student withdraws from Tahoma High School prior to the end of a semester, only withdrawal grades are issued. Course Credit is applied/awarded by the receiving school district, not Tahoma, and solely up to their discretion.**

### **Requesting a Teacher Change**

We are fortunate to have an excellent cadre of teachers at Tahoma High School. We have every confidence that in whatever classroom your student is placed, he or she will encounter a professional and competent teacher who is committed to student learning.

We believe strongly in a growth-mindset helping both our students and teachers work together to find a common ground supportive of student learning. If your student is struggling with a teacher we are happy to mediate a resolution and find a solution-based approach to working together.

If your student is struggling with a teacher the following steps are required:

1. Parent/student initiate contact with the instructor directly by phone or email - this allows for students, staff and parents to have open communication about what the experience is for the student and what the teacher can offer to support better understanding. In this communication exchange an in person meeting might be suggested for active dialog and discussion.
  - 1a. Communication allows for a plan to be set up where the student and teacher try new ways of working with each other during class. The plan is usually implemented for 2-3 weeks.
  - 1b. While other school staff are not often needed at these meetings, counselors and/or divisional administrators are happy to mediate a resolution and support the group in finding a solution-based approach to working together.
2. If after the plan has been implemented and the teacher change is still requested then an administrator makes the decision to approve or not approve the change.

Learning to work with others, adapting styles and communicating concerns are life skills we want our students to develop before they leave our school.

### **Repeating Course Policy**

Students who earn a final semester grade of "F" in a required course for graduation must repeat the required course at some point during their high school career. Upon successful completion of the required THS course, the student's original "F" will remain on the transcript, but not calculated into the Grade Point Average (GPA). The passing grade will be used to calculate the GPA.

Students who earn a final semester grade of "D" or "F" in Math or World Language courses may repeat one or both semesters with counselor and instructor permission. If the student earns credit for the class by receiving a "D" or higher, credit may not be gained by repeating the class. However, the highest grade will be used to calculate GPA upon a student's request.

### **Special Education & 504 Services**

THS offers a variety of support for students with disabilities. See your counselor if you have questions.

### **Suicide Prevention**

THS takes suicide prevention very seriously. Please contact the counseling offices or administration if you are concerned about the health and well-being of a student. In an emergency, please call 911.

***Counseling: 425-413-6204***

***Administration: 425-413-6200***

***Crisis Connections Line: 866-427-4747***

### **Counselors are assigned by student last names:**

A-Ca	Amy Luther <a href="mailto:aluther@TahomaSD.US">aluther@TahomaSD.US</a>
Ce-Fry	Amanda Duarte <a href="mailto:aduarte@TahomaSD.US">aduarte@TahomaSD.US</a>
Fu-Jon	Lori Lewis <a href="mailto:llewis@tahomasd.us">llewis@tahomasd.us</a>
Jor-McL	Jennifer Martinson <a href="mailto:jmartins@tahomasd.us">jmartins@tahomasd.us</a>
McM-Pry	Max Marshall <a href="mailto:mmarshal@tahomasd.us">mmarshal@tahomasd.us</a>
Pu-Sto	Lorine Thueringer <a href="mailto:ltheurin@tahomasd.us">ltheurin@tahomasd.us</a>
Str-Z	Mina Bryant <a href="mailto:mbryant@tahomasd.us">mbryant@tahomasd.us</a>

# Harassment, Intimidation, and Bullying

## 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 district's reporting form to share concerns about HIB ([HIB Form](#)) 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 (Scott Mitchell, 425-413-3400) 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, please see the district’s [HIB webpage](#) or the district’s *HIB Policy [3207]* and *Procedure [3207P]*.

## 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.

To review the district’s *Nondiscrimination Policy 3210* and *Procedure 3210P*, visit [BoardDocs](#).

### 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.

To review the district’s *Sexual Harassment Policy 3205* and *Procedure 3205P*, visit [BoardDocs](#).

### 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 contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Scott Mitchell Executive Director of Human Resource, 25720 Maple Valley Highway, Maple Valley, WA 98038, [TitleIX@tahomasd.us](mailto:TitleIX@tahomasd.us), 425-413-3400

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Scott Mitchell Executive Director of Human Resource,, 25720 Maple Valley Highway, Maple Valley, WA 98038, [TitleIX@tahomasd.us](mailto:TitleIX@tahomasd.us), 425-413-3400

Concerns about disability discrimination:

Section 504 Coordinator: Stacey Zachau, Assistant Director of Health and Wellness 25720 Maple Valley Highway, Maple Valley, WA 98038, [Section504@tahomasd.us](mailto:Section504@tahomasd.us), 425-413-3400

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Scott Mitchell Executive Director of Human Resource,, 25720 Maple Valley Highway, Maple Valley, WA 98038, [tdavis@tahomasd.us](mailto:tdavis@tahomasd.us), 425-413-3400

To **submit a written complaint**, 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](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto: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](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto: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](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto: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](mailto:orc@ed.gov)
- Phone: 800-421-3481

[Our School’s Responsibilities Related to Student Speech and Preventing and Responding to Discriminatory Harassment: preventing-and-responding-discriminatory-harassment.pdf](#)

### **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

To review the district’s Gender-Inclusive Schools Policy 3211 and Procedure 3211P visit [BoardDocs](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Tony Davis, Directory of Equity and Family Partnerships, 425-413-3400

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 17.

