

# Wilbur Creston High School



## Student Handbook 2021-2022

<b>Mission Statement</b>	5
<b>Address &amp; Telephone Number</b>	6
<b>Wilbur Creston High School Staff</b>	6
Advisors	7
<b>Bell and Class Schedule</b>	8
<b>ASB - Associated Student Body</b>	8
Purpose	8
Affiliations	8
ASB OFFICER DESCRIPTIONS AND REQUIREMENTS	8
ASB Executive Officers	9
ASB Cards	9
<b>Graduation Requirements</b>	10
Credits	10
Class Checklist:	10
<b>Additional Educational Opportunities</b>	12
Four-Year College Freshman Entrance Requirements	13
<b>Optional In-School Testing</b>	14
<b>Academic Procedures</b>	14
Enrollment Requirements	14
Grading Procedures	14
Graduating with Honors	15
Schedule Changes	15
Incomplete Courses	15
Student Records	15
Valedictorian and Salutatorian Criteria	16
Withdrawal from School	17
Withholding Grades or Transcripts	17
<b>Student Rights and Responsibilities</b>	17
Appeals Process	17
Disciplinary File	17
Dress Code	17
Physical Display of Affection	18
Student Directory Information	18
Searches of Students and Their Property	18

Sexual Harassment	18
Student Conduct	20
Student Discipline	20
<b>Attendance Regulations and Procedures</b>	<b>21</b>
Tardiness	21
Excused Absences	22
Unexcused Absences	22
<b>General Information</b>	<b>22</b>
Building Hours	22
Cell Phones, Electronic Equipment, and Internet Use	22
Daily Bulletin	23
Fines	23
Food Service	23
Hall Passes	24
Lockers	24
Lost and Found	24
Medication Usage at School	24
Money and Valuables	24
Motor Vehicles - Operation	25
Motor Vehicles - Parking	25
Off Campus Lunch for High School	25
School Bus Policy	25
School Dances	25
School Emergency School Closure	26
School Trips	26
Signs, Posters, etc.	26
Skateboards, Roller Skates, etc.	26
Snowballs, Water Balloons, etc.	26
Student Health	27
Student Insurance	27
Student Sign-out/Check-out	27
Telephones	27
Telephone Messages	28
Textbooks	28
Visitors	28
Weapons & Explosive Devices	28
<b>WILBUR SCHOOL DISTRICT #200</b>	<b>29</b>

<b>School District Directors</b>	29
<b>Nondiscrimination Policy for Wilbur Schools</b>	29
<b>Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)for Elementary and Secondary Institutions</b>	29
<b>Technology User Agreement and Fee Schedule</b>	31
<b>WILBUR SCHOOL DISTRICT STUDENT INTERNET</b>	31
<b>CONTRACT COMPUTER/CHROMEBOOK USE AGREEMENT</b>	31

# 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 fosters life-long learning.
- School, staff, parents/guardians, and community all share the responsibility of educating students.
- All students matter and deserve 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 preferences.
- 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.

# Address & Telephone Number

## Physical address:

Wilbur Elementary School  
202 W. Pope St.  
Wilbur, WA 99185

## Mailing address:

Wilbur Elementary School  
P.O. Box 1090  
Wilbur, WA 99185

## Phone Numbers:

**509 647 2221**

Ext 0 - school closure information  
Ext 1 - district office  
Ext 2 - attendance office  
Ext 3 - high school office  
Ext 4 - elementary office  
Ext 5 - bus garage

# Wilbur Creston High School Staff

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**Amanda Fisher** Special Education <mailto:afisher@wcsd.wednet.edu>

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**Stacey Nash** Business <mailto:snash@wcsd.wednet.edu>

**Darin Reppe** History, PE <mailto:dreppe@wcsd.wednet.edu>

**Alicia Rosman** HS/College English, French <mailto:arosman@wcsd.wednet.edu>

**Rhonda Sallis** English, History, PE <mailto:rsallis@wcsd.wednet.edu>

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**Para Educator** Bonnie Wolfe <mailto:bwolfe@wcsd.wednet.edu>

