

# **Wilbur-Creston High School**



# **Student Handbook**

**2018-2019**

## Table of Contents

<b>Table of Contents .....</b>	<b>2</b>	<b>Student Rights and Responsibilities.....</b>	<b>13-14</b>
<b>Mission and Vision Statements.....</b>	<b>3</b>	Forward .....	13
<b>Wilbur Secondary School Staff .....</b>	<b>4</b>	Appeals Process.....	13
<b>Bell and Class Schedule .....</b>	<b>4</b>	Disciplinary File.....	13
<b>Master Class Schedule.....</b>	<b>5</b>	Dress Code.....	13
<b>Associated Student Body .....</b>	<b>6</b>	Physical Display of Affection.....	13
<b>ASB Cards.....</b>	<b>6</b>	Searches of Students and Their Property.....	13
<b>Academic Procedures .....</b>	<b>7-8</b>	Sexual Harassment .....	13
Graduation Requirements .....	7	Student Conduct.....	14
High School Credits.....	7	Student Discipline .....	14
Coursework Planning Guide.....	7	<b>Attendance Regulations &amp; Procedures.....</b>	<b>15-16</b>
Grading Procedures .....	8	Forward .....	15
Grade Point Averages .....	8	Tardiness.....	15
Schedule Changes .....	8	Excused Absences .....	15
Graduating with Honors.....	8	Planned Absences.....	15
Incomplete Courses.....	8	Unexcused Absences .....	16
Student Directory Information .....	8	Excessive Absences.....	16
Student Records.....	8	Excessive Absences & Academic Credit .....	16
Withholding Grades or Transcripts .....	8	<b>Pre-Arranged Absence Form .....</b>	<b>17</b>
<b>General Information.....</b>	<b>9-12</b>	<b>Wilbur School District Board of Directors .....</b>	<b>18</b>
Building Hours .....	9	<b>Nondiscrimination Policy.....</b>	<b>18</b>
Cellular Telephones and Electronic Devices .....	9	<b>Family Educational Rights and Privacy Act .....</b>	<b>19</b>
Change of Address or Telephone.....	9		
Computer Network.....	9		
Daily Bulletin.....	9		
Fines.....	9		
Food Service .....	9		
Hall Pass .....	9		
Interscholastic Activities .....	9		
Lockers.....	10		
Lost and Found.....	10		
Medication Usage at School.....	10		
Money and Valuables .....	10		
Motor Vehicles-Operation .....	10		
Motor Vehicles-Parking .....	10		
Off Campus Lunch.....	10		
School Bus Policy.....	10		
School Dances .....	11		
School Emergency Closure .....	11		
School Trips.....	11		
Signs, Posters, etc.....	11		
Skateboards, Roller Skates, etc. ....	11		
Snowballs, Water Balloons, etc. ....	11		
Student Health.....	11		
Student Insurance .....	12		
Student Sign-out/Check-out.....	12		
Telephones.....	12		
Telephone Messages .....	12		
Textbooks .....	12		
Visitors.....	12		
Weapons & Explosive Devices .....	12		
Withdrawal from School.....	12		

## ***Mission Statement***

*It is our mission at Wilbur School District #200 to prepare all students to achieve their full potential by providing a safe, positive, and engaging learning environment. It is imperative that the school, parents, and community members share responsibility and form a partnership that will enable students to become educated, active, and productive citizens in an ever-changing society.*

### **We Believe:**

- Students and staff have the right to a safe, positive learning environment that foster life-long learning.
- School, staff, parent/guardians, and community all share the responsibility of educating students.
- All students matter and deserve educational success.
- Clear goals and high expectations increase student achievement.
- Students are responsible for being ready and prepared to learn.
- In integrated instruction that fosters diversity and learning styles.
- That updating technology, curriculum, and teaching methods is critical for preparing our students for the future.
- Assessments need to reflect how students learn as well as what they learn.
- Students need to be actively involved in the community to develop positive citizenship qualities.
- In treating everyone with respect and dignity.

## Wilbur Secondary School Staff

### Administrators:

Chuck Wyborney, Superintendent  
Belinda Ross, Principal

### Athletic Director:

Darin Reppe  
Kelsey Hoppe, Assistant AD

### Librarian:

Dawn Furman

### Food Services:

Traci Starzman/Pam Reidt

### Technology:

Steve Jantz

### Student Health :

Robin Higginbotham-Jasman

### Transportation:

Brent Odegaard

### Office:

Tina Colvin - District Secretary  
Lori Bodeau - H.S. Secretary  
Amy Ritchy -Elementary Secretary  
Dwan Jantz- Business Office Assistant  
Christi Dahl - Business Manager  
Tami Krause - Attendance Officer

### Counseling:

Alicia Rosman—Guidance Counselor  
Casey Clark - Personal/Mental Health Counselor  
Jan Wigen - Counseling/Drug and Alcohol Abuse

### Facilities and Grounds:

Jon Ritchy—Maintenance & Facilities Supervisor  
Toni Copeland—Custodian  
Warren Conway—Groundskeeper  
Robert Sheckler—Night Custodian

## Teaching Staff

Andy Clark ..... English/Spanish/Health/PE  
Victoria Dreher ..... Music/Choir  
Amanda Fisher..... Special Education  
Becky Kuch ..... HS /College English and Social Studies  
Annette Lembcke ..... Mathematics  
Jason Maioho..... Science  
Stacey Nash..... Business/Keyboarding

