

Table of Contents

Bell Schedules	2-3
Principal’s Welcome Letter	4
Lincoln Mission Statement	5
Lincoln Staff List	6
Student Guidelines	7-8
Appearance and Conduct, Bicycle & Skateboards, Cell Phones, Personal Belongings, Open Campus	
Student Services Information	9-10
Office Business, Appointments, Student Phone, Reporting an Absence or Tardy, Student Deliveries, Bus Information, Visitors, Volunteer Procedures, Electronic Information Networks	
Food Services	11
Lunch Guidelines, Breakfast and Lunch Fees, Free and Reduced Breakfast and Lunch	
Health Clinic	12
Accidents, Immunizations, Medication	
Student Activities	13
Assemblies, Field Trips	
Academic Information	14
Class Assignments and Homework Philosophy, Make-up Assignments, Parent-Teacher Conferences, Report Cards	
Attendance Policies	15-17
Unexcused Absences, Attendance Procedures, Pre-Arranged Absences, Tardy Policy, Attendance Contract	
Student Conduct and Discipline	18-19
Rules and Expectations, School Detention, Disciplinary Action, In-School Suspension (ISS)	
Graduation Requirements	20
Course requirements	
Alternative Programs at Lincoln	21
Contract, School to Work, GED	
Emergency Information	22
Keeping our School Safe, Fire Drills, Emergency Lock-Down, Earthquake Alarm, Closure and Delay Information	
Definition of Terms	23
School Board Policies and State Regulations	24-31
Discipline, Suspensions, Expulsions Conditions and Limitations, Readmission, Students’ Rights and Responsibilities, Misconduct, Due Process, Absences, Asbestos Management, Child Custody Policy, Comprehensive Nondiscrimination Statement, Compulsory Attendance, Directory Information, Drug Free Schools, Family Educational Rights and Privacy Act, Homeless Students, Internet Access by Students, Nondiscrimination and Affirmative Action, Nondiscrimination – Students, Discrimination, Harassment, Intimidation and Bullying, Public Disclosure, Removal of Students from School Premises, School Visitors, Sexual Harassment, Special Education, Parent Notification: Response to Intervention, Student Publications, Student’s Rights and Responsibilities, Tobacco Free Schools and Grounds, Weapons	

LINCOLN BELL SCHEDULE

2015 - 2016

REGULAR DAY

DAILY SCHEDULE		
Period 1	8:25	9:20
Period 2 (Homeroom)	9:20	9:50
Period 3	9:50	10:45
Period 4	10:45	11:40
LUNCH		
Lunch	11:40	12:20
Period 5	12:20	1:15
Period 6	1:15	2:10
Period 7	2:10	3:05

EARLY RELEASE WEDNESDAY

EARLY RELEASE		
Period 1	8:25	9:05
Period 2 (Homeroom)	9:05	9:35
Period 3	9:35	10:20
Period 4	10:20	11:05
LUNCH		
Lunch	11:05	11:45
Period 5	11:45	12:30
Period 6	12:30	1:15
Period 7	1:15	2:00

**ASSEMBLY SCHEDULE
FRIDAY
END OF MONTH**

ASSEMBLY		
Period 1	8:25	9:20
Assembly	9:20	10:10
Period 3	10:10	10:55
Period 4	10:55	11:40
LUNCH		
Lunch	11:40	12:20
Period 5	12:20	1:15
Period 6	1:15	2:10
Period 7	2:10	3:05

Welcome to Lincoln High School



Lincoln High School has a rich history. In 1888, Paine School was built in honor of Frank Paine who was the first superintendent of the territorial prison (Walla Walla Penitentiary). In 1902, Paine was renamed Lincoln High School, which it was known by for the next 25 years. Then in 1927, the building was torn down, and a new building was built on the same site and it again took the Paine name. In 2009, staff and students voted to change the name back to Lincoln High School.

Our school mascot is the Phoenix. In ancient Egyptian mythology and in myths derived from it, the Phoenix is a mythical, sacred firebird. Said to live for up to 1461 years, the phoenix is a bird with beautiful gold and red plumage. At the end of its life-cycle, the phoenix builds itself a nest of cinnamon twigs that it then ignites; both the nest and bird burn fiercely and are reduced to ashes, from which a new, young phoenix arises. The bird was also said to regenerate when hurt or wounded by foe, thus being almost immortal and invincible – a symbol of fire and divinity. Tears from a phoenix can heal wounds. The Phoenix represents many of our students who have overcome obstacles in their lives to come out stronger and more determined to reach their goals in life.

This student/parent handbook is designed to help answer your questions about the regulations and procedures at Lincoln. It also explains many of the activities that are available for you to participate in during your time here. We urge parents and students to take responsibility to know the information contained in this handbook. Please keep it in a convenient location for future reference. If you have any further questions please feel free to contact us.

Your success at Lincoln will be directly proportional to your own individual efforts. Set your goals high, work hard, and make your years at Lincoln positive ones for yourself and others.

Marci Knauff, Principal

Lincoln High School

Mission Statement

The mission of Lincoln High School is to provide unique education for each of our students. We envision Lincoln as a safe, caring educational environment in which opportunities are provided for students to:

- Develop a solid foundation of basic academic skills
- Develop confidence in their ability to learn, create, think, and work with others
- Feel valued, respected, motivated and proud of their school
- Celebrate our diverse, multi-cultural student population
- Accept and respond to personal, family, and community responsibilities
- Become increasingly proficient and productive individuals
- Interact with caring, committed teachers and staff
- Develop healthy, active lifestyles
- Become people who adapt with ease to a changing global society

Lincoln High School Staff

Administrator

Marci Knauft – Principal

Office Staff

Rosa Coronado – Receptionist

Linda Barker – Secretary

Teaching Staff

Riki Wauchek – English/Drama

Erik Gordon – Science/CTE

Patrick Kofler – English/Pottery

Kenny Smith – Math

Stephanie Gomsrud – Math/History

Natalie Allen- Tibbling – History/GED

Terry Klinefelter – History

Spencer Hessler – PE/Health

Lori Finn – CTE

Genie Huntzman – LAP

Jayne Eacker – Art/CTE

Brandi McIntire – Special Education

Ronni Tobin – Special Education

Kim Butenhoff – Special Education/School
Psychologist

Support Staff

Karen Neher – Intervention Specialist

Shelly Phipps – Intervention Specialist

Eilin Conover – Para-Educator

Tammy Willis – Para-Educator

Alyson Magnaghi – Para-Educator

Alfredo Avalos – Para-Educator

Kaylie Piver – Para-Educator

Kris Bland – Para-Educator

Ruth Triebwasser – LAP Para-Educator

Jeanna Quistberg – Head Cook

Casey Cramer – Drug & Alcohol Counselor

Al Fullen – Security

Jeremy Gradwohl – After School Program
Director

Custodial Staff

Doug Klein – Head Custodian

Alex Anaya – Asst. Custodian

Specialists

Sharyl Dill – School Nurse

Jennifer Douglas – Director/Health
Services

Student Guidelines

APPEARANCE AND CONDUCT

The general philosophy of Walla Walla Public Schools with regard to dress is to promote positive relationships and minimize disruptions caused by individual attire to the educational process within the schools. Please wear attire to school that is appropriate to the educational setting, decent, and modest. **Any apparel, jewelry, accessory, writing on notebooks, or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute denoting membership in a gang or advocating drug or alcohol use, sex, violence or disruptive behavior is considered inappropriate.**