**Principal** Belinda Ross <mailto:bross@wcsd.wednet.edu>

**High School Secretary** Lori Bodeau <mailto:lbodeau@wcsd.wednet.edu>  
**Attendance** Tami Krause <mailto:tkrause@wcsd.wednet.edu>  
**Library** Dawn Furman <mailto:dfurman@wcsd.wednet.edu>  
**Counselor** Jason Raugust <mailto:jraugust@wcsd.wednet.edu>  
**Counselor** Casey Clark <mailto:cclark@wcsd.wednet.edu>  
**Food Service** Traci Starzman <mailto:tstarzman@wcsd.wednet.edu>  
**Student Health** Robin Higginbotham-Jasman <mailto:rhigginbotham@wcsd.wednet.edu>  
**Technology** Ross Rother <mailto:rrother@wcsd.wednet.edu>  
**Transportation** Michelle Rosman

**Superintendent** Chuck Wyborne <mailto:cwyborne@wcsd.wednet.edu>  
**District Secretary** Tina Colvin <mailto:tcovin@wcsd.wednet.edu>  
**Business Manager** Aherron Nestor <mailto:anestor@wcsd.wednet.edu>  
**Facilities Supervisor** Jon Ritchy <mailto:jritch@wcsd.wednet.edu>  
**Custodian** Toni Copeland <mailto:tcopeland@wcsd.wednet.edu>  
**Groundskeeper** Warren Conway <mailto:wconway@wcsd.wednet.edu>  
**Night Custodian** Robert Sheckler <mailto:rsheckler@wcsd.wednet.edu>

## **Advisors**

**ASB** Victoria Dreher <mailto:vdreher@wcsd.wednet.edu>  
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**FFA** Andy Clark <mailto:aclark@wcsd.wednet.edu>  
**Honor Society** Alicia Rosman <mailto:arosman@wcsd.wednet.edu>  
**Knowledge Bowl** Kolbie Langill <mailto:klangill@wcsd.wednet.edu>  
**Senior Class** Alicia Rosman <mailto:arosman@wcsd.wednet.edu>

# Bell and Class Schedule

School begins at 8:10 A.M. and is dismissed at 2:54 P.M. daily. A bell will ring at 8:05 A.M. to notify the students to report to their first period class. School is released at 12:15 on early release days.

<b>1st Period</b>	<b>8:10-9:00</b>
<b>2nd Period</b>	<b>9:04-9:54</b>
<b>3rd Period</b>	<b>9:58-10:48</b>
<b>4th Period</b>	<b>10:52-11:42</b>
<b>Lunch</b>	<b>11:42-12:16</b>
<b>5th Period</b>	<b>12:16-1:06</b>
<b>6th Period</b>	<b>1:10-2:00</b>
<b>7th Period</b>	<b>2:04-2:54</b>

## ASB - Associated Student Body

### **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 reports, 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 reports, be involved in school activities, and be a positive role model.

### **Community 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.

## **ASB Executive Officers**

**President** Lance Berkey

**Vice President** Mackenzie Arden

**Secretary** Adriana Delarosa

**Treasurer** Dalley Angstrom

**Assistant Treasurer**

**Creston Representative** Christian Ekstrom

**Keller Representative**

**Wilbur Representative** Logan McElyea

## **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. ASB cards must be presented by the card holder to receive free or reduced admission to any school-sponsored event. Students who qualify for the Federal Free & Reduced Lunch Program will have the \$50 card fee waived.

# Graduation Requirements

## Credits

In order to receive a diploma from Wilbur-Creston High School, students must earn at least 26 total credits.<sup>1</sup> The specific subject requirements can be found below.