Erik Nielsen ..... Ag/Shop  
Doug Pittman ..... Mathematics/Science  
Darin Reppe ..... History/Civics/Health/P.E.  
Alicia Rosman ..... HS/College English  
Rhonda Sallis ..... English/History  
Ryan Stewart..... Art/Health/PE

## Advisors

Alicia Rosman..... Senior Class  
TBA..... Junior Class  
Becky Kuch..... Sophomore Class  
Ryan Stewart ..... Freshman Class

Stacey Nash ..... F.B.L.A.  
Erik Nielsen..... F.F.A.  
Stacey Nash ..... Yearbook  
Alicia Rosman.....Honor Society  
Becky Kuch..... Knowledge Bowl

## Bell and Class Schedule

School begins at 8:15 A.M. and is dismissed at 2:45 P.M. daily. A bell will ring at 8:10 A.M. to notify the students to report to his/her first period class. A four minute passing period is allowed between each period.

### Regular Schedule

Period 1 ..... 8:15-9:05 A.M.  
Period 2 ..... 9:09-9:56 A.M.  
Period 3 ..... 10:00-10:47 A.M.  
Period 4 ..... 10:51-11:38 A.M.  
Lunch ..... 11:38 A.M.-12:08 P.M.  
Period 5 ..... 12:12-12:59 P.M.  
Period 6 ..... 1:03-1:50 P.M.  
Period 7 ..... 1:54-2:45 P.M.

### Early Release Schedule

Period 1 ..... 8:15-8:41 A.M.  
Period 2 ..... 8:45-9:11 A.M.  
Period 3 ..... 9:15-9:41 A.M.  
Period 4 ..... 9:45-10:11 A.M.  
Period 5 ..... 10:15-10:40 A.M.  
Period 6 ..... 10:44-11:09 A.M.  
Period 7 ..... 11:13-11:38 P.M.  
Lunch ..... 11:38 A.M.-12:10 P.M.

**MASTER SCHEDULE**  
2016-2017

**ASB - Associated Student Body - Student Council**

**Purpose**

For the promotion of interest in student government, for the cultivation of citizenship among pupils, for the fostering of school pride and of intellectual pursuits, and for the promotion of fellowship among its members, this organization hereby submits itself to be governed by the following constitution.

**Affiliations**

Wilbur-Creston High School Student Council and Associated Student Body is a member of the Washington Association of Student Councils, National Association of Student Councils, the National Honor Society, and affiliation with Bi-County Principals Association and Bi-County Student Leadership Alliance.

**ASB OFFICER DESCRIPTIONS AND REQUIREMENTS**

**Section 1.** The officers of the organization shall be a president, a vice president, a secretary, a treasurer, and an assistant treasurer.

**Section 2.** Must have a 3.0 Cumulative GPA and Regular School Attendance for all Positions

**PRESIDENT**

- 1. Must have held a prior office in ASB or Class and must be a Junior or Senior.
- 2. Must be comfortable in public speaking.

Job Duties: Required to lead ASB meetings, be involved in school activities, and be a positive role model.

**VICE PRESIDENT**

Must be comfortable in public speaking.

Job Duties: Required to be present and prepared to help lead ASB meetings, be involved in school activities, and be a positive role model.

**SECRETARY**

- 1. Must take thorough notes.
- 2. Must have previous experience in formatting documents. (Business Class)

Job Duties: Secretary is required to take meeting minutes, be involved in school activities, and be a positive role model.

**TREASURER**

- 1. Produce treasurer report.
- 2. Approve various expenditures and fund raisers.

Job Duties: Required to produce treasurer report, be involved in school activities, and be a positive role model.

**ASSISTANT TREASURER**

- 1. Required to assist the treasurer on a monthly basis.
- 2. No Accounting class required.

Job Duties: Required to assist with treasurer report, be involved in school activities, and be a positive role model.

**SCHOOL BOARD REPRESENTATIVE**

- 1. Attend monthly school board meetings and report on ASB events.

Job Duties: Required to attend school board meetings and present on ASB events, be involved in school activities, and be a positive role model.

**A.S.B. Executive Officers**

President.....	Matt Rosman	Treasurer.....	Brayden Seylor
Vice President.....	Danaca Colvin	Asst. Treasurer.....	Kasen Bodeau
Secretary.....	Trent Hill	School Board Rep .....	Madison Clark

**ASB Cards**

A student body card costs \$50.00 and is required for those holding a school office, participating in interscholastic sports or academic teams, and participation in clubs receiving ASB funds. Card holders receive free admission to home athletic events as well as reduced admission at away games and home activities such as dances. ASB cards must be presented by the card holder to receive free or reduced admission to any school-sponsored event.

## ACADEMIC PROCEDURES

**Graduation Requirements:** the following components are required for graduation from Wilbur-Creston High School with a valid Washington State Diploma:

1. 26 credits of high school coursework (see specific chart below)
2. Successful Culminating Project
3. High School and Beyond Plan/Portfolio
4. Certificate of Academic Achievement (ELA/Math Exit Exam) (Certificate of Individual Achievement for Students with an I.E.P.)

