

# Wilbur-Creston

Junior High School



*Wildcats*



STUDENT & PARENT HANDBOOK  
2021-2022

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## Mission Statement

*Our mission at Wilbur-Creston Junior High is 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.*

## Our Vision of Our School

*We at Wilbur-Creston Junior High believe that a positive school environment along with realistically high expectations will foster positive self-esteem, pride, self-discipline, social skills, and independent students.*

*To achieve this environment we unite to offer opportunities for a variety of skills leading to avenues of success. Through teacher professional growth, we will stretch to meet the challenges presented by students.*

*We support family unity, community involvement, and efforts at developing partnerships with the business community that will enhance economic growth. We further know that this commitment will lead to achievement, hope, and success for the individual and the community.*

### **Student Code of Ethics**

We, the students of Wilbur-Creston Schools, believe that every human being is responsible for her/his actions. From this basic belief we conclude:

1. That we must diligently perform the tasks assigned to us and use, to the best of our abilities, our capacity for learning.
2. That the rules and regulations of this school are for the sake of safety and expediency. However, when any rule ceases to have a reasonable function, it should be altered or removed. This removal must be done through proper channels and by legal means.
3. That the civil laws of the land are for the protection of all, and must be obeyed unless they are contrary to our religious convictions. The emphasis should be on building a greater interest in citizenship throughout the school and community.
4. That we must respect the civil and moral rights of others as if they were our own, and consider each person's opinion fairly and openly, weighing it on its own merits, but realizing that we alone are responsible for the smallest courtesies to fellow students, faculty and visitors.
5. That our dealings with other people should be honest, frank, and courteous in respect for their identity as human beings. Therefore, we should stress individuality that causes one to forfeit momentary gain to pursue patiently a higher goal.
6. That each person's reputation is sacred. Do not gossip or spread harmful gossip about anyone, damaging his/her reputation.
7. That we should hold no religious or racial prejudice, we should strive for better harmony among all people.
8. That the use of intoxicating beverages is illegal and therefore prohibited on school grounds or any school sponsored activity. It renders the body and mind incapable of good judgments.
9. That we learn sportsmanship that instills the desire to win, the ability to accept losing, and to support our school with spirit and loyalty.
10. That we should accept the responsibility and take it upon ourselves to live up to the standards set by Wilbur-Creston School.

#### **Code of Office:**

A. "LEAD BY EXAMPLE" If an ASB officer or council member violates the smoking/tobacco rule, the drug/alcohol rule, the truancy rule, bullying rule, harassment rule, intimidation rule, or cheats at school or at school-sponsored events, he or she will be automatically be terminated from office.

B. Eligibility to serve:

Maintain 3.0 Cumulative G.P.A. minimum prior and during the term.

Must hold an ASB card prior to running for office.

If an A.S.B officer falls below a 3.0 G.P.A. for ten consecutive school days, he or she will be removed from office-or-a total of fifteen days in a semester other than special circumstances.

Violation of criminal or civil law that is contrary to the mission of Wilbur-Creston A.S.B will result in immediate removal from office.

Other school-related violations will be dealt with according to Wilbur-Creston Student-Parent Handbook by the A.S.B. advisor.

If an officer poorly represents Wilbur-Creston Junior High School in anyway, the ASB board has the ability and the responsibility to remove that officer with a majority vote.

#### *How to Remove an Officer from Office*

Either an ASB Officer or Advisor can request a vote either a vote of no confidence and/or suspension at anytime that an officer violates any of the previous statements. (A special meeting can be called).

After a vote of no confidence and/or suspension, the officer who violated one of the policies, must be present to submit a formal apology and state their position.

#### **Non-Discrimination Policy**

Creston School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Title IX and Civil Rights Coordinator, Chuck Wyborney, 485 Southeast E street, 509-636-2721, [cwyborney@wcsd.wednet.edu](mailto:cwyborney@wcsd.wednet.edu) and 504 Coordinator, Glenn Arland, 485 Southeast E street, 509-636-2721, [garland@wcsd.wednet.edu](mailto:garland@wcsd.wednet.edu).