Graduation Requirements		
Subject	Required Credits	Required Classes
English	4	Eng. 9, Eng. 10, Eng. 11/Eng. 101-102, Eng. 12/Eng. 105
Math	3	Alg. 1, Geometry, Alg. 2/3 <sup>rd</sup> year alt.
Science	3 (2 lab)	Physical Science, Biology
Social Studies	3	US History/US Political Sci., World History & Geography, CWP & Civics
Career & Technical Education	1.5	Micro-Applications, senior year CTE
Health & Fitness	2	0.5 credit of Health, 1.5 Fitness
Arts	2 (1 can be PPR)	
World Language	2 (both can be PPR)	
Senior Math or Science	1	
General Electives	4.5	
<b>Total Credits</b>	<b>26</b>	

**Personalized Pathway Requirement (PPR)** credits are elective courses that lead to a specific post-high school career or educational outcome. PPRs are documented in the student's High School & Beyond Plan and are intended to provide a focus for the student's learning.

## State Graduation Pathways\*\*

In addition to earning high school credits, students also must successfully complete a state-approved graduation pathway (listed below):

1. Passing scores on the Smarter Balance Assessments in math & English or earning a Certificate of Individual Achievement (for students with IEP who do not meet the expected performance standards)
2. Earning minimum cutoff scores on the SAT/ACT college admission exams
3. Scoring a qualifying score on AP/CI/IB tests (AP/IB/CI currently not offered at WCHS)
4. Passing a dual credit college course for ELA or math with a C+ or higher
5. Passing a Bridge to College transition course in math or English
6. Combination of graduation pathways for math and English
7. Receiving an eligible AFQT on the Armed Services Vocational Aptitude Battery (ASVAB) Exam
8. Successfully completing an approved sequence of Career & Technical Education (CTE) Courses

<sup>1</sup> Credit requirements for students who transfer into WCHS senior year will be determined on a case by case basis.

\*\*More information on State Graduation Pathways can be found on the OSPI website. As of October 2019, pathways 7 & 8 are still under construction by the state. Waivers using college acceptance notification will be available to the class of 2020

## Class Checklist:

Students are encouraged to use this page to keep track of their graduation requirements. Students must pass classes with a D or above each semester to earn credit. Each semester is worth 0.5 high school credits. The checklists below reflect the typical order of classes taken at WCHS. Students may have a different sequence of classes.

### Grade 9

Grade 11		
Class	Semester 1 Grade	Semester 2 Grade
9 English		
Algebra 1		
Health & Fitness		
US History		
Microsoft Office Applications		
9 Physical Science		
Art* or Elective:		

### Grade 11

Class	Semester 1 Grade	Semester 2 Grade
11 English/Eng. 101/102		
Algebra 2 or 3 <sup>rd</sup> year math substitute (must be approved by parent/counselor)		
US History/Political Science		
Chemistry or Sub**		
World Lang. or Sub*		
Elective:		
Elective:		

### Grade 10

Class	Semester 1 Grade	Semester 2 Grade
10 English		
Geometry		
Health & Fitness		
World History & Geography		
Biology w/ lab		
Art* or Elective:		
World Language or PPR:		

### Grade 12

Class	Semester 1 Grade	Semester 2 Grade
12 English/Eng. 101& 102 or 105		
Pre-Cal or Engineering or Sr. Math/Sci.		
Current World Problems/Civics		
Spanish or Sub*		
CTE/Occ. ed + HS&B Portfolio****		
Elective:		
Elective:		

\*Art: 2 credits required to graduate, 1 can be substituted with a personalized pathway class.

\*\*Chemistry: Alternative rigorous science credit that aligns with student's post-high school plans.

\*\*\*World Language: Required for 4-year bound students, can sub an equally rigorous world language course if available. Can be substituted with a personalized pathway class.