When staff deem that a student's clothing is a disruption to the educational process, the school reserves the right to modify the dress of a student or students.

BICYCLES, SKATEBOARDS, SCOOTERS, ETC

Students who bring bicycles, skateboards, scooters, etc. to school must comply with the school guidelines. Failure to do so will jeopardize their privilege of bringing their bicycles, skateboard, scooters, etc. to school. **Bicycles, skateboards, scooters, etc. should not be ridden on the school property during the school day.** Students who ride bicycles to school should keep them securely locked to the bike racks provided. Do not leave bikes unlocked or on campus overnight!

CELL PHONES

Lincoln's cell phone policy in the classroom is determined at teacher discretion. Staff may require cell phones to be an "out of sight, out of mind policy" in their classroom. During class time, teachers may require that student cell phones be shut off and put away. Students using cell phones during class time will receive a warning first. If the cell phone continues to be a disruption, staff may confiscate the phone for the remainder of the period and/or day. If cell phone use is excessive and continues to cause a significant disruption to the educational setting, the phone may be confiscated and sent to the office **to be collected by a parent/guardian.** Students who continue to violate the cell phone policy may lose the privilege to have their cell phone at school.

PERSONAL BELONGINGS

Students should not bring large amounts of money or items of great value to school. If they must for some reason, the valuables should be left in the office for safe keeping.

Electronic equipment such as iPods, MP3 players, Game boys, CD Players, headphones, etc. may be used before school, after school and at lunch. **A teacher may grant exceptions in their own classroom if the use contributes to the instructional and/or educational effort. Lincoln's electronic policy is determined by teacher discretion.** During all other times of the day, they should be put completely away unless the teacher has given permission to have them out. If students bring out electronic equipment during the school day, students will first be warned. If it continues to be an issue, electronic devices may be confiscated at the discretion of staff and sent to the office **to be collected by a parent/guardian.**

Any case of theft or vandalism should be reported to the office immediately. **The school is not responsible for lost or stolen items, but we will do our best to help students recover their property.**

OPEN CAMPUS

Lincoln has an open campus ONLY during the lunch period.

This means that students will be allowed to leave campus during our regularly scheduled lunch time.

However, in order for open campus to continue, students must comply with the following guidelines:

- 1) Students must be back on campus and on time to their afternoon classes.
- 2) While off campus, students must be good neighbors in our community. This means that they will not litter, they will not loiter on neighborhood sidewalks or in nearby alleyways, and that they will be mindful and respectful of neighbors as well as local community businesses.
- 3) Students are also asked not to gather in large groups around the surrounding neighborhood.

***If there are an excessive number of students who are absent or tardy to afternoon classes or we are receiving an excessive number of complaints from neighbors and/or businesses in our community, campus will be closed and all students will be expected to remain on the school grounds from the time of arrival until dismissal.**

Student Services Information

OFFICE BUSINESS

Students are expected to conduct office business before and after school. If the need arises to check into the clinic or to see an intervention specialist or administrator during the school day, the student needs to have teacher permission and a hall pass.

APPOINTMENTS

If your child has a scheduled appointment during the school day, please call or send a note with him/her indicating the time he/she should be excused from class. This will prevent a delay in his/her release at the time of the appointment and undue interruption during class. The Lincoln Permit to Leave is designed to be signed by the doctor or receptionist at the appointment and should be shown to the classroom teacher at the beginning of the period during which the student is scheduled to leave.

For security reasons, the student may be released only to parents and guardians on file and listed emergency contacts. Please keep this information current and be sure to include all family members you wish to have access to your student at school.

STUDENT PHONE

Students will be allowed to use the phone in the office during class time only in case of an emergency and if they have a pass from their classroom teacher. Students who are feeling ill need to check into the clinic and office staff will make parent contact when needed. Students are allowed to use the phone in the office before school, during the noon hour, and after school until 3:20pm, **for parent contact only.** **We ask that students limit their call to 2 minutes.** We encourage you and your child to have good communication by making pick-up plans before school whenever possible.

REPORTING AN ABSENCE OR TARDY

Please contact our office early in the day to report a student's absence from or late arrival to school for any reason. When you call, be prepared with your student's name, your name, and the reason for the absence or tardy. Parents have three days to clear an absence. If the absence isn't cleared within the three days, it will remain marked as an unexcused absence.

STUDENT DELIVERIES

As a courtesy, we will accept school related items to be delivered to your student during the school day. Please clearly mark items to be delivered with the student's name. Items that are not school related, such as flowers, balloons, and pop, may be held in the office until the end of the student's school day. Staff is not responsible for lost items.

BUS INFORMATION

Valley Transit bus passes will be provided monthly for students who live outside of the one mile radius of Lincoln Alternative High School.

VISITORS

All visitors must report to the **Lincoln office** *prior to contacting any employee or student*. A person on school property without authorization is subject to certain provisions and penalties. This policy regarding outside visitation is consistent with the State of Washington Law **RCW 9.83.080**.

VOLUNTEER PROCEDURES

People wishing to volunteer at Lincoln must first be cleared by the building principal before filling out the Volunteer Disclosure form. All persons wishing to volunteer in any capacity must have on file with the Walla Walla School District a cleared Washington State Patrol Check as well. This process takes time, so please initiate well in advance of the specific occasion for which you plan to volunteer. Forms may be obtained from Lincoln High School. Volunteer disclosure forms must be completed each year. Washington State Patrol Checks are valid for two years.