The Certificate of Academic Achievement (CAA) and Certificate of Individual Achievement (CIA) tell families, schools, businesses and colleges that an individual student has mastered a minimum set of reading, writing and math skills by graduation. Both the CAA and the CIA lead to the same diploma. Only a student's transcript indicates which certificate the student earned.

### High School Credits

The following details graduation requirements for the class of 2019 and beyond. The total credits required for graduation is 26 credits. The specific subject requirements are listed below.

English .....	4 credits
Social Studies .....	3.5 credits (CWP, U.S. History, World History & Geography, and Washington State History; and Civics)
Science .....	3 credits (2 must be lab sciences. Physical, Biology, & one elective)
Math .....	3 credits (one year Algebra and one year of Geometry are required; Algebra II or parent meeting of equal rigor option)
Senior Math or Science.....	1 credit

Fine, Visual, Performing Arts .....	2 credits*
(*one credit may be substituted with a Personalized Pathway class based on student's individual High School & Beyond Plan)	
Health & Fitness (.5 Health).....	2 credits
Micro Applications.....	1 credit
World Language.....	2 credits*
(*Both credits may be substituted with Personal Pathways classes)	
Electives .....	3.5 credits
<b>TOTAL Credits Possible .....</b>	<b>28 credits</b>
<b>TOTAL Credits in Required Classes ....</b>	<b>22.5 credits</b>

\*\*Personalized Pathway Requirements are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that May include Career & Technical Education, and are intended to provide a focus for the student's learning (WA State Board

Year in School	Community College—University	Trade School—Directly Entering Workforce
Freshman	English 9 Pacific Northwest History/Civics OR US History if PNW requirement met in 7th/8th grade Algebra I Physical Science with lab Keyboarding/Career Connection Intro to Fine Arts Health & Fitness 9 Electives	English 9 Pacific Northwest History/Civics OR US History if PNW requirement met in 7th/8th grade Algebra I Physical Science with lab Keyboarding/Career Connection Intro to Fine Arts Health & Fitness 9 Electives
Sophomore	English 10 World History and Geography Geometry Biology with lab Health & Fitness 10 Electives	English 10 World History and Geography Geometry Biology with lab Health & Fitness 10 Electives
Junior	English 11 or English 101/102 (for dual college credit) Algebra II <b>or</b> alternative rigorous math credit Chemistry Spanish I US History 2 Electives	English 11 Algebra II <b>or</b> alternative rigorous math credit Coding & Robotics/ Hands-On Science Spanish I or elective US History 2 Electives
Senior	English 12 or English 105 (for dual college credit) CWP Micro Apps/Portfolio/Occ Ed Senior Project/Career Connect Pre-Calculus or Engineering Science/Math Spanish 2 Electives	English 12 CWP Micro Apps/Portfolio/Occ Ed Senior Project/Career Connect Engineering Science/Math Electives

\*\*The above table lays out a recommended sequence of classes; it is each student's responsibility (with monitoring from the guidance counselor) to ensure that he/she earns credit in each of the required coursework areas.

## Grading Procedures

Each teacher will provide students with a syllabus which includes grading criteria. Final grades are issued at the end of each semester and are posted on the student's transcript. Quarter grades are issued to all students to provide a midpoint grade check but they are not posted to transcripts. Student progress can be accessed through the on-line Student Management system. Request for student progress can also be accessed by direct contact with the teacher of the class. Only semester and year end report cards will be mailed home. Other report cards will be given to the student.

## Grade Point Averages

Each student's grade point average is calculated using the following scale and weighted according to the number of credits attempted:

A..... 4.00	B+..... 3.30	C+..... 2.30	D+..... 1.30	F..... 0.00
A-..... 3.70	B..... 3.00	C..... 2.00	D..... 1.00	
	B-..... 2.70	C-..... 1.70		

## Schedule Changes

Student schedules are developed by balancing student requests with course availability. Every attempt is made to place students in courses that match their abilities and interests. Students may request changes within the first five school days of each semester by contacting the Principal.

## Graduating with Honors

Students with an accumulative G.P.A. of 3.4 or above are designated as Honor Graduates. Those in Honor Society are additionally recognized by the wearing of the Honor Cowl. The commencement address is given by the top two academic students in the class.

## Incomplete Courses

An incomplete must be made up or the incomplete will convert to an "F". Incompletes for courses taken during the second semester are discouraged because teachers are not readily available following the close of the school year. Emergency situations should be cleared with a counselor and the principal. Grades for the first and third quarters are temporary grades and are not recorded in the permanent records. Grade reports for the first and second semesters are permanent and are a record of the student.

Step 1: Appeal to staff attendance committee

Step 2: Appeal to the Superintendent

Step 3: Appeal to the board of directors

## Student Directory Information

Personally-identifiable records or files about an individual student will not be released without written parental consent. However, the district may release photographs of students for public information purposes, and/or lists of students belonging to a group such as graduating seniors. Upon written request by a parent, such information will not be released. Student information in a list may include:

1. Name, address and telephone number;
2. Date and place of birth;
3. Major field of study;
4. Dates of attendance;
5. Participation in officially recognized activities and sports;
6. Weight and height of members of athletic teams;
7. Degrees and awards received; and
8. The most recent educational agency or institution attended

## Student Records

Transcripts of each student are kept and filed indefinitely. Student records contain grades, test scores, and attendance information. Students and parents/guardians of students less than 18 years old may request to see their own school records. Records cannot be released to anyone else outside of the school without written consent of the parent or of the student if he/she is 18 years old or has graduated.