\*\*\*\*HS & Beyond Portfolio: All seniors will complete a High School & Beyond Portfolio (WA State

# Additional Educational Opportunities

## College Credit Opportunities for Juniors & Seniors

### College in the High School (offered through CWU)

The College in the High School (CIHS) program is a partnership between WCHS and Central Washington University that allows us to offer college courses on-site. Students who take CIHS classes earn dual credit: 1 high school credit for every 5 credits earned at the college level. All CIHS classes are taught by WCHS teachers who have been approved as adjunct faculty through the Running Start Program at CWU. These classes are taught at college level rigor; students may be held to different grading and attendance requirements. WCHS currently offers 6 CIHS classes to juniors and seniors:

College in the High School Classes 2018-2019		
Class	College Credits	Prerequisites
English 101: Composition 1, Critical Reading & Responding	5 (semester long)	English 9 & 10, 236+ on Next Gen Accuplacer Reading <b>and</b> 5+ on the Accuplacer Writeplacer.
English 102: Composition 2, Reasoning & Research	5 (semester long)	Pass English 101 with a grade of C- or higher
English 105: The Literary Imagination, an Intro to Literature	5 (year long)	Pass English 101 with a grade of C- or higher
Math 153: Pre-Calculus 1	5 (semester long)	Score of 85+ on Accuplacer Elementary Algebra exam or 35+ on Accuplacer College Math Exam (Accuplacer administered on-site at WCHS)
Math 154: Pre-Calculus 2	5 (semester long)	Pass Math 153 with a grade of C or higher
Political Science 210: American Politics	5 (year long)	Must be enrolled in or have completed English 101

For information on cost of CIHS credits and placement tests to qualify for these classes, please contact Alicia Rosman at (509) 647-5602 or [arosman@wcsd.wednet.edu](mailto:arosman@wcsd.wednet.edu)

### Running Start

Running Start is a program that allows high school juniors and seniors to enroll at a local college (EWU, SCC, SFCC, BBCC, or CWU) while earning high school and college credits simultaneously. Interested students should contact Alicia Rosman as well as a counselor in the Running Start office of the college they are interested in attending. Running Start students are required to be enrolled in at least 1 WCHS credit.

### Online Courses (available to all high school students)

Selected online courses may be used to fulfill WCHS graduation requirements. Students should consult with Alicia Rosman, the guidance counselor, prior to enrolling in any course outside the Wilbur and Creston Districts to ensure credit approval.

Certain online classes are also offered during the school day through the BYU Independent Study and Edgenuity programs. Students interested in taking classes not offered as part of the regular course schedule at WCHS should consult Alicia Rosman. Students taking optional online classes are responsible

for all costs associated with the classes. These courses will not necessarily be available for students to take off-campus during the 2021-22 school year.

## Four-Year College Freshman Entrance Requirements

Students who plan to attend a four-year college in the state of Washington must fulfill certain academic requirements, also known as College Academic Distribution Requirements, or CADRS. Out of state and private schools may also have different requirements. Students should consult college websites and catalogs for further information.

### CADR Requirements

In order to meet entrance requirements for 4-year colleges and universities in the state of Washington, students must take at least:

- **4 years of English** (Courses that are generally not accepted include those identified as remedial or applied; e.g. remedial English, yearbook, newspaper staff, drama and debate.)
- **3 years of college prep math** (Algebra, Geometry, Algebra II/Trigonometry)
- **3 years of science** (2 credits must be lab-based science courses, one credit must be in an algebra-based science course—typically chemistry or physics)
- **Senior year math-based quantitative course** (upper level math course, a quantitative course, or an algebra-based science course—Pre-Calculus, Financial Math, or Engineering at WCHS)
- **3 years of history/social sciences**
- **2 consecutive years of the same world language** (a proficiency exam may be given at some universities)
- **1 year in the fine, visual or performing arts**

## NCAA Division I & II Freshman Eligibility Standards

All NCAA college student athletes must register with the NCAA Initial Eligibility Clearinghouse. Potential NCAA scholarship athletes must meet certain criteria in order to be eligible. Students must graduate from high school and earn a GPA of at least a 2.3 in 16 core units:

- English (4 years)
- Math (Alg. 1 & higher, 3 years)
- Natural/Physical Science (at least one lab, 2 years)
- Additional year English, Math, or Science
- Social Science (2 years)
- 4 additional years of English, math, science, social science, foreign language, comparative religion or philosophy

In addition, you must have completed 10 core courses, including 7 in English, math, or science before your 7<sup>th</sup> semester of high school. Once you begin your 7<sup>th</sup> semester, you may not repeat or replace any of those 10 courses to improve your core-course GPA.