## Student Safety

### STUDENT SAFETY: RIDING BUSES

#### Student Conduct on Buses

Any misconduct by a student, detrimental to the safe operation of the bus, shall be sufficient cause for the transportation supervisor to suspend the transportation privilege.

#### **Rules of conduct for students riding buses:**

1. The driver has full authority of the bus and students.
2. Be at the bus stop five (5) minutes early and wait in an orderly manner.
3. Ride your regularly assigned bus at all times unless written permission has been granted by the building or transportation authorities. Bus passes will be honored if space is available.
4. Students are not allowed in the driver's area. The driver may assign each student to a seat. Students will sit in assigned seats until they have permission to move seats.
5. Students must remain seated, face the front of the bus, keeping feet and legs out the aisle, while the bus is in motion.
6. Students shall enter and leave the bus in an orderly fashion. A student shall be permitted to leave the bus only at his or her regular stop, unless they have a bus pass.
7. Students must look both ways before crossing a roadway and always cross in front of the bus in full view of the driver. Cross only when the driver signals it is safe to do so. Once off the bus, students should follow the rules for pedestrians.
8. In the event of an emergency, students must follow emergency exit procedures as established by the emergency exit drills. Students will not tamper with emergency doors or equipment.
9. No noise or talking at railroad crossings.
10. Eating and drinking on a school bus is not permitted.
11. Any damage to a bus must be reported to the driver at once. The parents/students will be required to reimburse the school district for damage to buses.
12. Students must see that personal belongings are kept out of the aisle.
13. No student shall at any time extend head, arms or hands out of the windows, whether the school bus is in motion or standing still.
14. Students must not have anything that might cause injury to another such as: laser pens, sticks, breakable containers, balloons, any type of firearm or fireworks, skateboards, or pins extending from their clothing. Animals, reptiles, fish, fowl, insects are not permitted on the bus (except seeing-eye animals).
15. Students must identify themselves as requested by driver or aid.
16. Rude, obscene language and/or gestures; and, physical and/or sexual harassment will not be tolerated and will result in immediate disciplinary action.
17. Smoking, vaping, chewing, spitting tobacco, any type of flame or sparking device, alcohol, illegal substances, weapons, explosives or replicas will not be allowed on the school bus.
18. Fighting, vulgar language, obscene gestures directed towards the driver will result in loss of bus privileges.

## General Information

**A.S.B. Activity Cards:** A.S.B. cards may be purchased in the cashier's office. The A.S.B. card will admit you to all Tahoma High School home athletic contests throughout the year free of charge, allow for student discount admission at away games, and offer reduced admission to most dances.

**Associated Student Body:** The Associated Student Body organization (A.S.B.) is a democratic organization of students. The duties of this organization shall be to organize and coordinate activities of clubs and classes, to promote curricular and co-curricular activities, provide effective student representation, and to regulate student funds. Every student at Tahoma Senior at Tahoma Senior High School is a member of the A.S.B. The management of the A.S.B. is vested in the elected officers and the elected Council. The Student Council shall consist of (1) an Executive board composed of the A.S.B. and the presidential appointees and (2) a delegate assembly composed of one representative from a designated assigned classroom. This delegate and an alternate shall be elected within the first week of school during each semester. The Student Council meets regularly according to the activity schedule. Copies of the associated Student Body Constitution are available in the activities coordinator's office.

**Athletics:** Tahoma Senior High School is a member of the North Puget Sound League for interscholastic competitions. There are specific requirements concerning eligibility for any sport. Students interested in participating should contact the coach of that sport or ask for additional information from the athletic director or athletic administrative assistant.

**Bulletin Boards:** All posters are to be approved by the activities coordinator before they are placed on a bulletin board or wall. Nothing is to be posted on the brick, painted walls, glass, doors, etc., without permission. With ASB approval zip ties may be used on handrails. No tape can be used except on bulletin boards. The community event bulletin board is the ONLY location where "non-school" related events may be posted (with prior approval). Distribution of non-school related printed material must have prior, written approval and is limited to a maximum of 15 copies.

**Bus Transportation:** Buses will load and unload in the bus-loading zone. The driver is in full charge of the bus and the students. Students are to obey the driver promptly and willingly. Buses have the right-of-way when leaving the campus. Students are subject to standard school discipline for inappropriate behavior whether on or off the bus.

**Cell Phones, Electronic Devices:** Electronic devices (including but not limited to: phones, tablets, gaming devices) are to remain off and concealed during all classroom instruction or activity. Electronic devices may be used at teachers' discretion as it pertains to the instructional goals of the class. Students are permitted to use cellular phones before and after school, during passing time, and lunch breaks only. Use of the devices which cause a disruption to the educational process (including a safe and orderly environment) will result in confiscation of the device and possible discipline. Reference Board Policy 3245.

Classroom Cell Phone Procedures are as follows:

1. Place Phones in Designated Box- All students must place their cell phones in the designated box/item at the beginning of class

Cell phones, headphones/earbuds are not allowed in classrooms, halls or bathrooms during class time

2. Refusal to Comply- If a student refuses to place their phone in the box, or takes their phone out of the box

without teacher permission a TH Discipline email

will be sent for administrative follow-up

3. Multiple Offenses

- For multiple offenses, progressive discipline will be implemented

**Chalk Art:** Paintings, drawings and chalk art and/or murals are not allowed on the high school walls, sidewalks, parking lots and whiteboards Due to the amount of dust that can be tracked in from large chalk art pieces, we will not be granting permission for any chalk art. Large amounts of chalk dust that is tracked into the building can trigger our fire alarm sensors.