## Withholding Grades or Transcripts

A student's grades, diploma, and/or transcript may be withheld pending payment of fines for lost or damaged texts or other school property or for library fines. The student or his or her parent will be notified of the nature of such fines.



## GENERAL INFORMATION

### Building Hours

The school is open for general student use from 7:55 a.m. to 3:15 p.m. Students should be in the building at other times only under the direct supervision of a staff member or to take part in a school-sponsored activity. The main office will be open from 7:45 a.m. to 3:15 p.m. to handle student business. Parent and/or student appointments with administrators may be scheduled at other times if necessary.

### Cellular Telephones and Electronic Devices

Personal electronic communication devices such as cell phones, iPods, iPads, etc. are viewed as a disruption to the educational process and as such are not allowed during class time. Personal electronic devices are to be silenced and stored in the teacher provided storage space or kept out of sight during the class period. Failure to follow these guidelines will lead to immediate confiscation of the device and further disciplinary actions by school personnel. For school issued iPads, the District Acceptable Use Agreement (ASA) applies.

Students are prohibited from use of cell phones and cameras of any type in any restroom, locker room, or other location where students and staff have a reasonable expectation to privacy. A student caught improperly using any telecommunication device to take or transmit digital photographic images will face immediate discipline. Texting and digital photography may be a form of harassment and subject to discipline.

The district's policy on telecommunication devices can be found under Policy Number 3245 and is in effect during all school sponsored activities and events, on the school grounds and in school buses and district vehicles.

### Change of Address or Telephone

Please help us maintain accurate student address and telephone information. This is important so that mailings and other parent contacts can be accomplished without problems. Please notify the school office if the information is incorrect or if a change occurs during the school year.

### Computer Network

The use of the Internet through Wilbur School's Computer Network is subject to the *Wilbur School District Internet Code of Conduct*. Students must have on file the *Wilbur School District Electronics Information System User Release Form*.

### Daily Bulletin

Information from the Daily Bulletin is read each morning over the intercom. Students who wish to submit material for the daily bulletin must notify the elementary secretary by 2:00 p.m. of the day prior to the announcement.

### Fines

Students may be fined for overdue library books and for abuse of school property such as textbooks, furniture, buildings and buses. Fines need to be paid before the last day of school. Report cards will be withheld until such fines are paid. Outstanding fines must be resolved before students are allowed to attend classes in the fall.

### Food Service

Each student has a food service account for meals. Meal money can be put on these accounts either by sending money to the school office or by logging onto Skyward Family Access. The school district will not allow your child to eat if his/her account is over \$10.00 delinquent, and he/she will have to bring lunch from home. Free or reduced meals are available for families with qualifying incomes; forms for this meal program are available at the office.

### Hall Passes

Students who need to leave class for any reason are required to receive permission from their teacher and take a hall pass with them.

### Interscholastic Activities

<b>Athletics Competition</b>	Fall	Volleyball *	Football *	Cheerleading	Cross Country*	
	Winter	Girls Basketball *	Boys Basketball *	Wrestling *	Cheerleading	
	Spring	Track and Field *	Baseball *	Softball	Tennis	Golf
<b>Academic Competitions</b>		Knowledge Bowl	Bi-County Academic Competition *		F.B.L.A.	F.F.A.

Wilbur-Creston Wildcat Athletics offers the following athletic competitions. Wilbur-Creston High School offer the

### **Lockers**

Lockers remain the property of the school and are subject to general inspections and searches by the school authorities. School authorities will inspect student lockers in the absence of students only when it occurs as part of a general inspection of all lockers for the purpose of returning school property, such as library books, or at such time school authorities have reasonable cause to believe such conditions or circumstances exist which threatens the health or safety of those in school. When school authorities have reasonable cause to believe that items are concealed in a school locker which violates school rules or the law they may search an individual locker. It is the student's responsibility to keep lockers locked at all times. Students are asked not to leave valuables in their lockers. The school is not responsible for items that are stolen from lockers. Excessive wear or damage to the locker will result in a fine to cover repair or replacement costs.

### **Lost and Found**

The lost and found is located in the main offices. Items turned in as well as those left in lockers at the end of the school year will be placed in the lost and found. Any item unclaimed by the last day of school will be given to charity.

### **Medication Usage at School**

Use or administration of all medication at school requires parent and health care provider signatures on a medication authorization form. All medications must be labeled and in their original container. Please check with the office/school nurse concerning any use of medications at school.

### **Money and Valuables**

Please do not bring large amounts of money or valuables to school. It is the student's responsibility to ensure that items of value, including musical instruments, are secured properly. The school cannot accept responsibility for items lost or stolen at school or on/at school activities.

### **Motor Vehicles - Operation**

The speed limit on school property is 10 miles per hour. Motor vehicles driven on school property must, at all times, be operated in a safe and reasonable manner in compliance with state laws. Failure to operate a vehicle safely may result in a report to the Lincoln County Sheriff and removal of driving privileges on school district property. In order to enhance the safety of all students leaving the school, we request that all students turn left when leaving the parking lot between the hours of 7:45am and 3:00pm.