# Optional In-School Testing

## **ASVAB**

The ASVAB (Armed Services Vocational Aptitude Battery) is a timed multi-aptitude test administered to juniors in the fall by a member of the armed forces. The test is free. All juniors take the test unless they are opted out by a parent or administrator.

A student's score on the four core areas (AFQT--Arithmetic Reasoning, Word Knowledge, Paragraph Comprehension, and Mathematics Knowledge) determines whether or not that student is qualified to enlist in the U.S. military. Scores on other areas of the test help the military determine how qualified you are for certain military occupations. In addition to being a prerequisite for enlisting in the military, we use the ASVAB test at WCHS as part of a student's career interest planning and High School & Beyond Plan. ASVAB scores of 31+ may also be used for a student's graduation pathway if he/she intends to enter the military after high school.

## **PSAT**

The PSAT/NMSQT is the Preliminary SAT/National Merit Scholarship Qualifying Test. The PSAT is a primer for the SAT that is administered to sophomores in October each year. The 2019-20 cost was \$17 per student.

The purpose of the PSAT is to prepare students for the SAT and to qualify students for National Merit scholarships. The PSAT consists of two sections: Math and Evidence-Based Reading & Writing. Scores on the PSAT reflect what the student would achieve on the SAT if taken at the same time. Scores returned to students indicate areas on the test students should improve skills before taking the SAT.

## **SAT**

The SAT is a standardized test used for college admissions and is typically taken by juniors and seniors. WCHS offers the SAT during the school day in the fall and spring. In 2020-21, the SAT cost was \$52. Students who qualify for free/reduced lunch may qualify for a reduced price depending on their class status when taking the test (see Mrs. Rosman for details). Students who take the SAT during the school day at WCHS do not need to register online; they will sign up with Alicia Rosman about a month before the test. SAT scores must be sent directly from College Board to students' prospective colleges.

# Academic Procedures

## **Enrollment Requirements**

Students are required to be full-time enrolled unless given prior approval from the principal. A student will be enrolled in no less than seven subjects each semester, excluding Advisory.

## **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. Requests for student progress can also be accessed by direct contact with the teacher of the class. Quarter, semester, and year end report cards will be mailed home.

## **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	4.0
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7
D+	1.3
D	1

## **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.

## **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.

## **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 the Principal

Step 2: Appeal to the Superintendent

Step 3: Appeal to the Board of Directors

## **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.

## Valedictorian and Salutatorian Criteria

Valedictorian and salutatorian awards are earned by the graduating seniors who have demonstrated the most academic ability and success in their high school courses as measured by cumulative grade point average, the successful completion of rigorous coursework, and successfully completing courses which meet Wilbur-Creston High School graduation requirements and Washington four-year public university submission requirements as determined by the Higher Education Coordinating Board. Citizenship, number of full-credit courses successfully completed, and attendance will be considered as secondary criteria. A serious infraction(s) of school rules and/or state or federal law may result in a student being deemed ineligible for valedictorian or salutatorian awards. Final determination rests with the high school principal.

The valedictorian shall be the graduating senior with the highest seven semester cumulative grade point average who has met all ten of the requirements listed below. The salutatorian shall be the graduating senior with the second highest seven semester cumulative grade point average who has met all of the requirements listed below. Secondary criteria will be considered for both awards.