**Closed Campus:** Tahoma Senior High School is designated a "closed campus" which means students SHALL NOT leave the campus area once they have arrived, even if the first period has not yet started. **When necessary, permission to leave may be granted by the attendance office.** \*See Power Hour Privilege below.

In addition to being a closed campus, Tahoma Senior High School has areas where students are not permitted except for instructional purposes. These restricted areas are considered "nexus to the property" and include, but are not limited to, parking areas, stadium, bleachers and playing fields. Students are reminded that the woods surrounding the school are considered off campus areas and are off limits once students arrive. Summit Park is also not considered part of the THS campus. Violation of these regulations will result in disciplinary action.

**Fines:** Fines and/or fees are imposed for materials that are not returned or have been damaged. Diplomas and official transcripts may be withheld until all fines are paid. Students will not be able to purchase goods/services such as dance tickets, parking passes, athletic clearance etc. if they have any outstanding fines.

**Flower/Gift/Food Deliveries:** Students will be notified at the end of the school day to pick up the delivered items. It is the students' responsibility to pick up any items after school. No deliveries can be picked up during class time.

**Health Care Services:** To comply with the Family Educational Rights and Privacy Act, we keep a record of the health care services that we provide to each student. You may ask to see a copy of your student record. You may also ask us to correct that record. We will not disclose your record to others unless you direct us to do so, or unless the law authorizes or compels us to do so. You may see your record, or get information about it, at the attending school. Health information pertaining to special education needs is located in the Special Services Department at the TSD Central Services Center.

**Immunizations:** State regulations prohibit students from attending public schools without proper immunization. Information and forms are available in the counseling center.

**Lockers:** PE lockers are the property of the school district. When assigned a locker, a student shall be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked.

The school reserves the right to inspect individual lockers without advance notice. When possible, before opening a student's locker, an administrator shall seek the consent of the student to conduct a locker inspection. A third party shall always be present to witness such inspection. If the student is not available or does not consent to the inspection and when the search is prompted by a reasonable suspicion that the contents of the locker create an emergency or violation of school rules, the administrator may open the locker as soon as it is necessary to do so to properly conduct a search in order to protect the students, staff, and property in the school.

**Lost and Found:** A lost and found container is located in the main hallway across from the PAC. Small items are often turned into the main office for safe keeping. Students should immediately turn in all items found for which ownership is unknown. All items will be removed after 30 days.

**Medication:** Students who take medication at school **must** provide written instructions from a physician and complete the appropriate district form. No medication, either prescribed or over the counter, is permitted on campus without prior approval. A copy of the district form **MUST** be on file in the nurse's office. Medication must be in the original, labeled container and only one dose may be carried at a time. Students are subject to severe discipline consequences, including expulsion, for violation of these procedures.

**Messages:** To maximize instruction and learning, please limit interruptions. Please call the attendance office if you need to get a message to your student.

**Power Hour:** Power Hour is designed to support learning and maintain a positive culture for students. This block of time includes a 30-minute lunch and a 30-minute flex period for students to pursue academic work and extracurricular interests. Students may be required to serve assigned detentions during Power Hour. Students are expected to remain on campus during Power Hour unless they are Juniors or Seniors who have met eligibility requirements for Power Hour Privilege.

**Off Campus Privilege:** Privilege passes allow eligible juniors and seniors in good academic and behavioral standing to leave campus during Power Hour. Off Campus privilege may be revoked at any time as a measure of progressive discipline, having more than 10 tardies in a quarter, not attending school 90% or above, or at parent request. Off Campus passes will be reviewed each quarter.

- 90% or above attendance in school
- 10 or fewer tardies the previous quarter
- No exceptional misconduct or pattern of misconduct
- Parent Permission

**S.T.A.R.T.** stands for **Students Taking Academic Responsibility Time**: This program will run every Monday during the 2nd and 6th period. Students will work with their 2/6 period teacher to make a personalized weekly plan for Power Hour so that all students are able to participate appropriately. Plans will include looking at Skyward to strategize how to make up missing assignments, retaking assessments, or plan to receive help from their teachers. The plan will also include looking at the clubs and activities available during Power Hour to encourage students to elect to participate in. THS Videos reminding students of activities and policies/procedures are shown.

**Release of Information:** School districts are required to release certain information to law enforcement and other governmental agencies. This information is called “directory information” and includes the student's name, address, phone number and names of parents/guardians. This information is also made available to the US Armed Forces and the Washington National Guard when requested by those agencies. A student who does not want this directory information released to the US Armed Forces or Washington National Guard should ask, in writing, that the school not share that information.

**School Discipline:** Progressive school discipline for minor infractions may include: Closed Lunch (lunch detention), Closed Power Hour (Power Hour Detention), or Friday School. Other forms of discipline including temporary or permanent revocation of parking privileges, behavior contract, parent meeting, or other forms of corrective action may be substituted at the discretion of administration. The sanction for not fulfilling assigned discipline will result in a referral for defiance/failure to serve and progressive discipline. Students should bring homework to complete during assigned detentions.