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

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

### **Purpose**

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


### **ASB OFFICERS**

The Junior High ASB will be assembled from the elected officers in the 7th and 8th grade. The President position will be held by the 8th grade President and the Vice President will be held by the 7th grade President. The 8th grade officers will complete the council seats of Secretary and Treasurer.

### Wilbur Creston Junior High School

**2021-2022**

Updated 6-17-2021

	<b>1<sup>st</sup> Period</b> 8:10-9:00	<b>2<sup>nd</sup> Period</b> 9:04-9:54	<b>3<sup>rd</sup> Period</b> 9:58-10:48	<b>4<sup>th</sup> Period</b> 10:52-11:42	<b>5<sup>th</sup> Period</b> 12:16-1:06	<b>6<sup>th</sup> Period</b> 1:10-2:00	<b>7<sup>th</sup> Period</b> 2:04-2:55
Mr. Clark	Wood Shop 7	Wood Shop 8					
Mrs. Jones	8 English (A)	7 English (B)	8 English (B)	7 English (A)	8 <sup>th</sup> ELA Lab (A) 8 <sup>th</sup> ELA Lab (B)	Prep	Art
Mr. Lembocke	7 <sup>th</sup> Health and Fitness	8 <sup>th</sup> Health and Fitness	7A Social Studies	8B Social Studies	7B Social Studies	8A Social Studies	Prep
Mrs. Mallon	8 Math (B)	6 <sup>th</sup> Math	8 Math (A)	7 Math (B)	7 Math (A)	7 Math Lab (A) 7 Math Lab (B)	PREP
Music					5 <sup>th</sup> /6 <sup>th</sup> Band/PE		Band 7-12 (Wilbur)
Mrs. K. Rosman					Elementary PE	7 Keyboarding (B) 7 Keyboarding (A)	
Mrs. M. Rosman	Prep	7 Science (A)	Science 7 (B)	Science 8 (A)	8 Keyboarding (B) 8 Keyboarding (A)	8 Science (B)	Science Elective

## Wilbur-Creston School Staff

### Administrators:

Chuck Wyborney, Wilbur-Creston Superintendent  
Belinda Ross, K-6 Wilbur, 9-12 W-C Principal  
Glenn Arland, K-6 Creston, Wilbur-Creston 7-8  
Principal

### Athletic Director:

Darin Reppe  
Teresa Chrisman, Assistant A.D.

### Librarian:

Dawn Furman, Wilbur  
Terri Bohnet, Creston

### Food Services:

Traci Starzman, Wilbur  
Amanda Debord, Creston

### Technology Director:

Matt Feider

### Student Health :

Robin Higginbotham-Jasman, Registered Nurse

### Office:

Tina Colvin - Wilbur District Secretary  
Lindsey Brashears- Creston District Secretary  
Lori Bodeau - High School Secretary  
Aherron Nestor - Wilbur & Creston Business Manager

### Counseling:

Jason Ragaust

### Speech & Language Pathologist

Krysta Llewellyn

### Transportation:

Michelle Rosman, Supervisor  
Shawn Randall, Maintenance

### Facilities and Grounds:

Jim Petty—Creston  
Jon Richey—Wilbur

## Teaching Staff

Victoria Dreher..... Music/Choir  
Andy Clark ..... Wood Shop  
Roxane Jones..... English/Art  
Rachelle Mallon ..... Mathematics  
Mary Rosman ..... Science/Elementary PE  
Wayne Lembcke..... PE/Social Studies

## 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 his/her first period class. A four minute passing period is allowed between each period.

### Regular Schedule

Period 1.....8:10 - 9:00  
Period 2.....9:04- 9:54  
Period 3.....9:58 - 10:48  
Period 4.....10:52 - 11:42  
Lunch .....11:42 - 12:12  
Period 5.....12:16-1:06  
Period 6.....1:10-2:00  
Period 7.....1:10-2:00  
Shuttle Dismissal .....2:37

### **ASB Cards**

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

### 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 Skyward on-line student management system. Request for student progress can also be accessed by direct contact with the teacher of the class.