ELECTRONIC INFORMATION NETWORKS

Lincoln High School provides access for students, staff, and approved users to electronic information networks which allow opportunities to communicate, learn, retrieve, and publish information globally. With these opportunities come the responsibilities to know and follow rules and guidelines governing that access. **Every Lincoln student that takes advantage of this system is responsible for its appropriate use within the bounds of school district policies as well as existing state and federal laws.**

Food Services

LUNCH GUIDELINES

1. Students may eat in the cafeteria, outside at the picnic tables or on the lawn, or in classrooms where there is staff supervision.
2. Students are responsible to pick up their own litter.
3. Students violating these guidelines may be assigned lunch clean-up and/or lunch detention.

BREAKFAST AND LUNCH FEES

Parents may send a check or cash with their student to be deposited in his/her account. They can also make an electronic payment online and the computer will manage their meal credit. Breakfast and lunch prices are posted online on the Walla Walla School District website. **Please be aware that prices are subject to change.**

FREE AND REDUCED BREAKFAST AND LUNCH

District #140 is a cooperating district in the Federal Free and Reduced Breakfast and Lunch Program. Forms are mailed home before the start of school or may be picked up in the office. They can also be completed electronically. **Students who qualify for free breakfast & lunch will only need to enter their ID number.** Those on reduced breakfast and lunch need to make deposits to their accounts according to the prices listed online.

Applications must be renewed each year. The grace period for students qualifying for the Free and Reduced program ends September 30. All charges after that date will be at the regular price until the family's application is processed.

Health Clinic

The school health clinic is provided to give preliminary care to students who become ill or injured during the school day. The clinic is located on the first floor and students will be directed by office staff when a nurse is available. The nurse is in the building daily from 8:00 AM to 9:00 AM.

In the event of an illness or accident, the school will make an attempt to contact the home. Under no circumstances will the student be allowed to leave school without making parent/guardian or emergency person contact.

Students seeking to use the Lincoln Health Center for medical related issues must have prior parent permission to access the LHC services. The Lincoln Health Center is a separate entity, but serves Lincoln students for medical, counseling, and substance abuse counseling. Students need to check in with the office before accessing the LHC. It is open daily from 9:00 AM to 1:00 PM.

ACCIDENTS

Students involved in an accident while at school or while taking part in a school-sponsored activity should report the accident at the office. The necessary forms will be completed at the time the accident is reported. This must be done at the earliest possible time.

IMMUNIZATIONS

All students new to the district are required to have an MMR booster. A Certification of Immunization Status Form, distributed by the Washington Department of Social and Health Services, shall be completed by the student's parent/guardian. This certificate shall be made part of the student's permanent record.

MEDICATION

According to Washington State law RCW 28A.31.150 and RCW 28A.31.155 students who need to take prescribed medication or over-the-counter medications (including Tylenol or Aspirin) must have an Authorization for Administration of Oral Medication at School Form signed by both the parent/guardian and the physician (Forms are available from the doctor, student services, or the school clinic). All medications, excluding inhalers used for asthma, must be stored in the clinic or office in the original container. It is the student's responsibility to request the medication at the time it is to be taken.

Student Activities

ASSEMBLIES

Assemblies are scheduled as a part of the curriculum. They are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Individual students may be denied access to an assembly if their prior behavior in class or in an assembly has been disruptive.

FIELD TRIPS

Field trips are an important extension of the school curriculum. They allow students to observe and participate in activities that are not available in the classroom. Parents will be notified in advance of the date, location and time of field trips. In order for a student to participate on a field trip, there must be a current medical release form signed by a parent/guardian as well as a field trip permission form. Students may be denied access to a field trip if their behavior in class or on a prior field trip has been disruptive. Parents wishing to accompany their son/daughter **must** complete a Volunteer Disclosure Form and a Washington State Patrol Check and be cleared prior to the field trip by the classroom teacher or administration.

Academic Information

CLASS ASSIGNMENTS AND HOMEWORK PHILOSOPHY

In-class and homework assignments are an important part of life at Lincoln High School. Assignments are designed to utilize, reinforce or expand upon the information in class lessons. **Students are expected to complete and turn in all required assignments on time.** This is critical to student success. Teachers are expected to do everything possible to help students complete assignments and are available before and after school to provide extra help. Students may be asked to come in before school or stay after school to receive extra help when necessary. **Homework and outside assignments may be assigned at the discretion of the student's teachers.** Students not completing class work during class time are still responsible to complete it and turn it in.

MAKE-UP ASSIGNMENTS

Requests for make-up assignments by parents may be made on **the second day of the student's absence and will be available for pick up the next day at the end of the school day.** These assignments must be completed and returned before a request for further assignments will be honored. When students are absent, they miss class presentations, discussions, demonstrations, and activities all designed to help students learn. Much of this information cannot be duplicated by reading a textbook. Active participation in the classroom is a key element in student achievement. **Students and parents are encouraged to keep student absenteeism to an absolute minimum.** When a student is absent, make-up work is the student's responsibility and must be completed within a reasonable length of time as set by the teacher(s).

PARENT-TEACHER CONFERENCES

Student led conferences are scheduled in the fall and spring. Homeroom teachers will contact families to schedule conferences. We will make every attempt to accommodate family work schedules.

**Fall Conferences -
Spring Conferences -**

**Week of October 5 to 8
Week of February 22 to 25**

REPORT CARDS

All subjects will be evaluated with letter grades. The school year is divided into four quarters of approximately nine weeks in length. A report card with a final grade for each subject will be mailed at the end of each semester (18th week). Grades can also be accessed online and students/parents can track student progress. The following letter grades will be used:

A = Outstanding
B = Above Average
C = Average

D = Below Average
F = Unacceptable Performance
P = Pass

If parents have questions or concerns about their child's grades, they are encouraged to contact their child's teachers and/or the office.

Lincoln Attendance Policy

Every day is important at Lincoln High School. Good school attendance is important to a student's on-going success and credit accumulation. Students are expected, and required by Washington State Law, to attend school every day that school is in session, except for the following excused absences:

- student illness**
- family emergency**
- doctor or dental appointments**
- pre-arranged trip**

UNEXCUSED ABSENCES

An unexcused absence will be counted if a student has unexcused absences from four individual class periods. These absences from class do not have to occur on the same day, but accumulate throughout the year. Further, a student will be marked absent from an individual class period if they are more than ten minutes late to class.

Parent/guardians are expected to notify the school office in case of an absence immediately. If the office is not notified by telephone or a note indicating the reason for the absence within 3 days, the absence will be considered truancy.

ATTENDANCE PROCEDURE

All students need to check in and out of school through the main office. Students must have office and parent approval to leave campus anytime during the school day with the exception of the lunch period. If a student is reported absent by school staff an attempt will be made to contact the **parent/guardian** by telephone as soon as possible. When a student is absent, make-up work is the student's responsibility. Grades may be affected by poor attendance, therefore it is extremely important for students to communicate with their teachers to make up work missed due to illness or pre-arranged absences.