### **Motor Vehicles - Parking**

Students are to park only in designated student parking areas. Students may not park in the handicap or visitor spaces, the parking lot in the rear of the school, permit spaces or bus lanes. Motor vehicles may not be used during school hours, without the permission of the Principal or her designee. As required by law, all student drivers will: a) hold a valid motor vehicle driver's license; b) properly license their vehicles; c) carry liability insurance. Students who fail to comply with these regulations may lose the privilege of parking on school district property. If a vehicle needs to be left on the premises overnight, the student will park their vehicle in the gravel parking lot. Sitting in cars is not permitted during school hours.

### **Off Campus Lunch for High School**

Students in grades nine through twelve are able to leave the school premises during lunch. This privilege can be revoked by the principal at any time.

### **School Bus Policy**

Specific rules governing conduct of students:

- Students must be seated at all times.
- Students must remain on the bus at all times unless given permission to exit from the bus.
- No food is allowed on the bus unless approved by the bus driver.
- Keep hands and feet to yourself
- Do not put hands or anything outside a window of the bus
- Keep voices down—no shouting or whistling
- No fighting or swearing
- Follow directions of the bus driver

Students not following the bus rules will face disciplinary action and may be issued a disciplinary notice. If bus misbehavior is severe or ongoing loss of bus privileges temporarily or permanently may result.

### **School Dances**

All school dances must be sponsored by an ASB chartered club or organization. An organization wishing to sponsor a dance must secure a date on the school calendar and then complete the required planning form. That form, including the advisor's signature and designated chaperones, must be submitted to the Principal for approval a minimum of five school days before the event. A minimum of one advisor, and one other staff person are required for each dance. The advisor and sponsoring organization are responsible for the cleanup after the dance. Guests must have a Visitor's Pass to enter the dance. **A Wilbur High School student must secure the pass from an administrator or dance advisor by 3:30 p.m. on the day of the dance or the Friday prior.** Student hosts are responsible for the behavior of their guest while on school grounds. All school dress and behavior patterns must be followed unless special dance apparel has been approved by an administrator as part of the planning process.

### **School Emergency School Closure**

If a school closure or delayed start becomes necessary, the school will activate the *Instant Alert* notification system.

### **School Trips**

1. All students officially taking the trip are to leave and return on the school bus or in the type of transportation officially sanctioned by the school.
2. Parental permission is needed to have a student released from riding the bus to or from an activity and the parent must directly provide written permission to the advisor or coach in charge of the activity.
3. Only students and other authorized personnel may ride buses. All regular bus rules apply to students making school sponsored trips.
4. Buses will be used to transport athletes and other students in all possible cases unless distance, availability of vehicles, number of students involved, etc., make the use of the bus impractical in the discretion of the Superintendent of Schools.
5. Whenever cars are used they should travel in a caravan and have an adult driving the vehicle. No cars will be driven by a high school student on any school business or activity unless approved by the parent and authorized by the school administration.

### **Signs, Posters, etc.**

Members of clubs or other school organizations wishing to display posters must first have them approved by the adviser and an administrator. Individuals who wish to display posters must secure approval from an administrator. Posters should be placed on painted walls with masking tape. Those who display such posters are responsible for removing them and all tape after the event. Anyone seeking to pass out printed handbills must first secure approval from the administration.

### **Skateboards, Roller Skates, etc.**

Students are prohibited from using skateboards, roller skates, or other similar personal transportation device in the school building or anywhere on school grounds unless the area is specifically designated by building administrators. 'Grinding' and other activities that potentially cause damage to school property are expressly forbidden. Confiscation of these items may be necessary pending a parent conference.

### **Snowballs, Water Balloons, etc.**

Snowballs, water balloons, laser pointers, squirt guns and other similar items are disruptive to the educational process and can be dangerous. They have no place on school grounds unless they are used as part of a supervised activity. Disciplinary action will be taken against students who use possess or use these disruptive devices.

### **Student Health**

- All students must comply with state immunization requirements and updated records are maintained for all students. State law requires that students who fail to comply with these regulations will be excluded from school until the deficiency is addressed.
- In the event of feeling unwell at school a student needs to ask his/her teacher for permission to go to the office and from there should call a parent or family member to arrange for transportation home. If a student calls/texts parents seeking permission to leave school, the office must be notified of this call and decisions about releasing a child to go home need to be made by parents and the school office. Students must be signed in/out from the office.
- Children with any of the following symptoms will not be permitted to remain in school: fever of 99.8 or higher, vomiting on 1 or more occasion within the past 24 hours, rash, eye discharge or pinkeye (may return after medical clearance or 24 hours of treatment), fatigue that prevents regular activities, open or oozing sores (unless properly covered or 24 hours has passed since treatment), lice, nits, scabies, or ringworm.

**Student Insurance**

An accident insurance policy is available to students. It gives basic coverage on medical bills due to school-related accidents. The policy is available either as a school-time plan or 24-hour full-time plan. Students participating in school-sponsored athletic programs must carry basic medical coverage or a waiver must be signed by his/her parents stating that the student is insured by an equivalent policy. Application forms and brochures containing detailed information about costs and coverage and waiver forms are available in the office.

**Student Sign-out/Check-out**

Students are not allowed to leave the school premises during the official school day, except by written or phone permission of parents/guardians or by permission of the principal. If a student is to be dismissed at a time other than the regular dismissal time, it will be necessary to call the office or send a written notice to that effect. The only exception to this is the lunch hour. Students in grades 9-12 are allowed off-campus.