### Grade Point Averages

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

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

### Highly Capable

If you would like information on our Highly Capable program or are interested in learning the nomination process. Literature is available on the Creston web site ([https://www.wcsd.wednet.edu/our\\_district/creston/highly\\_capable](https://www.wcsd.wednet.edu/our_district/creston/highly_capable)) and available in hard copy in the district office. If you cannot make it to the school please call Lindsay Brashears, district secretary and she will mail you a copy. For any other questions please contact: Krysta Llewellynn, Highly Capable Program Director, 509-636-2721.

### 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.

### Student Records

Transcripts of each student are kept and filed indefinitely. Student records contain grades, test scores, and attendance information. Students and parents or guardians of students less than 18 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 or she is eighteen (18) years old or has graduated.

### Withholding Grades or Transcripts

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

### Testing

Jr. High School students are required, or may choose in some cases, to take a variety of standardized tests.

\*The Washington Assessments are standardized tests given to Washington State students each spring.

## GENERAL INFORMATION

### Assemblies

During the school year a number of educational, entertainment and school spirit assemblies will be scheduled. These are an integral part of the school curriculum and are to be attended by all students. Such assemblies provide students with opportunity to practice courteous audience behavior.

### Building Hours

The school is open for general student use from 7:30 a.m. to 3:30 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 7:30 a.m. to 3:30 p.m. to handle student business. Parent and/or student appointments with administrators may be scheduled at other times if necessary.

### Change of Address or Telephone

The school staff attempts to maintain accurate student address and telephone information. This is important to keep such data accurate so that mailings and other parent contacts can be accomplished without problems. Please notify the school office if the information is incorrect or if a change occurs during the school year.

### Computer Network

Wilbur-Creston Jr./Sr. High Schools have spent a great deal of money and effort into offering the best computer support network for its students. The use of the computer network is a privilege. The use of the Internet through Wilbur/Creston Computer Network is subject to the *Wilbur/Creston School District Internet Code of Conduct*. Students must have on file the *Wilbur/Creston School District Electronics Information System User Release Form*.

### Daily Bulletin

Information from the Daily Bulletin is distributed each morning. Such announcements are important means of sharing information within the school. Students who wish to submit material for the daily bulletin must notify the district secretary by 2:30 p.m. of the day prior to the announcement. Last minute announcements are made over the P.A. system.

### Fines

Students may be fined for overdue library books and for abuse of school property such as textbooks, furniture, buildings and buses. Such fines should be paid promptly. Grade reports and other school records may be withheld until such fines are paid. Outstanding fines must be resolved before students are allowed to attend classes in the fall.

### Fire and Evacuation Drills

When the fire alarm sounds all students and building staff will leave the building. A map is posted in each classroom which shows the exit path used at such times. The teacher will exit with the class and instruct students to move to the designated evacuation area. Doors and windows should be closed when exiting. Leave doors unlocked and lights on. When the building is clear for re-entry, an administrator will signal teachers to return to their instructional areas. If you discover a fire, report it immediately to a staff member. Do not attempt to put it out.

### Interscholastic Activities

Wilbur-Creston Wildcat Athletics offers the following athletic competitions. (\* denotes Junior High students play on H.S. team)

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

### Lockers

Lockers are provided so that students may have a convenient place for personal property and books. 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. Student lockers remain the property of the school district and school officials have the right to inspect them when deemed necessary. 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 office and front entry. Articles of value 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 article unclaimed by the last day of school will be given to charity.

### Medication Usage at School

Use or administration of any medication at school requires parent and doctor signatures on a permission form as per Washington state law (1982). Independent use of medications (no-control substances, codeine, etc.) may be self-administered by a secondary student at the parents' discretion on a short-term basis. All medications must be labeled and in their original container. Please check with the office concerning any use of medications.



### **Money and Valuables**

Please do not bring large amounts of money or valuables to school. Students should see that any valuables brought to school are secure at all times. The school cannot accept responsibility for lost or stolen articles.