PRE-ARRANGED ABSENCES

For parents wishing to have a student released from school for reasons other than illness, permission will be granted subject to the following conditions:

- A request by parent/guardian should be made in advance of the absence either by sending a note or calling the school office (527-3083).
- The student must pick up a **Pre-Trip** form from the office, obtain classroom assignments and teachers' signatures, have a parent/guardian sign after reading teacher's comments, and then return the form to the office for approval.
- Make-up work is the student's responsibility. Classroom participation is difficult to make up; therefore, a student's grade may be affected by absences.
- Teachers are not responsible for providing tests early to accommodate for pre-arranged absences.

TARDY POLICY

Being on time is an important life skill to learn to be successful at school and in the work place. The Lincoln Tardy Policy is to help teach our students the importance of punctuality and responsibility.

The following consequences for tardies may apply at teacher discretion:

- Verbal warning
- Lunch detention or after school detention in the teacher's classroom
- Lunch detention in the ISS room
- Contact with parent/guardian
- Thirty minutes of detention after school
- School service
- Office referral
- Parent/student conference to determine an intervention that may include an attendance contract and/or alternative placement considerations

It is very important for parents and school to communicate. If at any point in time you become concerned about your child's attendance, we encourage you to contact our office.

ATTENDANCE CONTRACT

AS A LINCOLN STUDENT, I HAVE READ AND AM AWARE OF THE SCHOOL ATTENDANCE GUIDELINES LISTED BELOW.

BECCA BILL

The Becca Bill requires by law that students attend school regularly and that schools communicate with families about accumulated absences, whether they are excused or unexcused. The school will use the following as guidelines when notifying parents about excessive student absences:

UNEXCUSED:

4 days unexcused absences (16 class periods): Principal's letter & phone conference with parent

6 days unexcused absences (24 class periods): Superintendent's letter, home visit & attendance contract

8 days unexcused absences (32 class periods): Prosecuting Attorney's letter & conference with administrator

10 days unexcused absences (40 class periods): Court Petition

EXCUSED:

10 days excused absences (40 class periods): Principal's letter & phone conference with parent

15 days excused absences (60 class periods): Superintendent's letter, conference with parent & a doctor's note may also be required

20 days excused absences (80 class periods): Prosecuting Attorney's letter and parent/teacher/administrator conference

25 days excused absences (100 class periods): Court Petition

FURTHER, I UNDERSTAND THAT SCHOOL ATTENDANCE IS IMPORTANT AND THAT IT IS MY RESPONSIBILITY TO BE AT SCHOOL EACH DAY.

Student Signature

DATE

Student Conduct and Discipline

RULES AND EXPECTATIONS

Lincoln High School is a community, and the rules and expectations of the school are the law of the community. All those enjoying the rights of citizenship in our school community must also accept the responsibilities of citizenship. Understanding and living up to those responsibilities while in school is part of an education and contributes to success in the workplace and life after high school.

Faculty and staff work to maintain an orderly and productive work environment in the school and classrooms. Behavior which disrupts this learning environment and interferes with the teacher's right to teach or other student's right to learn is not allowed. Students are expected to respectfully follow directions given by any staff member.

All expectations apply to students:

- 1) On the school grounds, which includes: classrooms, hallways, bathrooms, cafeteria, field, playground, parking lot, library, etc.
- 2) When they are in **reasonable proximity** of school grounds during, before and after school hours.
- 3) On school grounds during any other time when the school is being used by a school group.
- 4) Off school grounds during a school sponsored activity or event and on school buses.

SCHOOL DETENTION

When a student's behavior is disruptive, staff may find it necessary to assign detention. The following process is used:

- A time will be arranged within a 24 hour period of the behavior.
- Every attempt will be made to inform a parent or guardian of the behavior and consequence. This may be done by staff or student.
- Detention may begin no earlier than 30 minutes prior to the start of school or no longer than 60 minutes after school unless agreed upon by the parent/guardian and school staff.

If the student fails to keep this detention appointment, an additional consequence may be added to the initial detention. Parent contact will also be initiated.

NO SHOW FOR SECOND DETENTION WILL RESULT IN AN OFFICE REFERRAL.

DISCIPLINARY ACTION

If a student's choices result in a behavior referral, the student's parent/guardian will be contacted. Repeated poor choices will result in a progression of consequences. One or more of the following consequences could be assigned for a behavior referral:

- School service
- In School Suspension (ISS)
- Short term suspension
- Long term suspension
- Emergency Expulsion

IN SCHOOL SUSPENSION (ISS)

Lincoln Alternative High School operates an In School Suspension program as an alternative to having students suspended from school. ISS is a short-term suspension from the student's regularly scheduled school day.

Staff is notified by the ISS Supervisor of a student's placement in the ISS room and for how long. The student completes their school work in the ISS room; where the supervisor monitors student's work for the duration of his/her stay.

During ISS, students are isolated from their peers. Students who continue to engage in inappropriate behaviors in the ISS classroom will immediately lose the privilege, and progressive discipline may result in out of school suspension.

GRADUATION REQUIREMENTS

(Lincoln provides students with Quarter Credits)

	Graduating Class 2013-15		Graduating Class 2016 & Beyond	
<i>SUBJECT</i>	<i>Lincoln</i>	<i>State Board</i>	<i>Lincoln</i>	<i>State Board</i>
English	4	3	4	4
Math	3	3	3	3
Algebra I	1	1	1	1
Geometry	1	1	1	1
Algebra II or Alternative	1	1	1	1
Science	2	2	2	2
Social Studies	3	2.5	3	3
US History	1	1	1	1
Government	.5	.5	.5	.5
Current World Problems	1	1	1	1
History Electives	.5		.5	.5
Health and Fitness	2	2	2	2
Health	.5	.5	.5	.5
Fitness	1.5	1.5	1.5	1.5
Fine Arts	1	1	1	1
Occupational Education (CTE)	1.5	1	1.5	1
Electives	6.5	5.5	5.5	4
TOTAL:	22	20	22	20

Alternative Programs at Lincoln

CREDIT RETRIEVAL

Students who have fallen behind in credit, who want individual educational challenges, who have medical conditions, who are married and/or have children, who have jobs, or who have not been successful in a traditional high school setting, may take credit retrieval classes through Lincoln High School. Parent requests for full time placement in the Lincoln credit retrieval program must first meet with the building principal for approval. The curriculum standards currently implemented in the credit retrieval program are identical to the curriculum standards established by the Walla Walla School District. Within its implemented curriculum, the credit retrieval course work meets the credit acquisition and graduation requirements dictated by Washington State guidelines and Walla Walla Public Schools. All curriculum of the credit retrieval program focuses primarily on meeting the specific needs of individual students while assuring it is directly aligned with state grade level expectations and essential learning requirements. Every credit earned in the credit retrieval program will be reviewed by Marci Knauft and/or Natalie Allen before that credit will be granted.