**Telephones**

Students may use the High School office telephone after asking permission, and for local calls only. Students who need to place an emergency call should contact the office. Students are not allowed to use their phones to make calls or social communication during class periods.

**Telephone Messages**

Only emergency messages will be delivered to students during the school day. All other messages will be delivered during 7th period.

**Textbooks**

Textbooks which are required for student use are on-loan from the school district. Students are asked to treat them with care and respect as they need to last several years. Please cover all textbooks. Fines will be assessed for excessive wear and tear or for books not returned.

**Visitors**

Parents are always welcome at Wilbur –Creston School. Parents wishing to visit a teacher or class should make an appointment through the school office. **All visitors are asked to check-in at the school office.** Student wishing to have a guest at school must secure permission at least one day in advance from the school office. The permission form with all teachers' signatures should be submitted one day before the visit for the Principal's signature. A student may have only one guest per visit and the student will be held responsible for the conduct of the guest. No guests are allowed during final exams. Persons who are on school grounds without permission are considered trespassers and are subject to arrest by a Lincoln County Sheriff Deputy.

**Weapons & Explosive Devices**

Students are not to bring onto school grounds any firearms, knives, explosive devices or any other weapons capable of producing bodily harm. Such items are also banned from student vehicles in the school parking lots. If any such item is necessary for a class project or demonstration, permission to bring the item to school must first be granted by the teacher and then an administrator. The item must then be kept in an administrator's office before and after the class in which it is used.

**Withdrawal from School**

Students who plan to transfer to another school during the school year must have a parent conference with an administrator or counselor, or bring a written request from the parent/guardian prior to withdrawing. Such written requests should include the date of a withdrawal, new address and the name of the new school. A checkout form should be picked up from the school office and completed by the student on his/her last day of attendance. All books, iPad and loaned materials should be returned and fines or fees cleared up before the checkout is done.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Wilbur-Creston High School will be following the policies adopted by the Wilbur School Board in all matters of student rights and responsibilities. Detailed information of these policies can be found in the 3000 Series of the school board policy manual with most student conduct concerns being addressed in 3240P and 3241P. In adopting these policies we seek to protect the right of all students to pursue their education in a learning environment free of disruption by peers and others. A student whose willful and purposeful behavior causes, or is likely to cause, a substantial and material disruption or obstruction of any lawful mission, process, or function of the school will be subject to discipline, suspension, or expulsion.

### **Appeals Process**

Any parent or student who has a grievance with a disciplinary action or short-term suspension has the right to an informal conference with the Principal. The parent or student, after exhausting this remedy, has the right upon two school days prior notice to present a written or oral grievance to the superintendent.

### **Disciplinary File**

A confidential record of disciplinary referrals, incidents and sanctions will be established and maintained by the Principal or her designee. The disciplinary file from elementary school and middle school may be transferred to the high school file as the student moves through the grades. Its contents may be shared with others who demonstrate a need to know its contents at the discretion of the Principal.

### **Dress Code**

Students are expected to dress appropriately for learning and for the current weather conditions. Short skirts and shorts, midriff-baring shirts, or immodest tops (including: tube tops, camisoles worn alone, net shirts, off the shoulder and backless tops) are not acceptable for the learning environment. Undergarments must be covered by outer clothing at all times. Wearing of clothing with offensive language or that promotes drugs, alcohol, or racism, and any gang-related attire is not permitted in the school building or on the school grounds. Students who do not follow the dress code will be asked to change clothes or cover up inappropriate clothing. Footwear must be worn at all times.

### **Physical Display of Affection**

The school building and grounds are not the proper setting for physical demonstrations of affection. Kissing and other forms of inappropriate physical contact are not acceptable on school grounds or at school-sponsored events.

### **Searches of Students and Their Property**

A student may be subjected to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations.

### **Sexual Harassment**

Wilbur School District is committed to an educational and working environment free from sexual harassment. Employees, volunteers, parents and students are prohibited from engaging in sexual harassment of students, employees, and others involved in school district activities.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature if:

- Submission to the conduct/communication is made a term or condition of obtaining an education or employment;
- Submission to or rejection of the conduct/communication is a factor in decisions affecting that individual's education or employment; or
- The conduct/communication substantially interferes with an individual's educational or work performance or creates an intimidating, hostile, or offensive environment.

As a first step, any individual who believes he or she has been sexually harassed is encouraged to directly inform any alleged harasser that the behavior is offensive, unwelcome, and must stop. Sexual harassment can occur adult to student, student to adult, student to student, or adult to adult.

The District will take all complaints of sexual harassment seriously and will act to investigate all complaints. Any student, employee, volunteer, parent, or guardian who believes that he or she has been subjected to sexual harassment in the educational environment or in connection with his or her District employment is strongly encouraged to bring his or her complaint to the immediate attention of his or her Principal, supervisor, manager, or the personnel administrator. All such complaints will be promptly and fairly investigated and, where appropriate, immediate corrective action will be taken.

Retaliation against any person who makes a sexual harassment complaint or who participates in the investigation of a complaint is prohibited and will result in appropriate discipline or other sanctions.