**Student Activity Program:** The student activity program at Tahoma Senior High School is designed to offer all Tahoma students a balanced set of extracurricular opportunities. In addition to the student government organizations, there are clubs and activities formed by students with common interests. Each club has a faculty advisor and plans its own activities but is part of and responsible to the Associated Student Body organization. Each activity has a faculty advisor and plans its own activities but is not part of the Associated Student Body organization. Information on club and activity meeting times and places are posted throughout the school building and on the televisions around the school. Additional information may be obtained from the activities coordinators.

**Student Privacy:** The right to privacy is a fundamental tenet of human liberty. District staff shall take particular care to respect students' privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the schools. Therefore, only designated personnel shall have the authority to conduct student searches. They shall do so only upon reasonable cause and in the manner prescribed by district policy.

A student shall be free from searches of his/her clothing and personal property unless there is reasonable cause to believe that something concealed may be stolen, an illegal substance, or of immediate danger to the student or to other students.

**Student Vehicle Rules:** Tahoma School District provides parking areas as a convenience to students who must drive. The district is not responsible for damage or theft to vehicles. All student drivers must purchase an annual parking permit for \$40 and display it (according to instructions) on the vehicle. Students must meet and maintain eligibility criteria to park in approved parking areas. Application forms are available in the cashier’s office. Students qualifying for free/reduced lunch are eligible for a discount. Juniors and seniors only may purchase parking passes through September. On October 1st sophomores meeting eligibility requirements may also purchase a parking pass. Parking is on a first come, first serve basis for all students with a parking pass.

<p><b>VEHICLE RULES:</b></p> <ol style="list-style-type: none"><li>1. Speeds must <b>not</b> exceed 10 mph on campus.</li><li>2. Reckless driving and/or inappropriate parking will result in loss of parking privileges.</li></ol>
---

3. Students' cars must be parked in student parking with a visible TSHS student permit. Student vehicles are not allowed to park in the:
  - a. Staff Parking Lot
  - b. Bus Lane
  - c. Visitor Parking
  - d. Handicap Parking
4. All student vehicles must be registered in the office with current insurance verification.
5. Loitering in parking lots during lunch or before, during or after school is not allowed.
6. Cars are not to be moved from the parking lot during the school day (7:40am-2:10pm). *Exceptions include: Work experience, medical appointments, permission of the office. Only students with Power Hour Privilege may leave campus during Power Hour.*
7. Vehicle/Parking violations will result in fines, suspension of driving privileges, and/or towing at the owner's expense. Please refer to the parking application form.

**Transcripts:** Use this link to find out how to order unofficial and official transcripts

<https://tahomahighschool.tahomasd.us/school-resources/transcripts>

**Visitors:** Students are not permitted to bring visitors to school. Parents or guardians must report to the main office upon arrival to sign in and receive a visitor badge.

## DEFINITIONS OF STUDENT MISCONDUCT / RULES

All segments of our society require standards which all members of society are expected to follow and maintain. The following rules ensure that the rights of you and your classmates are not infringed upon. With rights go responsibilities. Your responsibility lies in

following these guidelines and the encouragement of your peers to do likewise. In addition to the rules that follow, teachers will have specific policies and regulations of which students will be informed, in writing. The specific policies and regulations of the staff will be posted in their classrooms. Students are to follow the school and classroom rules and regulations. School rules apply at all school events, including home and away extra-curricular activities, field trips or other off campus learning activities. Lastly, any activity that violates state law is also prohibited under district policy.

Students in violation of school and district behavioral policy and expectations are subject to discipline including but not limited to: closed lunch, closed Power Hour, 2 hour detention, short term suspension (1-10 days), long term suspension (11-90 days), emergency removal, and expulsion.

**Academic Dishonesty:** is defined as any action or intended action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other student.

**Academic Expectations:** Students who are low achieving academically are in violation of WAC 180-40-210, which states that "it is the responsibility and duty of each student to pursue his/her course of studies...and he or she may be subject to corrective action or punishment imposed by a school district and its agents for violation(s) of such rules." See Academic Probation policy.

**Academic Integrity:** speaks to a student's commitment and responsibility to pursue education openly and honestly. It respects the concept that learning is the primary purpose of education, secondary to grades and credits. Actions constituting violations of academic integrity include but are not limited to: plagiarism, inappropriate use of cheating, unauthorized collaboration, collusion, grade tampering, multiple submissions, and violations of the district responsible use guidelines for electronic devices and information systems (2022F-1).

**Aggressive Behavior** (see Reckless Physical Behavior): Behavior towards another person that is meant to instigate a fight or cause a negative response is not permitted.

**Alcohol, Marijuana, and Chemical Substances (Drugs):** A student shall not possess, use, transmit, trade, sell, promote, be under the influence of, or show previous use of any intoxicant, alcohol, or prohibited substance including counterfeit and synthetic drugs. Students may not be in possession of drug paraphernalia. Prohibited substances include but are not limited to: counterfeit, synthetic, hallucinogenic, narcotic, and/or prescription drugs, unauthorized medicines, alcohol, and marijuana. Use of inhalants (huffing) is not permitted. In addition, **students may not knowingly remain in an area where there is alcohol or drug activity taking place.**

**Alteration of Records:** A student who falsifies, alters, or destroys school records or any communication between home and school shall be subject to corrective action.

**Arson:** Setting fire to a building or property is prohibited.

**Assault/Battery:** A student shall not use, threaten to use, or attempt to use force or violence upon another person, including the use of an object, instrument or bodily fluids such as spitting for the purpose of inflicting injury.