### **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-Creston Junior High School student must secure the pass from an administrator or dance advisor by 3:30 p.m. on the day of the dance or the Friday prior.** Student hosts are responsible for the behavior of their guest while on school grounds. All school dress and behavior patterns must be followed unless special dance apparel has been approved by an administrator as part of the planning process.

### **School Emergency School Closure**

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

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

Members of clubs or other school organizations wishing to display posters must first have them approved by the advisor and then an administrator must give approval. Individuals who wish to display posters must secure approval from an administrator. Posters should be placed on painted walls with staples. Anyone seeking to pass out printed handouts must first secure approval from the administration.

### **Student Health**

All students must comply with state immunization requirements and updated records are maintained for all students. State law requires that students who fail to comply with these regulations will be excluded from school until the deficiency is addressed. Students who, because of illness, are unable to continue class should make arrangements to go home. After asking his or her teacher for permission to go to the office, the student should call a parent or family member to arrange for transportation home. The office should only be used while waiting for such transportation, not as a holding area for students who feel unable to attend class.

### **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.

### **Telephones**

Students may use the telephone in the office for local calls only. Students who need to place an emergency call should contact the office.

### **Telephone Messages**

Only emergency messages will be delivered to students during the school day. Students should not be called to remind them of hair, doctor or dental appointments.

### **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 according to the Wilbur-Creston Jr./Sr. High School general practice.

### **Visitors**

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

### **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 or guardian prior to withdrawing. Such written requests should include the date of a withdrawal, new address, and if possible, the name of the new school. A checkout form should be picked up from the school office by the student on his or her last day of attendance. All books and loaned materials should be returned and fines or fees cleared up before the checkout is completed.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

It shall be the policy of the Wilbur & Creston School Districts to encourage student conduct that will promote good health, reasonable standards of behavior, effective citizenship and a positive atmosphere for learning. Students on junior high school grounds or in places under school jurisdiction are expected to abide by the rules which are established to achieve these objectives.

Admission to the schools of the Wilbur-Creston School District carries the presumption that the student will conduct himself/herself as a responsible member of the school community. This includes the expectation that the student will obey the law, adhere to the policies of the school district, and comply with the rules and regulations implementing these policies. In addition, the student is expected to safeguard the property of the school and to respect the rights and privileges of others in the school community.

In accordance with his or her level of maturity, each student is expected to accept responsibility for his or her own conduct. In order to accomplish the educational purpose of Wilbur-Creston School District and establish an effective school environment, the Board has approved a set of rules covering students' rights and responsibilities. When violations of the laws of the United States and the state of Washington and/or its subdivisions are also involved, the school may refer such matters to parents, legal guardians, or appropriated civil authorities.

### **POLICY: DISRUPTION OF SCHOOL**

Wilbur-Creston School District protects the right of all students to pursue their education in a learning environment free of disruption by his or her peers and others. A student whose willful and purposeful behavior causes, or is likely to cause, a substantial and material disruption or obstruction of any lawful mission, process, or function of the school will be subject to discipline, suspension, or expulsion.

### **POLICY: STUDENT PRIVACY**

#### **Search and Seizure:**

State Board of Education regulation WAC 180.40.055 provides in part: "Pupils shall have the right to be secure in their persons, papers, and effects against unreasonable searches and seizures."

#### **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.

With a long-term suspension or expulsion, a parent or student has a right to a hearing. If a suspension or expulsion is imposed, it may be appealed by filing a written notice of appeal with the Superintendent within three business days.

#### **Clothing and Other Personal Property:**

A student shall be free from searches by school officials of his or her clothing and other personal property unless there is reasonable cause to believe that something is concealed that may be of immediate danger to the student or to other students and/or is a violation of a school rule. Parents shall be informed of all searches of clothing and/or personal property and the conditions prevailing at the time of the search -- except in those cases involving water guns, noisemakers, and other harmless, but annoying articles which have no reasonable purpose in school.