SCHOOL TO WORK

School to Work credits require 180 hours of supervised, documented hours in order to earn .5 credit. A work plan must be on file with the Worksite Learning Coordinator, and this plan must be consistent with the philosophy of Walla Walla School District work and volunteer programs. Wage stubs and letters of recommendation will be used to verify hours of work and volunteer work.

GED PROGRAM

For students who qualify for working toward their GED, Lincoln High School offers a GED prep program for two periods per day. In order to qualify for the GED program, students must be a minimum of 17 years old, have less than 10 high school credits, and have principal approval.

RECOVERY PROGRAM

Participation in the Lincoln Recovery School is voluntary. Its purpose is to support students who are coming out of treatment facilities that want to stay clean and sober. The goal of the program is to provide a supportive, drug free environment where students are able to focus on their recovery while still earning the credits required to graduate from high school. Students participating in this program will work with Trilogy Recovery support staff, attend contract style classes, and participate in a CTE job placement in the community.

Emergency Information

KEEPING OUR SCHOOLS SAFE

Walla Walla Public Schools meets the requirements of SAFE SCHOOLS RCW 28A.320.125. Each school has a comprehensive safe schools plan. Each building principal is certified on the use of the Washington “incident command system.” Each school provides for permitting the facility to be used as “a community asset” in the event of a communitywide emergency that is not related to school operations.

The school district annually reviews the safe school plan, and a number of other related matters; including inventory, hazardous materials, updating school mapping, identifying all staff trained on the nation’s incident management system or incident command systems, evacuation procedures, and notification of staff on emergency procedures. The district files annual reports on these reviews with the Washington Association of Sheriffs and Police Chiefs.

Each school completes monthly safety drills, including a drill for lockdowns, shelter-in-place, and six fire drills. Schools also consider drills for earthquakes, tsunamis, or other high risk events. All drills are documented.

Safety is of the utmost importance to us. It is the responsibility of all of us to make sure that our children and visitors are safe. In the event of a disaster, we will make every attempt to keep your child at school. We may send home safety information or ask you to participate in training or surveys. Your eyes and ears help us! Please cooperate and model appropriate behaviors so that the children know that this is a top priority.

FIRE DRILLS

When the fire alarm is activated, students are to walk briskly to the nearest exit. The first person to reach the exit should hold the doors open until all persons are clear in his/her section of the building. Staff and students are to evacuate to the field on the 3rd Street side of the building for roll call with their homeroom teacher as practiced in our evacuation drills. An office staff member will verbally inform staff and students when it is safe to return to the building.

EMERGENCY LOCK-DOWN

When a **Red Lock Down/Intruder** announcement occurs, students are to go inside the first available classroom, office, or area that can be secured. Teachers are to lock their doors and cover the windows around the door area and take their students to the wall on the door side opposite the outside windows and remain low and quiet. When a **Yellow Lock Down/Emergency** announcement occurs, all exterior building doors will be locked. Class is to continue as normal, however no movement between buildings will be permitted. Students and staff are to remain in either Red or Yellow lock down status until an administrator announces that the emergency is over.

EARTHQUAKE ALARM

Whenever possible, communication will come to staff and students over the PA system. Should an earthquake occur, teachers will have students get under a desk or move to the nearest solid wall away from windows, duck down, and cover their heads (for protection from falling items.) As soon as it is safe to move, teachers will check for injuries. Students, who are able, will evacuate the building through the nearest safe exit and proceed to the field in front of the school to the spot assigned to the teacher whose class they are in. If there are injured students, the teacher will remain with the injured student(s) and ask one of the healthy students to report that information to the command post.

CLOSURE AND DELAY INFORMATION

In the event of a school closure, families will be notified by our One Call Now phone message program. Closure information can also be found online at the Walla Walla School District website. It is important to keep the office informed of any phone number changes so that each family can obtain timely information in the event of a school closure or delay.

Definition of Terms

Discipline - (WAC392-400-205(1) and WAC 392-40-235 (1&2))

Discipline shall mean all forms of corrective action or punishment other than suspension and expulsion by a teacher or administrator for a period of time not exceeding the balance of the immediate class provided that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or on behalf of the school district. Discipline shall not adversely affect specific academic grade, subject or graduation requirements.

Suspension - WAC 392-400-205 (2)

Suspension shall mean the denial of attendance (other than the balance of the immediate class period for "discipline" purposes) at any single subject of class, or at any full schedule of subjects or classes for a stated period of time. A suspension also may include denial of admission to or entry upon real personal property that is owned, leased, rented, or controlled by the school district.

Short Term Suspension - WAC 392-400-205 (3)

Short term suspension shall mean a suspension for any portion of a school day up to and not exceeding ten (10) consecutive school days. Separate short-term suspension shall not total more than fifteen (15) days in a semester (ten in a trimester) for a student.

Long Term Suspension -WAC 392-400-205 (4) and WAC 180-40-260 (5)

Long-term suspension shall mean a suspension which exceeds a "short term suspension" as defined in **WAC 392-400-205 (3)**. No single long-term suspension shall be imposed upon a student in any other grade in a manner which causes the student to lose academic grades or credit for in excess of one semester or trimester, as the case may be, during the same school year.

Expulsion - WAC 392-400-205 (5)

Expulsion shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

Emergency Expulsion - WAC 392-400-295

Notwithstanding any other provision of this chapter, a student may be expelled immediately by a school district superintendent or a designee of the superintendent in emergency situations: *Provided*, That the superintendent or designee has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion shall continue until rescinded by the superintendent or his or her designee, or until modified or reversed pursuant to the hearing provisions set forth in WAC 392-400-305 or the appeal provisions set forth in WAC 392-400-315.