1. At a minimum, the student will attend Wilbur-Creston High School during his/her sixth, seventh, and eighth semesters of high school.
2. The student has completed or is enrolled in courses that upon high school graduation shall qualify them for admission to a four year public or private college or university.
3. Successful completion of four full years of English.
4. Successful completion of four full years of math, including pre-calculus.
5. Successful completion of three full years of science, including chemistry.
6. Must successfully complete a minimum of three out of the five College in the High School core courses that are offered within the regular schedule at Wilbur-Creston High School. The College in the HS core course offerings include English 101, English 102, English 105, Political Science 210 Pre-Calculus 153, and Pre-Calculus 154, all of which can be accessed within a student's regular schedule.
7. To be eligible, a student can only serve as a TA or take study lab for a total of 2.0 credits during his/her high school career. The student must be enrolled in a full schedule of courses (taking a class all seven periods) each school year.
8. If the student is participating in Running Start, he/she must be enrolled in WCHS in-person classes for at least .5 FTE during both the 11th and 12th grade years and be taking sufficient high school and/or college courses during the seventh and eighth semesters to be a full time student as defined in the Running Start law.
9. A student must meet standards on State Exams or other approved alternative tests.
10. In determining valedictorian and salutatorian, grade point calculations shall be carried out and rounded to four decimal places (ten thousandth place). More than one individual may be designated valedictorian and/or salutatorian if the seven-semester cumulative grade point average is tied after rounding to the fourth decimal place.



## **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 their last day of attendance. All books, school technology, and loaned materials need to be returned and fines or fees cleared up before the checkout is done.

## **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 their parent will be notified of the nature of such fines.

# **Student Rights and Responsibilities**

Wilbur Creston High School is committed to providing a safe, productive learning environment for all students. It is the responsibility of each student to maintain this environment by adhering to basic school rules and showing proper respect for all persons and property. Our 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 [3240](#) and [3241](#). 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.

## **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 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. Please see [Student Dress, PolicyNo.3224.pdf](#) for more details.

## **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.

## **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:

- Name, address and telephone number
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees and awards received
- The most recent educational agency or institution attended

## **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**

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

### **Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

### **Examples of Sexual Harassment:**

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

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

<https://www.wcsd.wednet.edu/common/pages/DisplayFile.aspx?itemId=13348156>

## **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

### **Complaint to the School District**

#### ***Step 1. Write Out Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

#### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

#### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate

complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

## **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 child's cooperation with district, school, and classroom rules. The school board policy on student discipline can be found in policy number [3241](#).

### **Administrative Action**

Wilbur School 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) 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

Absences for reasons other than medical are discouraged, as absences directly affect your child's learning and the school's mission to teach every child to the fullest amount possible. Any absences for other than medical reasons should be pre-arranged with the office. Excessive absences may result in any or all of the following actions, recommendation for retention, referral to the Lincoln County Prosecuting Attorney for legal action under Becca Bill (RCW 28A.225.010), or change in enrollment status. If a student has an unexcused absence we will attempt to notify you by phone the day of the absence. The state considers students missing more than 18 days a year for any reason to be excessively absent. This means missing just two days of school a month puts your child at risk for the negative consequences associated with poor school attendance. Because of this, the school will contact you when the number or pattern of absences causes us to be concerned that your child is in danger of being excessively absent. Through this contact we will endeavor to work with you to find a solution to your child's poor attendance. The full policy and procedure can be found here [School Board Attendance Policy](#) [School Board Attendance Procedure](#).

### 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. 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 or if the tardiness falls into the same categories for excused absences. If a student is tardy for a class or not in their designated class during class time, they may face a range of disciplinary consequences from the classroom teacher or school administrator.

## Excused Absences

- 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 appointments which have a two day time limit for verification.
- Excused absences are those resulting from illness, health condition, medical appointment, family emergency, a death in the family, religious observances, judicial proceedings, post-secondary programs visitation, state-recognized search and rescue activities, safety concerns, homeless status, migrant status, or excused pre-planned absences.
- 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 classes may affect a student's grade because of the student's inability to make up the participation activities conducted during the class period.
- Students shall be permitted to make up missed assignments from excused absences outside of class under reasonable conditions and time limits as established by the appropriate teacher. Unexcused absences will result in a zero grade.