#### **Disciplinary File**

A confidential record of disciplinary referrals, incidents and sanctions will be established and maintained by the Principal or his 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 parental or professional need to know its contents at the discretion of the Principal.

#### **Student 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.

#### **Student Records:**

Policies and procedures regulating the collection, maintenance, and dissemination of information contained in the student files are set forth in another document. These provide, in part, that only attendance data, grades earned in courses taken, and other information contained on the permanent record card (transcript) will be maintained after the student leaves the school, and that student information is disseminated to non-school persons, agencies, or institutions only with student permission.

**Student Directory Information:**

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

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

**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 the school office.

**COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

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

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

**Complaint to the School District*****Step 1: Write Our Your Complaint***

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

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

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

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

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

**Appeal to the School District**

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

## **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

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

**Email:** [Equity@k12.wa.us](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](#)

## **EXPECTATIONS OF STUDENTS**

### **Academic Honesty**

Students can expect no credit for work that is not their own. Those found cheating on a test, or helping others cheat, will face serious consequences. These may include failure on the test or even more severe consequences as established by the teacher. Plagiarism, the use of material produced by someone else without acknowledging its source, is a serious academic violation. Students who submit plagiarized work will receive no credit for the assignment and other sanctions in accordance with the class syllabus. Disciplinary action will be established on a case-by-case basis by the Principal.

### **Alcohol, Tobacco, Vaping Devices and Controlled Substances**

Possession, use, or being under the influence of alcohol, tobacco, vaping devices and controlled substances is prohibited on school grounds, school buses, and at school-sponsored events. Such behavior violates Wilbur & Creston School District policy, provisions of the Athletic Code and is also illegal.

### **Bullying, Fighting, Assault, and Intimidation**

Fighting, assault, intimidation and/or harassment of students or staff threaten the safe environment that is crucial for the educational process. Such behavior is not acceptable at Wilbur-Creston Schools and is Exceptional Misconduct.

### **Care of Buildings and School Property**

The care received by any building is a reflection upon those who use it. School buildings and property are also a source of commitment and pride for the entire community. The appearance of the school and grounds becomes a matter of personal, school, and community pride. It is important that we all do whatever possible to care for the facilities provided by the community for the education of its youth. This requires a commitment to the common sense care of facilities and equipment. Trash belongs in trash cans, food is to be eaten only in designated areas, cafeteria utensils are to be returned to their designated areas after use, and equipment should only be used in the manner for which it is intended. Students who disfigure property, break windows or damage other school property will be required to pay for the repair or replacement of the item.

### **Cellular Telephones and Electronic Devices**

Personal electronic communication devices such as cellular telephones, ipods, ipads, etc. are viewed as a disruption to the educational process when used at inappropriate times. Students are not allowed to use cell phones, ipods, etc. during class time. Personal electronic devices should be kept out of sight and turned off (silent/standby) during the class period. Failure to follow these guidelines will lead to immediate confiscation of the device and further disciplinary actions as deemed by the Superintendent/Principal and/or teachers. Classroom teachers may provide and require a device "parking lot" for students to store their devices in during class.

### **Closed Campus for Junior High**

Junior High Students are required to remain on campus from the time of arrival until officially being excused from school. Those students wishing to leave campus prior to school dismissal must have a note or phone call from his or her parent or guardian, receive advance permission from an administrator, and sign out before leaving and sign in upon return to school at the school office. Students who arrive to school after 8:10 A.M. must check in at the school office.

### **Dress Code**

Wilbur-Creston students' pride is reflected in personal appearance. A neat and clean appearance contributes to the overall educational atmosphere of our school. Dress and appearance which causes disruption of the educational process or presents immediate health or safety problems shall not be permitted. The Principal or designee will be the final authority when deciding appropriate dress. Failure to follow the dress code will invoke disciplinary action, including immediate removal from school. In order to address these concerns, the following dress code will be adhered to:

- Shirts and blouses will extend below the waistline of the wearer's pants or skirt. Halter tops, tube tops, spaghetti straps, half-shirts, pajamas or lounge wear, transparent clothing and net shirts are not appropriate wear for school.
- Revealing or provocative clothing is inappropriate for school and is not allowed. Off the shoulder shirts/dresses are not permitted. Boys underarms must be covered. No tank tops or muscle shirts for boys. Girls are permitted to wear sleeveless shirts that are 3 finger widths wide and cover bra straps.
- Shorts, skirts, dresses, etc. must extend to mid thigh. Running shorts are not acceptable outside of P.E. class.
- Drugs, alcohol, racism, profanity, gang-related or other offensive messages will not be displayed or advertised on clothing. Inappropriate clothing may be confiscated and returned to parents after a conference.
- Footwear must be worn at all times. Socks are allowed on the gym floor at lunch break.
- Hats or other head covering may not be worn in the school building unless specifically allowed by the Superintendent or Principal on special occasions with advance permission.

### **Hall Passes**

Students should remain in their instructional area during class period. Students who need to leave class for any reason should first receive permission from their teacher and take a hall pass with them.

### **Inappropriate Behavior**

A healthy educational environment is based on relationships of mutual courtesy and respect. Insubordination, rude, disrespectful behavior or open defiance of school authority seriously undermines the educational process. Such behavior will not be tolerated and will result in prompt administrative disciplinary action.

### **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.

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

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

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

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

### **Substitute Teachers**

Substitute teachers fill a vital role in the operation of the school. It is vital that they be treated with the respect and courtesy as regular classroom teachers. Students are asked to do whatever possible to assist substitutes. Students who fail to deal respectfully with substitutes will be dealt in accordance with the school's progressive discipline policy.

### **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. 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. **Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.**

### **School Bus Policy**

1. The driver of the bus is in final position of authority and must make final decisions on all matters.
2. Where there is a faculty advisor present, his/her specific assignment is to enforce all rules and regulations set forth by the school and the particular driver on that bus. The faculty advisor is directly responsible for control of the students.
3. Specific rules governing conduct of students:
  - a. Students must be seated at all times.
  - b. Students must remain on the bus at all times unless given permission to exit from the bus.
  - c. No food is allowed on the bus unless approved by the bus driver.
  - d. The bus is to be considered to have the same set of rules and regulations in so far as student conduct and actions are concerned, as a regular classroom situation.

\* Violations will be referred to the Transportation Supervisor, Principal or his designee who will take appropriate disciplinary action.

## **School Trips**

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

## **Disciplinary Procedures**

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

## **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 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

## **Student Discipline**

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

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

The following student behaviors are among those considered major disciplinary violations

- Cheating
- Theft
- Profanity
- Vandalism
- Bullying
- Interfering seriously with the conduct of any class or activity
- Leaving campus without permission
- Fighting or deliberate injury to another
- Possession of a weapon or explosive device

Examples of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension if not followed include:

- Arson;
- Assault, if the assault involves
  - o Injury to another;
  - o Bodily fluids; or
  - o A weapon;
- Assault, harassment, threats or abuse of district personnel: Interfering with the discharge of the official duties of district personnel by intimidation, force, or violence;
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations;
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Use of Obscenity or Profanity: Oral, written, gestures, or on computer networks;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, airguns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 2410.

## ATTENDANCE REGULATIONS AND PROCEDURES

The State Board of Education No. WAC 180-4C-100 states: "Pupils shall be punctual and regular in attendance and shall obey all rules and regulations of the school district as determined by the administration and board of directors." The faculty and administration of Wilbur-Creston Junior High School strongly believe that regular and punctual attendance is necessary for students to achieve maximum benefit from the school program, is of the greatest importance for your child's success, is a most necessary habit toward a productive adult life & regular attendance has a positive effect on student learning and achievement. Mastery of course content and achievement of objectives through participation in class activities and student/teacher interaction are of extreme importance. In accordance with this belief, we enforce the compulsory attendance laws of the state. Washington State law (RCW 28A.225.010) states that all parents shall require children between ages 8-18 to attend school and each child has the responsibility of attending school full time unless excused by the proper school authority.