School Board Policies and State Regulations

Lincoln High School rules, expectations, and procedures concerning student conduct and discipline are based on the following school district policies:

DISCIPLINE, SHORT TERM SUSPENSION, LONG TERM SUSPENSION, AND EXPULSION CONDITIONS AND LIMITATIONS

Discipline, short-term suspension, long-term suspension, and/or expulsion may be imposed upon a student for violation of school district misconduct rules adopted pursuant to **WAC 392-400**, subject to the following limitations and conditions: the prior informal conference procedures set forth for short-term suspension in **WAC 392-400-250**, the notice requirements set forth for long-term suspension in **WAC 392-400-265** and expulsion in **WAC 392-400-280**, the grievance procedures set forth for discipline in **WAC 392-400-240** and short-term suspension in **WAC 392-400-255**, and the hearing requirements set forth for long-term suspension in **WAC 392-400-270** and expulsion in **WAC 392-400-285**.

READMISSION

Any student who has been suspended or expelled shall be allowed to make application for readmission at any time according to the guidelines and procedures for application for readmission (**WAC 392-400-245 and 275**).

MISCONDUCT

Misconduct shall mean unlawful and/or improper behavior of a student that interferes with the school operation or educational program at any single class, subject, or activity or at any full schedule of classes, subjects, or activities conducted by or in behalf of the school district.

The types of misconduct for which discipline, short-term suspension, long-term suspension, or expulsion may be imposed upon a student shall include, but not be limited to, the following school district rules:

1. **ALCOHOLIC BEVERAGES AND/OR CONTROLLED SUBSTANCES** - The possession, use, delivery, and/or sale of alcoholic beverages and/or controlled substances or drug paraphernalia is not permitted on district premises or at any or all school-sponsored activities.
2. **ASSAULT** - An attack, either physical or verbal, on another person; a threat to physically or verbally harm another person.
3. **CRIMINAL ACTS IN GENERAL** - A student may be guilty of a criminal act or violation if the student acts with intent to accomplish a result which constitutes a crime or violates the law.
4. **DISORDERLY AND/OR DISRUPTIVE CONDUCT** - A student may be guilty of disorderly and/or disruptive conduct if the student creates a disturbance and/or uses written, verbal or physical abuse during school hours or at any or all school-sponsored activities.
5. **HARASSMENT** - Including, but not limited to, verbal, physical, or sexual harassment.
6. **INTIMIDATION** - A threat of force or violence (spoken or unspoken) directed toward any person that causes another person fear.
7. **MALICIOUS MISCHIEF** - A student may be guilty of malicious mischief if the student maliciously causes physical damage to the property of another and/or the school district.
8. **THEFT** - A student may be guilty of theft if the student obtains or exerts unauthorized control over the property or services of another or the value thereof, with intent to deprive the person of such property or services.
9. **THREAT** - A student may be guilty of threat if the student communicates, directly or indirectly, the intent to cause bodily injury to the person threatened or any other person or to cause physical damage to the property of a person.
10. **TOBACCO PRODUCTS** - The possession or use of tobacco products by all students is prohibited on school grounds or at school activities.
11. **WEAPONS** – (Policy #4210 – Regulation of Dangerous Weapons on School Premises) Students who are found in possession of weapons on school property are subject to a one-year mandatory expulsion, subject to appeal and notification of law officials and parents.

In addition to the above general rules, individual schools are authorized to develop and implement building discipline plans specifying additional expectations and consequences for student behavior. Such plans shall be reasonable in

nature and shall have the primary purpose of creating an orderly and appropriate educational environment within the building. Such plans shall be periodically reviewed and approved by the board of directors.

Building discipline plans may include appropriate procedures for the following discipline measures: detention, in-school suspension, office referral, parent-student-teacher conference and short- and long-term suspensions.

Discipline plans shall not include and no district employee shall administer any form of physical discipline (corporal punishment) to any student. Physical discipline is defined as any forceful striking of a student. Grasping or restraining a student in self-defense, to prevent injury to him/herself or to another student, or to avoid damage to property shall not be considered physical discipline.

DUE PROCESS

Any student, parent, or guardian who is aggrieved by any disciplinary action or the imposition of a short-term suspension, long-term suspension, or expulsion shall have the right to an informal conference with the building principal or his/her designee for the purpose of resolving the grievance.

If the grievance is not resolved through the informal conference, the student, parent, or guardian may present a written grievance to the superintendent or his/her designee. If the grievance is not resolved through the appeal to the superintendent, the student, parent, or guardian may present a written grievance to the board of directors. Procedures and time limitations for presenting a grievance, written notice for a hearing, or an appeal shall be developed by the superintendent.

Absences: Excused and Unexcused (Policy #3122 - Excused & Unexcused Absences): Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times, may appropriately may be absent from class. The following principles will govern the development and administration of attendance procedures within the district:

The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
 2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
 3. Family emergency, including, but not limited to, a death or illness in the family;
 4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
 5. Court, judicial proceeding or serving on a jury;
 6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
 7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
 8. Absence directly related to the student's homeless status;
 9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
 10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.
- The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. In participation type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

Unexcused: Absences not noted above may be considered as unexcused absences. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent. Due process procedures as established in Policy #3200 will be followed. It will be the responsibility of the building principals and certificated staff to enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of

students and parents is necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

The school will notify a student's parent/guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. A conference with the parent/guardian will be held after two unexcused absences within any month during the current school year. Should the child's unexcused absences continue, the Interagency Truancy Committee will be asked to take corrective action up to and including petitioning the court system for assistance.

Asbestos Management: In January 2013, the mandatory three-year inspection of the Walla Walla Public Schools facilities was successfully completed. This inspection is required by the Asbestos Hazard Emergency Response ACT (AHERA) of 1986. AHERA regulations also require that annual notification be given to teachers, workers, and the students' parents/guardians to update them on the status of asbestos in their schools and of the availability of the management plans. Walla Walla Public Schools conducts six-month periodic surveillance inspections in January and July to check the condition of the asbestos-containing building materials and the records are kept at Plant Facilities. The inspection reports are included in the updated copies of the AHERA Management Plans that are located in the district plant facilities office and district schools. For more information contact the Facilities Director (Asbestos Designated Person) for the district (1174 Entley Street, Walla Walla, WA 99362, 527-3018).

Child Custody (Policy 3126 - Child Custody): The person who enrolls a student in school is the residential parent/legal guardian of the student. The residential parent/ guardian is responsible for decisions regarding the day-to-day care and control of the student. Parents or legal guardians have rights to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others, subject to the authority granted to the residential parent/guardian. The district, unless informed otherwise, assumes that there are no restrictions regarding the nonresidential parents/guardians right to be kept informed of the student's school progress and activities. If restrictions are made relative to the above rights, the residential parent/guardian will be requested to submit a certified copy of the court order which curtails these rights. If these rights are questioned by the nonresidential parent/guardian, the issue will be referred to law enforcement authorities for resolution. Unless there are court-imposed restrictions, the nonresidential parent/guardian, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries. If there is a court order on file with the district that restricts and/or prohibits any parent or other person from contact with a student at school or picking up a student from school, then the district will not permit the student to visit with or be released to that parent, or other person. The residential parents/guardians will have access to their children and their classrooms pursuant to RCW 28A.605.