**Attendance/Truancy:** Absences must be excused within one week of absence. A student may not leave, be absent from, or be tardy to class without an approved excuse. Truancy is subject to progressive discipline. **Make-up work:** Students have one (1) day to make up work for each day of excused absence. **The work will be due the next class period.** It is the student's responsibility to contact each teacher for make-up work. Teachers do not have to provide make-up work to truant students.

**Attendance Contract:** Students with poor attendance may be subject to the stipulations of an attendance contract and/or a parent conference.

**Behavior Contract:** Students who violate school rule(s) may be subject to the stipulations of a behavior contract and/or a parent conference.

**Bus Violations:** The driver is in full charge of the bus and the students. Students are to obey the driver promptly and willingly. Students are subject to both transportation and/or school discipline for inappropriate behavior on/off the bus, at the bus stop or walking to/from the bus stop.

**Cell Phones, Electronic Devices:** Electronic devices (including but not limited to: phones, tablets, gaming devices) are to remain off and concealed during all classroom instruction or activity. Electronic devices may be used at teachers' discretion as it pertains to the instructional goals of the class. Students are permitted to use cellular phones before and after school, during passing time, and lunch breaks only. Use of the devices which cause a disruption to the educational process (including a safe and orderly environment) will result in confiscation of the device and possible discipline. Reference Board Policy 3245.

Classroom Cell Phone Procedures are as follows:

1. Place Phones in Designated Box

- All students must place their cell phones in the designated box/item at the beginning of class

Cell phones, headphones/earbuds are not allowed in halls or bathrooms during class time

2. Refusal to Comply

- If a student refuses to place their phone in the box, or takes their phone out of the box

without teacher permission a TH Discipline email

will be sent for administrative follow-up

3. Multiple Offenses

- For multiple offenses, progressive discipline will be implemented

**Cheating:** See academic integrity policy.

**Closed Campus:** TSHS is a "closed campus" which means students may not leave the campus area once they have arrived, even if the first period has not yet started. *Permission to leave may be granted by the attendance office when necessary.* Eligible Juniors and Seniors may leave campus during Power Hour once they have been approved for Power Hour Privilege.

**Damage or Destruction of Property (Vandalism):** A student shall not intentionally or negligently damage nor deface school or private property in any way. Parents shall be liable to the school district for all damage to school district property, and disciplinary consequences may be assigned to the student.

**Defiance of School Authority:** A student shall comply with all lawful and reasonable instructions of any District employee or district-approved program volunteer.

**Disruptive Conduct:** A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption of any lawful mission, process or function of the school. Such conduct includes occupying school property in order to deprive others of its use, blocking normal pedestrian or vehicular traffic, and intimidating or preventing students from attending a class or school activity or a staff member from exercising his or her lawfully assigned duties.

**Dress Code:** See Board Policy 3224 and Administrative Procedure 3224P.

**Drugs:** See Alcohol, Marijuana, and Chemical Substances.

**Explosives:** A student shall not use, possess, or threaten use of explosive items including but not limited to: Fire crackers/works, bullets, or any type of "bomb" (ex: sparkler, pipe, stink bomb).

**Extortion:** A student shall not take another person's money or property, or coerce behavior, by the use of threats or physical violence.

**False Accusations:** A student shall not knowingly allege untrue wrong-doing or make defamatory statements regarding other persons.

**False Alarm:** A student shall not intentionally trip a fire alarm or other alarm system when there is not an actual emergency.

**Fighting:** A student shall not engage in mutual combat in which both parties have contributed to the situation by verbal or physical action. Both combatants involved in a fight are subject to corrective action or punishment.

**Forgery / Falsification:** The act of fraudulently using (in writing or orally) the name of another person or falsifying times, dates, grades, addresses, or other data is prohibited.

**Gambling:** Students may not engage in games of chance that result in an exchange of money or items with monetary value.

**Gang Behavior:** A student shall not exhibit behavior or gestures of gang membership as set forth in Board Policy 3244.

**Hall Passes:** A student out of class, for any reason, must have a hall pass.

**Harassment, Intimidation and Bullying** (includes cyber bullying): The district is committed to a safe and civil educational environment for all students and employees free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” is defined as any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability) 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 creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school.

A student who believes that he/she, or another student, is being subjected to harassment, intimidation, or bullying (whether by another student, district staff member, parent or volunteer) may use the guidelines outlined in Policy and Procedure 3207 – Prohibition of Harassment, Intimidation and Bullying, to report and resolve the concern. Upon request, parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying including electronically transmitted messages or images.

**Inappropriate Social Behavior (see Vulgar or Lewd Conduct):** Students shall refrain from activities that violate standards of acceptable social conduct including public demonstrations of physical affection on the school campus or at school-sponsored events.

**Leaving Campus during School Hours:** A student shall not leave the campus area during the school day unless prior approval has been granted by the attendance secretary. Students must check out through the attendance office BEFORE leaving. Students who check out after leaving will be considered truant and subject to standard school discipline even if later excused by a parent.

**Loitering:** Students are not allowed to loiter during class time. Students must use the bathroom for its intended purpose and not “hang out” in there.

**Loitering in the Presence of Misconduct:** A student shall be expected to immediately leave any activity that violates school rules.

**Lying to Authorities:** Students shall not deliberately misrepresent or omit any relevant fact when answering the questions of or conversing with school personnel.

**Misconduct with Substitute Teacher:** Students are expected to show respect to guest teachers. Students may incur consequences ranging from classroom intervention to short-term suspension.