## Unexcused Absences

An absence is defined as unexcused when it does not conform to the categories and procedures for excused 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 procedures outlined in the school board policy 3122P.

## General Information

### Building Hours

The school is open for general student use from 7:45 a.m. to 3:00 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.

### Cell Phones, Electronic Equipment, and Internet Use

The Wilbur School Board has adopted a policy for the use of cell phones and electronic devices at school, it can be found at this link [Telecommunication Devices Policy & Procedure](#). The changing educational needs of students during the pandemic has created a need for more access to electronic

devices, including school issued ChromeBooks. The [Technology User and Fee Schedule](#) provides information on the school policy for students using a school issued ChromeBook.

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 ChromeBooks and 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 of 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 is in effect during all school sponsored activities and events, on the school grounds and in school buses and district vehicles.

## **Daily Bulletin**

Information from the Daily Bulletin is read each morning over the intercom. Students who wish to submit material for the daily bulletin should do so 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, Chromebooks, and busses. Fines need to be paid before the last day of school. Report cards will be withheld until such fines are paid.

## **Food Service**

For this school year, Wilbur Creston High School is able to serve lunch and breakfast free of charge through the federal government's summer feeding program. Students will indicate to their teacher at the start of the school day if they want school hot lunch for that day. Students wishing to eat breakfast simply need to go to the cafeteria in the morning and get their breakfast. The cafeteria will open at 7:45 a.m.

In the future we will return to the following system:

Wilbur Creston High School uses a computerized lunch system. Meals can be purchased by sending money to the office or by logging onto Skyward Family Access. Students are encouraged to purchase meals weekly or monthly. As a courtesy and under special circumstances, your student may be extended credit of up to \$10.00. If this courtesy limit is exceeded, your student will not be served a meal. When a student is close to meeting the courtesy limit parents will be notified by letter and phone. Monthly menus are sent home prior to the beginning of each month and are available on the school's website.

### **Meal prices:**

- Full Price Student Breakfast \$1.00

- Reduced Price Student Breakfast free
- Adult Breakfast \$2.00
- Full Price Elementary Student Lunch \$2.25
- Full Price High School Student Lunch \$2.50
- Reduced Price Student Lunch \$0.40
- Adult Lunch \$4.25
- Milk \$0.50

## **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.

## **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**

General Bus Rules:

- Sit down, and remain seated until arrival.
- Do not change seats unless directed to do so by the driver.
- Keep hands and feet to yourself.
- Keep voices down - no shouting or whistling.
- Do not put hands or anything outside the window of the bus.
- No fighting or swearing.
- No food is allowed on the bus unless approved by the bus driver.
- Follow directions of the bus driver.
- Properly worn face masks are required while on the bus.

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 guests 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 at 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 devices 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, or possess 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 be excluded from school until the deficiency is addressed.
- In the event of feeling unwell at school, a student needs to ask their 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.
- All state and county health protocols around COVID 19 or other pandemics will be followed. Students and others in the building may be sent home and asked to quarantine for a specified period in the event of showing signs of illness or after being identified as a close contact of someone who is infectious.
- Students who are exhibiting signs of COVID 19 or other illnesses should stay home.

## **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. 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 the 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. Novels read as part of a class are considered textbooks.

## Visitors

Parents are always welcome at Wilbur Creston High 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.** Students 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.