Comprehensive Nondiscrimination Statement: The Walla Walla School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The Walla Walla School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact [\(509\) 527-3000](tel:5095273000). The Assistant Director of Personnel, 364 South Park Street, Walla Walla, Washington 99362, [\(509\) 527-3000](tel:5095273000), has been designated to handle questions and complaints of alleged discrimination.

Compulsory Attendance (Policy #3110 - Qualification of Attendance & Placement & Policy #3121 - Compulsory Attendance): Children eight years of age and children under eighteen years of age are required by law to attend private or public school. Children six or seven years of age are required to attend private or public school once they have been registered for school.

Under certain circumstances, children who are at least sixteen and less than eighteen years of age may be excused from further attendance at school. The superintendent shall exercise his or her authority to grant exceptions. A resident student who has been granted an exception retains the right to enroll as a part-time student and shall be entitled to take any course and receive any ancillary services offered by a public school to full-time students.

Directory Information Policy (Policy 3233): Under the Family Educational Rights and Privacy Act, “directory information” may be released to anyone, including the media, colleges and universities, and the military for educational purposes. “Directory information” includes: student’s name, address, age, birthplace, participation in officially recognized school events and programs, weight of athletic team members, awards, diplomas, photographs, and student work - both print and electronic, such as school publications, and web sites.

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION: To prevent release of this information, you must inform Walla Walla Public Schools by using the “Request to Prevent Disclosure of Directory Information form (available online: www.wwps.org or at all school offices).

Under the No Child Left Behind Act of 2001, 20 U.S.C. § 9528, the military is entitled to request the names, telephone numbers and addresses of students unless the parent, guardian or eligible student requests that such information not be provided. You have the right under the above laws to choose whether your student’s information is released or not. Parents and eligible students considering withholding disclosure of directory information should evaluate the consequences of such a decision carefully.

The request to prevent disclosure of directory information will be honored for the current school year unless specifically revoked in writing. Continuing students must complete a new non-disclosure form each school year. Submission of this form will not affect directory information already published or released.

Drug Free Schools (Policy #5201 - Drug Free Schools, Community and Workplace): The Federal Drug Free Schools and Communities Act requires all school districts to communicate to their employees, students, and parents the necessity of maintaining a drug-free working and learning environment. This requirement places emphasis on conveying to students, employees, and parents the standards of conduct that are applicable to students and employees regarding illicit drugs and alcohol. Compliance with the following standards of conduct is mandatory.

1. The unlawful possession, use, sale or distribution of alcohol or illicit drugs by students and/or employees on school district property or as part of any school district activity is wrong and harmful. It is strictly prohibited and will not be tolerated under any circumstances.
2. Violation of this policy or any other district policy prohibiting drug or alcohol activity will subject students to disciplinary action (consistent with district discipline policies and local, state, and federal laws). Disciplinary action may include expulsion, completion of an appropriate rehabilitation program or referral for prosecution.
3. Violation of this policy or any other district policy prohibiting drug or alcohol activity by employees, consistent with any applicable Collective Bargaining Agreement, will subject employees to disciplinary action (consistent with local, state, and federal laws). Disciplinary action may include termination of employment, completion of an appropriate rehabilitation program or referral for prosecution.
4. The district will provide information about any available drug and alcohol counseling and rehabilitation and re-entry programs that are available to students and/or employees.

Family Educational Rights and Privacy Act (Policy #3231 - Student Records): The district shall maintain those records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. The parent or eligible student has a right to: 1) Inspect and review the student’s education records; 2) Request amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other right; 3) Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act and regulations in this part authorize disclosure without consent; 4) File with the U.S. Department of Education a complaint under Section 99.64 concerning alleged failures by the agency to comply with the requirements of the Act.

Homeless Students: Enrollment Rights and Services (Policy No. 3115): To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school.

Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Internet Access by Students (Policy #2022 - Electronic Resources – Internet Safety): Each student attending Walla Walla Public Schools has the privilege of Internet access. This access is meant to serve as an extension of instructional materials to help meet curriculum goals. Teachers will provide appropriate supervision and will instruct students about their role as “digital citizens” and the etiquette and conduct expected in this global community. Students and staff will receive appropriate grade level training on internet and social media safety, as well as appropriate use of electronic devices.

Students will also receive instruction on appropriate use of electronic devices. Student pictures or names can be published on any public class, school or district website unless parents/guardians of students less than 18 years of age “opt out” in writing to the principal in accordance with district Directory Information Policy 3233.

Parents and guardians of minors are expected to assist the school by setting and conveying the standards that their son/daughter should follow when using the Internet. Misuse of the Walla Walla Public Schools Electronic Information Network may result in loss of access privileges, disciplinary action in compliance with existing district policy, or other legal or criminal action, including restitution, if appropriate.

PLEASE NOTE! A parent/guardian who does not want their student to participate in the use of the Internet as an extension of instructional materials and curriculum must notify the school principal in writing. The parent/guardian acknowledges that information and resources available to their student may be limited due to lack of Internet access. All users of this network are governed by the district Acceptable Use Guidelines which should be reviewed annually. These guidelines may be found at <http://tech.wwps.org> listed under LINKS – Internet Safety.

1. Students and staff should not reveal personal information -- including home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, or e-mail -- on any electronic medium.
2. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission.
3. Student pictures or names can be published on any public class, school or district website unless parents/guardians of students less than 18 years of age “opt out” in writing to the principal in accordance with district Directory Information Policy 3233.
4. Users, including students, should never meet people in person that they have contacted on the system without parent/guardian permission.
5. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Internet Safety – Instruction Overview

1. Age appropriate materials will be made available for use across grade levels.
2. Training on online safety issues and materials implementation will be made available for administration, staff and families.

Nondiscrimination and Affirmative Action (Policy #5010 - Nondiscrimination and Affirmative Action): The Walla Walla School District will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-

discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. The Walla Walla School District complies with all Title IX/RCW 28A.640 and Section 504 requirements and does not discriminate against any protected class as defined by state and federal regulations.

This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. The Work Place Diversity Plan is on file and available for review from building administrators and the Administration Office, 364 South Park Street, Walla Walla, WA. Copies are available upon request. Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Walla Walla Public Schools should contact the district's compliance officer 24 hours in advance of the event to arrange accommodation.