**Multiple Infractions:** Violating more than one school rule or violating the same rule on separate occasions may result in severe consequences up to and including expulsion.

**Off-Campus Events:** Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel. Away sporting events are examples of 'off-campus' events.

**Plagiarism:** See academic integrity violation.

**Reckless Physical Behavior:** Any aggressive or reckless behavior, including horseplay, which jeopardizes the health, safety, or welfare of students and/or staff is prohibited.

**Refusal to Identify Self:** All persons are expected, upon request, to identify themselves to school personnel in the school building, on the campus, on buses, or at school-sponsored events.

**State Law:** Students are expected to comply with all state laws and local ordinances. Students who violate state law or a local ordinance are also in violation of district policy and will be disciplined as such.

**Tardiness:** Students are tardy if they are not in their assigned classroom when the tardy bell completes ringing. Progressive discipline will apply in instances of excessive tardies to class. Students are considered truant after 50% of class time missed.

**Theft:** Theft is defined as the unauthorized carrying away of personal goods or property of another person or school district. Students and parents shall be liable to the school district for the failure to return school property loaned to a student.

**Threats:** Students shall not threaten to use force or violence upon any school staff, student or property. All threats will be taken seriously.

**Tobacco:** A student shall not possess, use, transmit, or show evidence of having used a tobacco product of any kind or facsimile (electronic cigarettes/smokeless devices, vaporizers or vape related products) or any item purported to be such. A student shall not knowingly remain in any area where such an activity is taking place. Possession of matches/lighters is also not permitted.

**Truancy:** See Attendance/Truancy

**Unauthorized Areas/Out of Area:** THS has areas where students are not permitted except for instructional purposes. These restricted areas are considered "nexus to the property" and include, but are not limited to parking areas, skate park/Summit Park, and playing fields. Students are reminded that the woods surrounding the school and stadium bleachers are considered off campus and are off limits during school hours. Students in areas of the building without permission from THS staff are considered out of area.

**Unauthorized Computer Use Violations:** See Technology User Agreement.

**Unauthorized Sales/Distribution:** Selling/distributing any items not authorized as a school fund-raiser is prohibited.

**Vulgar or Lewd Conduct:** Any lewd, indecent or obscene act or expression is prohibited, including remarks that are racist or sexist. Includes displays of affection.

**Weapons and Dangerous Instruments:** A student shall not possess or transmit any object that can reasonably be considered a firearm, knife, air gun, dangerous weapon/ammunition or facsimile thereof. State law provides that possession of a dangerous weapon is grounds for expulsion. State and federal law requires that students in possession of a firearm on school grounds be expelled without the opportunity to apply for re-admission for at least one calendar year. Exceptions to this mandatory penalty may be made on a case-by-case basis by the Superintendent. Students over eighteen years of age and students between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices. No one under eighteen years of age may transmit such devices, nor may they be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstance is a violation of this rule against dangerous weapons.

**Students in violation of school and district behavioral policy and expectations are subject to discipline** including but not limited to: Lunch Detention, Power Hour Detention, Tuesday/Friday School, Short-Term Suspension (1-10 days), Long-Term Suspension (11-90 days), Emergency Expulsion, and Expulsion.

## Tahoma Technology User Agreement

### Purpose

The Tahoma School District believes the use of technology, computers, and other digital resources are important tools to support learning and enhance the administration and operation of school. Tahoma's Responsible Use Guidelines was developed to guide the use of technology by students. Students are expected to adhere to the Responsible Use Guidelines in order to be allowed to use technology at school. Tahoma School District offers students access to district computers, communications systems, the Internet, and an array of technology resources to promote educational excellence. Learning about and being held accountable for the responsible use of electronic and digital tools is an important part of preparing students to be successful in today's society. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

### Responsible Use Guidelines for Students

1. Students will use the Internet and all forms of school technology carefully, responsibly, and legally. School technology includes, but is not limited to, computers, tablets, printers, copiers, cameras, phones, and other digital resources that serve educational purposes. This agreement extends to use of technology that students may use off site.
2. Students understand that the primary uses of technology in school are to learn and research, collaborate, create, and communicate.
3. Students respect the rights of copyright owners by limiting copying to essential materials and providing attribution (citations) for images and text. Students shall avoid plagiarism by ensuring that their papers and projects reflect their thoughts and ideas as well as cited paraphrases, summaries and quotations. Students will ask teachers or library staff for assistance if they have questions regarding these terms.
4. Students (grades 6-12) understand that if/when they use a personal device at school, they need to follow the same rules of use that govern district devices. They understand that they may be required to provide information about their device to the technology department to ensure that it can operate safely without disrupting others, that all school policies apply to them whether they are using their own device or school technologies, and that this privilege may be limited or revoked. The school has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
5. Students (grades 6-12) who bring personal devices to school take full responsibility for them. The school/district is not responsible for the security of personal technology devices.
6. Students (grades 6-12) who are issued district-owned devices for use at home and school agree to abide by the care and use agreement signed at the time the device was issued.
7. Students understand the network and district technology are valuable resources for teaching, learning and many other forms of productivity for students, staff and parents and agree to use it responsibly, conserving district resources whenever possible. This includes printing: teachers are making every effort to reduce printing, and students should only print when absolutely necessary. Personal devices will not be able to print at school.
8. Students will not reveal or post personal information belonging to themselves or another person (e.g. passwords, addresses, telephone numbers, etc.)
9. Students understand that their use of technology devices or tools—using either a personal or district-owned device—must reflect what is expected from a student in the Tahoma School District. Therefore, anything that is considered inappropriate

in the classroom is also inappropriate in all uses of email, blogs, podcasts, social networking sites, messaging/chat sites, or other digital communication tools. This includes, but is not limited to disrespectful, profane, racist, sexist or other discriminatory remarks. Additionally, students will promptly inform a teacher or administrator if any messages received or material reviewed is inappropriate.