# WILBUR SCHOOL DISTRICT #200

## School District Directors

Glen Richardson, Chairperson  
Jill Schmierer  
Billie Wheeler

James Llewellyn, Vice Chairperson  
Catherine Seylor

## *Nondiscrimination Policy for Wilbur Schools*

Wilbur School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator:** Chuck Wyborney, Superintendent, 202 Pope St. 509-647-2221, [cwyborney@wcsd.wednet.edu](mailto:cwyborney@wcsd.wednet.edu)

**Section 504/ADA Coordinator:** Casey Clark, 202 Pope St. 509-647-2221, [cclark@wcsd.wednet.edu](mailto:cclark@wcsd.wednet.edu)

**Civil Rights Compliance Coordinator:** Chuck Wyborney, Superintendent, 202 Pope St. 509-647-2221, [cwyborney@wcsd.wednet.edu](mailto:cwyborney@wcsd.wednet.edu)

## 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

# Technology User Agreement and Fee Schedule

2021-2022

The educational program at Wilbur Schools includes a Chromebook that will be issued to your student for their use at school and home.

Like textbooks, team uniforms, library books, and other school property issued to your student, there is a responsibility to take appropriate care of these valuable resources. The Chromebook is no different, but it does represent an increased cost to the district and liability to students and parents. We know that loss and accidents will happen. District policies, regulations and practices require that a procedure be in place to cover the repair or replacement cost of district property.

Starting with last school year, we no longer assess a yearly fee for the use of technology; instead we will require students to cover the repair or replacement of lost, damaged, or stolen equipment that has been assigned to them. Below is the approximate cost for repair and replacement of Chromebooks and their power supplies.

## Full Replacement Cost Schedule

Chromebook:	\$250
Broken Screen:	\$75
Missing Keys/Broken Keyboard:	\$75
Lost/Stolen/Broken Power Adapter:	\$20

Chromebooks remain the property of the school, any Chromebook that is lost or stolen will be remotely disabled and all functionality removed until the Chromebook is returned. Likewise, any Chromebook not turned at the end of the school year will be similarly disabled.

## WILBUR SCHOOL DISTRICT STUDENT INTERNET

## CONTRACT COMPUTER/CHROMEBOOK USE AGREEMENT

Below are policies that will regulate our use of the Internet. These rules have been designed to keep our computer system and school district functioning at the highest of standards. In order to have access to the Internet, please read the following and sign below.

**For safety reasons, when using the Internet:**

I will not give out personal information such as my home address, parental information, or school name or location without the permission of my teacher.

I will immediately notify a teacher or administrator if I come across any information that is inappropriate or questionable in content.

**The following activities are illegal, and I will not willingly participate in them:**

Gaining unauthorized access to any place I am not supposed to be.

Disrupting any computer system.

Contributing to help spread electronic viruses.

Engaging in any illegal activity on-line.

Unplugging or vandalizing hardware or disturbing the electronic configuration in any way.

**I will not access, download, photograph or distribute:**

Any pornographic, obscene, or sexually explicit materials.

Inappropriate information or graphics.

Pictures of myself or others that are inappropriate in any way.

These policies and procedures must be adhered to, and any violation of them will be met with zero tolerance according to the discipline procedure of the Wilbur School District.

- Students must abide by their signed contracts.
- The use of computers and Chromebooks is a privilege, not a right.
- If this contract is broken, the student's privilege will be revoked.

I have read the "Student Internet Contract" above. I hereby release Wilbur School District, its personnel and any institutions with which it is affiliated, from any and all claims or damages of any kind whatsoever arising from my child's use of, or inability to use, the District system, including, but not limited to, claims that may arise from the unauthorized use of the system to offer, provide or purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are in addition to restrictions set forth in the Wilbur School District Student Internet Contract. I will emphasize to my child the importance of following the rules for personal safety. I give permission for my child to use Wilbur School issued iPads and computers and certify the information on this form is correct.

I understand the school may at any time use my child's image in the local or regional newspaper or on the website, FB page, or other school sanctioned media.

By signing below, I fully agree with and understand the contents of this contract. If I breach any rules, I understand my Internet and iPad/computer privileges may be revoked.

Signed by:

Student (print) \_\_\_\_\_ (signature) \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian (print) \_\_\_\_\_ (signature) \_\_\_\_\_ Date: \_\_\_\_\_