Inquiries regarding accommodation, compliance and/or grievance procedures may be directed to the Personnel Department, 364 South Park Street, Walla Walla, WA 99362 [\(509\) 527-3000](tel:5095273000).

Nondiscrimination – Students (Policy #3210): The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation (including gender expression or identity), marital status, the presence of any sensory, mental or physical disability, participation in the Boy Scouts of America or the use of a trained dog guide or service animal by a person with a disability. District programs will be free from sexual harassment.

Discrimination, Harassment, Intimidation and Bullying Prohibited (Policy #3207 - Unlawful Discrimination, Harassment Intimidation, and Bullying — including cyber-bullying — Prohibited): Harassment, Intimidation and Bullying (Policy #3207 - Prohibition of Harassment, Intimidation and Bullying): The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentionally written message or image - including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act: Physically harms a student or damages the student's property; Has the effect of substantially interfering with a student's education; Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; Has the effect of substantially disrupting the orderly operation of the school. Reporting procedures are available on the district web site (www.wwps.org) and by contacting Building Administrators or the District Office.

Public Disclosure (Policy #4040 - Public Access to district records): Parents may make public records requests under the Washington Public Disclosure Act, chapter 42.17 RCW, regarding school employee discipline.

Removal of Students from School Premises (Policy #3124 - Removal/Release of Student During School Hours): Except in cases of emergency, court order or arrests, schools will obtain written authorization from custodial parents, parents or guardians before permitting the removal of any child from school grounds or buildings. Written authorization will also be required for students to participate in a field trip outside of the district. Custodial parents, parents or guardians will be notified immediately anytime it is necessary to allow a student to be removed without their written authorization.

Custodial parents, parents or guardians will be notified in advance by the school concerning any scheduled activities that will take the student away from the school site and be given the opportunity to request that their students be excused from participation.

School Visitors (Policy #4200 - Safe and Orderly Learning Environment): The district welcomes and encourages visits to schools by parents and community members. All visitors except those attending scheduled school activities must immediately register at the office upon their arrival at a school. Visitors will be asked the reason for their visit so that they may be appropriately accommodated. The district has adopted procedures for visitors requesting classroom observations, solicitations, meetings with staff members and deliveries to students. Visitations will be approved according to these procedures and depending on the scheduled activities taking place at the time of the visit.

Sexual Harassment (Policy #5011): The district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities. Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

Special Education (Policy #2161- Special Education and Related Services for Eligible Students): If your child has a mental, physical, or developmental impairment or disability that has a major impact on learning, seeing, hearing, breathing, speaking, working, and caring for oneself or performing manual tasks, s/he may be eligible for special education, related services and/or specialized educational accommodations. For more information, to refer your child for screening, or to make your youngster a focus of concern, please contact the Special Programs Department at 364 South Park, 527-3000. The eligible age range is from birth to 21 years.

Parent Notification: Response to Intervention (RTI): Response to Intervention (RTI) is a way of organizing instruction and assessment that has two purposes: 1) To identify children needing help in reading, math, writing, and prevent the development of serious learning problems; and 2) To identify children who, even when given extra help, make very limited progress. Research has shown that these children sometimes have a learning disability.

Services and strategies our district provides to ensure all children are learning: Tier I: The student receives core instruction from their general education teacher at a particular age or grade level. Tier IIa: The student receives research based interventions used with students whose progress places them at some risk for not meeting instructional goals and whose skill needs are easily grouped with other students of similar needs. Tier IIb: The student receives individualized research based interventions used with students whose progress places them at high risk for not meeting instructional goals and whose skill needs are so unique as to require individualized instructional approaches. Progress monitoring will be conducted on all students to identify the effectiveness of the intervention and make adjustments accordingly.

When children continue to have difficulty: The school will keep you informed of your child's progress. If you and the school have tried several interventions, and progress continues to be limited, you may be asked to give consent for an evaluation. The purpose of such an evaluation is to determine what your child's educational needs are, and to consider whether your child may have a learning disability. A parent may request an evaluation for special education services at any time, including any stage of the RTI process. To request a special education evaluation, contact your building learning specialist or school counselor.

Student Publications (Policy #3220 - Freedom of Expression): Student publications produced as part of the school's curriculum or with the support of the associated student body fund are intended to serve both as vehicles for instruction and student communication. They are operated and substantively financed by the student body and the school district.

Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided that they are treated in depth and represent a variety of viewpoints. Such material may not be libelous, obscene, or profane, nor may it cause a substantial disruption of the school, invade the privacy of others, demean any race, religion, sex, or ethnic group, advocate the violation of the law, or advertise cigarettes, liquor, illicit drugs or drug paraphernalia.

Students' Rights and Responsibilities (Policy #3200 - Students Rights & Responsibilities): In order to maintain and advance the district's mission, it shall be the responsibility and duty of each student to pursue his/her course of studies, comply with written rules of the district which are adopted pursuant to and in compliance with WAC 392-400, RCW 28A.04.132, RCW 28A.305.160, RCW 28A.600.010, RCW 28A.600.200 and submit to reasonable corrective action or punishment imposed by the district and its agents for violation(s) of such rules.

No student shall be deprived of the right to an equal educational opportunity without due process of the law. Detailed information concerning students' rights, responsibilities, discipline, disciplinary action and due process may be found in Walla Walla School Board Policy and Procedures 3200 and WAC 392-400.

The Procedures that contain WAC 392-400 and information regarding student due process may be obtained upon request during business hours at the principal's office at each school building or by contacting the Personnel Department at the Walla Walla Public Schools Administration Building at 364 South Park.

Tobacco Free Schools and Grounds (Policy #4215 - Use of Tobacco on School Property): The Board of Directors of the Walla Walla School District recognizes that the use of tobacco may create a health hazard for tobacco users as well as non-users. In order to protect the health of students, staff, and the general public, and to provide a healthy working and learning environment, the Walla Walla School District prohibits the use of tobacco products on school district property or in school district buildings.

Smoking or use of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment, material, or smokeless tobacco products shall be prohibited on all district property, other properties leased or rented to the Walla Walla School District for any educationally related purpose, and in district-owned vehicles.

THIS POLICY INCLUDES PUBLIC ATTENDANCE AT ALL EXTRACURRICULAR AND ATHLETIC EVENTS.

Weapons (Policy #4210 - Regulation of Dangerous Weapons on School Premises): Students who are found in possession of weapons on school property are subject to a one-year mandatory expulsion, subject to appeal and notification of law officials and parents.