10. Students understand that the district's Prohibition of Harassment, Intimidation or Bullying Policy (#3207) applies to online behaviors and will comply with all provisions of that policy.
11. Students will comply with all personal technology guidelines associated with their school.
12. Students will not install or attempt to install or store any programs of any type on any school device, nor will they try to alter computer settings.
13. Students understand that school-provided access to the Internet is filtered. If they need access to a blocked site, they shall work with their teachers to explore options available. Students shall not attempt to bypass blocked sites or circumvent the filter in any manner.
14. Students will not share their passwords, except with teachers and parents/guardians, nor will they impersonate nor attempt to impersonate another nor use or attempt to use somebody else's accounts on any device. Students will not delete or tamper with anyone else's files, folders, or work. Students will not let another student use their accounts on any device.
15. Students understand that files, services, and devices provided by and/or managed by the school are not private. There is no expectation of privacy when students use the school district's network, devices, and services and anything they do can be viewed by administration at any time.
16. Students and their families shall understand that unless superseded by the liability schedule of a specific program they will be liable for full repair and replacement costs for damage to school property, whether intentional or through negligence, including electronic devices.
17. Students understand that attempts to override, disable, alter, or circumvent security restrictions, management systems, or device firmware will be considered intentional damage.
18. Students understand that should they be found in violation of these guidelines, the consequences could include, but are not limited to; restricting access to the device, disabling device features or applications, the revocation of all network access, suspension or exclusion from school, or legal action by the authorities. Students or parents should contact the district or school administration if they have any questions about this agreement or its implementation.

**Right to Limit Use:** The school reserves the right to limit use of electronic devices, especially when these devices are used to harass others, disrupt the learning environment, cheat, or provide unauthorized access to the district network.

**Unauthorized Computer Use:** School Board policy states computers are for educational purposes only and must be in support of education, research or school approved co-curricular activities.

**Level One Offenses may include:** Accessing programs that are not in the start menu or local programs; downloading programs from the internet; accessing programs from the public directory; non-educational use of e-mail (chat rooms, Instant Messaging); playing games; using someone else's account or allowing someone else to access a student's personal account; no programs (executable files) shall be downloaded on to the hard drive of the computer.

**Level Two Offenses may include:** Attempting to gain access to accounts or other restricted areas such as the computer's hard drive; attempting any activity that may potentially damage the computer or the network; use of the system to store, distribute or access obscene or pornographic material.

**Teacher Supervision / Internet Access:** 9-12<sup>th</sup> grade students have independent Internet use. Access will be monitored to the degree possible in a high school setting. There may be independent access outside of regular classrooms in common areas (e.g., study areas, media centers through guest access to the wireless system).

**District Access to Student Files and E-mail:** Students should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files that they send or receive on the school computer network, store in student directories, or publish to a class site or workspace.

**Right to Terminate Access:** Tahoma School District may terminate a user's network access and this agreement at any time without warning.

**Prohibited Activities:** Students are expected to act in a considerate and responsible manner. All district rules and expectations for student conduct are expected to be followed while in any school environment, whether real or virtual.

**Prohibited activities include, but are not limited to, the following:**

- Sending, displaying, or printing offensive messages, materials, photos, or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Discriminating or defaming others
- Sending threatening, inflammatory, or violent communications
- Offering for sale, purchase, or use of any prohibited or illegal substances
- Damaging computers, computer systems, computer networks, or wireless systems
- Downloading games, or music-based files for non-school related purposes on school issued computers
- Playing Internet-based games or activities or participating in text-based or audio-based chats not expressly allowed by school staff for school related purposes
- Violating copyright laws
- Using another's password
- Using another student ID as the student's own
- Using a teacher ID as the student's own
- Theft identity of another individual's login/ID or password
- Trespassing in another user's folders, work, or files
- Using technology, computers, scanners, or other peripherals to produce counterfeit reproductions
- Buying or selling on Ebay or similar auction sites
- Displaying / printing instructions for making weapons or conducting illegal activities
- Intentionally wasting resources
- Employing the network for commercial purposes, including, but not limited to, posting ads to news groups, using email to solicit sales, or using Websites to advertise or sell a service
- Damaging, destroying, or deleting software or the work of another person/group
- Any other activity inconsistent with the stated intent of this user agreement

**Classroom Rules and Procedures:** Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

**Publishing Student Information on the Web or in Other Media**

There are times when a student's name, grade, age and other identifying information may be posted in news releases or other announcements on the Tahoma School District Website, on an authorized affiliated Web site or in other media such as district publications and news media. If the student or the student's parents DO NOT WANT to have the student's name, age or photo or other identifying information published, please contact the school's main office and request a FERPA (Family Educational Rights and Privacy Act) form. Students who have a FERPA form on file with the school must have prior written consent from their parent or guardian before any identifying information about them is published.