The District will take such disciplinary action as it deems necessary and appropriate to end sexual harassment and to prevent its reoccurrence, up to and including discharge and/or suspension. Such disciplinary action will be consistent with any applicable collective bargaining agreement, district policy, and state and federal law.

Any student of the district who harasses another student through verbal or physical conduct of a sexual nature shall be subject to disciplinary action pursuant to this policy and the District's student discipline policy.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline or other sanctions.

The District strongly encourages individuals who believe that they have been subjected to sexual harassment in the District's educational or work environment to bring their complaints and concerns to the immediate attention of their Principal, manager, supervisor, a District administrator, and/or the District's Title IX or Affirmative Action Officer.

### **Student Conduct**

Each teacher has a list of expectations for the students, and has a set of classroom rules and consequences that they will discuss with their class. While these items will vary from teacher to teacher, there are some basic rules and expectations that all teachers share and these are included here:

#### **School-wide rules**

- Be polite and respectful at all times.
- Respect the rights, person and property of others
- Preserve the degree of order necessary for a positive climate for learning

#### **Classroom Rules**

- Come to class on time with all necessary materials and assignments completed
- Be respectful of people and property
- Work quietly and respect the learning of others.
- Follow directions the first time they are given

### **Student Discipline**

Every faculty member who is responsible for monitoring and/or conducting student activity has a discipline plan that has been approved by school administration. Students will be referred to school administration only after the faculty member has made efforts to encourage a student's cooperation with school and classroom rules. Wilbur-Creston administration will determine the appropriate response to a student disciplinary referral, on an individual basis, with consideration of 1) severity of the behavior, 2) student disciplinary history, and 3) safety and law enforcement concerns. Administrative options include, but are not limited to:

- Conference with student
- Parent contact and/or conference
- Lunch detention
- Placement in student time-out area
- In-school suspension
- Off-campus suspension
- Initiation of expulsion procedure
- Referral to school counseling services
- Referral to law enforcement personnel

The following student behaviors are among those considered major disciplinary violations

- Cheating
- Theft
- Profanity
- Vandalism
- Bullying and/or Harassment
- Interfering seriously with the conduct of any class or activity
- Leaving campus without permission
- Fighting (play or real) or deliberate injury to another
- Possession of a weapon or explosive device
- Possession and/or use of any illegal substance or paraphernalia

## ATTENDANCE REGULATIONS AND PROCEDURES

### Forward

The State Board of Education No. WAC 180-4C-100 states: "Pupils shall be punctual and regular in attendance and shall obey all rules and regulations of the school district as determined by the administration and board of directors." Wilbur-Creston High School strongly believes that regular and punctual attendance is necessary for students to achieve maximum benefit from the school program along with creating necessary habits for a productive and successful adult life. Mastery of course content and achievement of objectives through participation in class activities and student/teacher interaction are of extreme importance. In accordance with this belief, we enforce the compulsory attendance laws of the state. Washington State law (RCW 28A.225.010) states that all parents shall require children between ages 6-18 to attend school and each child has the responsibility of attending school full time unless excused by the proper school authority.

\*Students are expected to attend all assigned classes each day. Teachers shall keep a record of absences and tardiness.

\*An absence is defined as being more than 20 minutes late for any class.

\*As per state law, final verification of absence will be made by the principal or designee.

### Tardiness

Students are expected to be in the classroom when the start of period bell rings. A student will be considered tardy up to twenty minutes into any given class period. After twenty minutes, the student is recorded absent. A tardy is excused if a student has been detained by a teacher of the previous class, an administrator, or counselor, and has a note to that effect. If a student is tardy for a class or not in their designated class during class time, he/she may face a range of disciplinary consequences from the classroom teacher or school administrator.

### Excused Absences (EA)

- If a student has an unexpected absence such as illness please call or send a note to the school office/Attendance Secretary by 8:30 am. On the day of the absence. This is most helpful to us and assures the school of the child's safety. If a parent has not communicated with the school office/Attendance Secretary, a written excuse is to be sent to the school office/Attendance Secretary upon the first day of the student's return; except for appointment which have a two day time limit for verification.
- Excused absences are those resulting from illness, family emergency, a death in the family, religious holidays, or excused pre-planned absences. If the student is hospitalized and/or has needed long-term medical treatment, please supply the school with information related to the illness including doctor's signatures and pertinent information that our nurse can keep on file and may be shared with teachers.
- School-approved activities and disciplinary actions or short-term suspensions (as required by law) shall be automatically excused.
- Eighteen-year-old students living with their parents/guardian must have parent verification of absences or have a contract with the Superintendent/Principal for an alternative verification of absence excuse. Any absence for which an excuse note has not been submitted within **two (2)** school days will be considered truancy.
- Missing attendance in participation type classes may affect a student's grade because of the student's inability to make up the activities conducted during the class period.
- Students shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits as established by the appropriate teacher.

### Planned Absences (PL)

- Students and parents should pre-arrange absences whenever possible. Pre-arranged absence forms must be picked up 48 hours before the student will be absent. Pre-planned absences from school are for family need or clear educational benefit, which is aligned with the appropriate school curriculum. Not all pre-planned absences are considered excused. Those that are unexcused will result in no make-up work being given.
- Appointment: If an appointment is scheduled for a student, the parent/guardian shall have the burden of providing verification of the appointment, which requires providing the school office/Attendance Secretary with a note from the appointment to verify the absence. They will have two (2) school days to excuse an absence.
- Students must have all missed work completed when he/she returns or may make it up with teacher approval.

### Unexcused Absences (UA)

An absence or tardiness is defined as unexcused when it does not completely conform to the categories and procedures for excused or planned absences. Some examples of truancy are: skipping class, being absent without parental and school permission, and failure to attend school assemblies without permission. Students who have unexcused absences will face the disciplinary consequences outlined below.

**1<sup>st</sup>/2<sup>nd</sup> Unexcused Absence:** Notification to parents via letter or phone call.

**3<sup>rd</sup> Unexcused Absence:** Notification of parents via a phone call.

**4<sup>th</sup> Unexcused Absence:** A conference will be held with the principal, the parent and the student. The conference shall determine what corrective measures should be taken to improve the students' attendance.

**5<sup>th</sup> Unexcused Absence and Beyond:** Students who continue to be truant may be referred to the Lincoln County Prosecuting Attorney for legal action under Becca Bill (RCW 28A.225.010). If a student reaches five (5) unexcused absences in an attendance month or ten (10) in a year, a truancy petition must be filed with the juvenile court. Excessive truancy and/or absence even if excused may result in a petition being filed also. Excessive tardiness whether excused or unexcused, may also result in a truancy petition being filed.

### **Excessive Absences**

- Regular, punctual, attendance is a vital factor in academic success in school and will carry over into the success of the working world. Lack of attendance affects learning: It is impossible to "make up" a missed classroom experience. To prevent students from failing classes, the school will attempt to notify the student and parent/guardian after the student's 10th, 13th and 15th absence each semester. We will make every effort to solve attendance-related problems with the student, but in some cases parent conferences may be necessary.

### **The following procedure is established for granting academic credit:**

- 1) A student may miss up to 15 days (excluding school-related activities) per semester per class and receive full academic credit provided a passing grade is achieved.
- 2) After 15 days of absences for non-school related activities, no credit will be granted and the grade shall be recorded as "NC" or "F".
- 3) The student will be required to stay in the class and continue to do work in case there would be an appeal regarding the no credit. However, if the student disrupts the educational process, regular discipline steps will be followed.
- 4) An appeal board will be set-up to hear "no credit" grade appeals for unusual or extenuating circumstances. Appeals will be heard at the end of semester grading periods.
- 5) The appeals process will be as follows:
  - Step 1: Appeal to staff attendance committee
  - Step 2: Appeal to the Superintendent





# WILBUR SCHOOL DISTRICT #200

202 SE Pope St PO Box 1090

Wilbur, WA 99185

Voice: 509-647-5892 Fax: 509-647-5606

Net: www.wilbur.wednet.edu

**Chuck Wyborney**  
Superintendent

**Belinda Ross**  
Principal

## PRE-ARRANGED ABSENCE FORM

STUDENT NAME: \_\_\_\_\_

DATE/DATES ABSENT: \_\_\_\_\_

The above student has requested an excused absence for the period of \_\_\_\_\_ to \_\_\_\_\_

He/she will be absent because of \_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_  
Authorized Signature (Office)

\_\_\_\_\_  
Parent Signature or note attached

## Wilbur School District No. 200 Board of Directors

### School District Directors

**Mr. Phineas Haglin, Chair**  
**Mrs. Jill Schmierer, Vice Chair**  
**Ms. Catherine Seylor**

**Mr. Glen Richardson**  
**Ms. Karla Jaeger**  
**Mr. Chuck Wyborney, Superintendent**

### School Board Goals

The Wilbur School Board of Directors believes the most important goals for the 2018-2019 school year are:

1. Continue with a committee to plan, implement and evaluate the Capital Project's Levy
2. Work towards a fund balance goal of 15% of the annual expenditures
3. Build a schedule that maximizes academic opportunities for our students
4. Work on financial independence for the ASB
5. Develop an annual evaluation and report on the academic co-op
  - a. Target February Board meeting

### Nondiscrimination Policy for Wilbur Schools

It is the policy of Wilbur School District No. 200 to provide equal opportunity for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, marital status, pregnancy, sexual orientation, handicapping condition, or previous arrest or incarceration (unless a clear and present danger exists).

The Wilbur School District Title IX Compliance Officer can be reached through the Wilbur School District Office by writing to PO Box 1090, Wilbur, WA 99185 or telephone at 509-647-2221. Any concern regarding discrimination should be filed with the Title IX Officer by calling or writing as soon as possible.

It is the intent of Wilbur School District to ensure that students who are disabled within the definitions of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Due process rights of students with disabilities and their parents under section 504 will be enforced. Questions or Comments can be directed to Chuck Wyborney, Superintendent, PO Box 1090, Wilbur, WA 99185, telephone 509-647-5602 or via email at [cwyborney@wilbur.wednet.edu](mailto:cwyborney@wilbur.wednet.edu). Casey Clark is coordinator of Section 504 activities for Wilbur School District.

**Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)  
for Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students) certain rights with respect to the student's educational records. They are:

- (1) The right to inspect and review the student educational records within 45 days of the day the District receives a request for access. (Although FERPA allows 45 days to honour a request, the state policy records law {RCW 42.17.320} requires an appropriate response to a "public records" request within five business days.

Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.

- (2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Wilbur School District to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them to their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605