# SENIOR HIGH SCHOOL SANCTION RANGE CHART

The shaded areas indicate a continuum of possible sanctions for certain misbehaviors. A less severe form of misbehavior would warrant a less severe sanction while more severe forms of misbehavior warrant more severe sanctions. District officials have the discretion to depart from the sanction chart based on the context of the situation, a student’s developmental level, age or past discipline history, as well as taking into account any exceptional or extenuating circumstances. Discipline for students with disabilities may be subject to review by student support, IEP or 504 teams.

Misconduct (Senior High School)	Classroom Intervention	Administrative Intervention	Closed Lunch	Closed Power Hour	After School Detention	Tues/Fri Detention 2 hr 15 min	Short Term Suspension 1-10 days	Long Term Suspension 11-90 days	Emergency Removal	Expulsion	Intervention Follow up	Restorative Practices
Academic Expectation	Academic Support Plan											
Academic Integrity or Academic Dishonesty Violation	Loss of credit ("F") on assignment											
Aggressive Behavior												
Alcohol / Chemical Substance (Distribution/Selling)												
Alcohol possession/use <sup>3</sup>												
Illegal Chemical Substances 1 <sup>st</sup>								20 Day **				
Illegal Chemical Substances 2 <sup>nd</sup>												
Arson												
Assault/Battery												
Closed Campus / Unauthorized Areas												
Damage or Destruction of Property												
Defiance of School Authority												
Disruptive Conduct												
Dress Code Violation	Request student to change clothing item											
Explosives												
Extortion												
False Accusations												

False Alarm												
<b>Misconduct</b> (Senior High School)	Classroom Intervention	Administrative Intervention	Closed Lunch	Closed Power Hour	After School Detention	Tues/Fri Detention 2 hr 15 min	Short Term Suspension 1-10 days	Long Term Suspension 11-90 days	Emergency Expulsion	Expulsion	Intervention Follow up	Restorative Practices
Fighting:includes Videotaping/recording												
Forgery/Falsification												
Gambling												
Gang Behavior												
Hall Passes												
Harassment, Intimidation & Bullying												
Inappropriate Social Behavior												
Loitering												
Loitering in the Presence of Misconduct												
Lying to Authorities												
Misconduct with Sub. Teacher												
Multiple Infractions												
Parking Infraction			Registered Vehicles 1st \$15.00 ticket • 2nd \$20.00 ticket • 3rd \$25.00 ticket and suspension of driving privilege, booted, towed or loss of parking • 4th Booted, towed or loss of parking Unregistered Vehicles 1st \$15.00 ticket • 2nd \$25.00 ticket, booting • 3rd towing at owner's expense									
Possession of Firearms on school premises, transportation, or school facilities										One Year		
Profanity/Obscene Gestures Directed at a Staff Member or Student			Teacher assigned	Teacher assigned								
Reckless Physical Behavior												
Refusal to Identify Self												
Theft												
Threats												
Tobacco/Vaping in building												

<b>Misconduct</b> (Senior High School)	Classroom Intervention	Administrative Intervention	Closed Lunch	Closed Power Hour	After School Detention	Tues/Fri Detention 2 hr 15 min	Short Term Suspension 1-10 days	Long Term Suspension 11-90 days	Emergency Expulsion	Expulsion	Intervention Follow up	Restorative Practices
Tobacco/Vaping (per policy 4215) - Possession, Distribution and/or Use <sup>4</sup>												
Truancy/Attendance Referral to Community Community Engagement Board at the 5th truancy												
Unauthorized Computer Use (Level 1)												
Unauthorized Computer Use (Level 2)						Remove account						
Unauthorized Sales/Distribution												
Unauthorized use of cell phones or any other electronic device												
Vulgar/Lewd Conduct												
Weapons/Dangerous Instruments												

Students who fail to attend class are subject to progressive truancy discipline. Students will be provided with an anti-tobacco/vaping educational program/intervention to be completed. If parent and student consent to a school-approved counseling or treatment program that the student attends, at parent expense, and if student follows recommendation(s) for treatment, suspension would be waived. If parent and student consent to a school-approved counseling or treatment program that the student attends, at parent expense, and if student follows recommendation(s) for treatment, suspension would be reduced to 5 day home suspension. According to WAC 180-40.

<sup>1st</sup> Tobacco/Vaping: Suspension days can be held in abeyance if a student agrees to completing a school sponsored educational intervention.

For a first offense, 10-15 days of a long-term suspension may be held in abeyance provided the following criteria for early re-entry are met:

- a. Parent and student agree to a school approved drug/alcohol assessment (at family's expense) and agree to follow/attend recommended treatment program
- b. Student brings in a signed copy of the mutual exchange of information form between agency to verify program compliance
- c. All documents are signed, dated, and on file at the high school including the start date of any treatment program, agency/counselor name, and phone number
- d. A Re-entry meeting with an administrator has occurred
- e. If a student is unable to schedule an assessment in the first 10 days of a suspension, 10 days may be held in abeyance if the student brings in proof that assessment has been scheduled and complies with the above requirements within 2 weeks of returning to school.
- f. Days will be reinstated if student does not comply with expectations and/or program requirements/completion

Revised 080423  
Revised 061323  
Revised 052521  
Revised 121719  
Revised 052819  
Revised 092518  
Revised 061218  
Revised 052918  
Revised 061317  
Revised 082316  
Revised 052615  
Revised 011315  
Revised 052714  
Revised 052813  
Revised 052212  
Revised 062609