- **If a student is ill, he/she should be kept home or if a student will be absent from school, communication of this absence is to be made with the school office/Attendance Secretary by 8:30 am.** 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 upon the first day of the student's return (**with the exception of appointments-see below**).

### **Excused Absences (EA)**

- Absences due to illness, health condition or family emergencies are excusable absences. In these cases the parents/guardians must communicate with the school verifying the reason for the absence. Absences due to medical (doctor, dentist, physical therapy, etc) or professional appointments (counselor, court, lawyer, etc) are excusable by a note from the appointment.
- School-approved activities and disciplinary actions or short-term suspensions (as required by law) shall be automatically excused.
- Missing attendance in participation type classes may affect a student's grade because of the student's inability to make up the activities conducted during the class period.

### **Planned Absences (PL)**

- **Trip:** Students and parents are encouraged to plan trips and other discretionary absences during school holidays. Student academic performance usually suffers when they are not able to participate in classroom learning activities. If a trip or other planned absence is necessary, arrangements should be made one week prior to the absence to allow teachers time to provide assignments for the time to be missed. Work not made up within two weeks after the absence may not be accepted for credit.
- **Appointment:** If an appointment is scheduled for a student, the parent/guardian shall have the burden of providing verification of the appointment, which requires providing the school office/Attendance Secretary with a note from the appointment to verify the absence. They will have two (2) school days to excuse an absence.

**Unexcused Absences (UA)** Any absence or tardiness from school, unless the Principal is notified in advance and prior approval is given, or appointments without written verification, shall be deemed an "unexcused" absence. Students who have unexcused absences will face the disciplinary consequences outlined below.

**1<sup>st</sup>/2<sup>nd</sup> Truancy:** Notification to parents via letter.

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

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

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

After a student has acquired 10 absences in a semester (Excused or Unexcused), any further absences may require a doctor, dentist, counselor, or lawyer's note to verify absences. Parent notes will not be accepted after 10 absences.

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

Students are **NEVER** 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.

### **Tardiness**

Students are expected to be on time to class. A student will be considered tardy up to twenty minutes into any given class period. After twenty minutes, the student may be recorded absent. A tardy is excused if a student has been detained by a teacher of the previous class, an administrator, or counselor, and has a note to that effect. If a student is tardy for a class or not in their designated class during class time, he or she may face a range of disciplinary consequences from an administrator or other staff member. Tardiness is counted on a quarterly basis and will be handled in the following ways:

1<sup>st</sup> Tardy: One (1) free unexcused tardy

2<sup>nd</sup> Tardy: A half-hour of detention time is to be served for the second.

3<sup>rd</sup> Tardy: One (1) full hour (2 lunch sessions) are to be served for the third.

4<sup>th</sup> Tardy: Two (2) full hours (4 lunch sessions) are to be served for the fourth.

5<sup>th</sup> Tardy: A fifth unexcused tardy will result in a one (1/2) day in-school suspension and a phone call to your parents.

6<sup>th</sup> Tardy: A sixth unexcused tardy will result in a one (1) day suspension from school.



## ATTENDANCE REGULATIONS AND PROCEDURES

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

### **Excessive Absences**

Regular, punctual, attendance is a vital factor in academic success in school and will carry over into the success of the working world. Lack of attendance affects learning: It is impossible to "make up" a missed classroom experience. To prevent students from failing classes, the school will attempt to notify the student and parent/guardian after the student's 7th, 10th, 13th and 15th absence each semester. We will make every effort to solve attendance-related problems with the student, but in some cases parent conferences may be necessary.

All grades except the "F" carry credit. 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.

# WILBUR CRESTON SCHOOL DISTRICT

## 2021—22 Student Calendar

180 Student Days

25, 30, 31 Prof. Dev.	AUGUST						
	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

19 21 Presidents Day	FEBRUARY						
	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

20 1 First Day of School 6 Labor Day 24 Native American Day	SEPTEMBER						
	S	M	T	W	T	F	S
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

23 30, 31 Early Release Conferences  Conf Schedule 30th 12:15-3:15 31st 12:15-6:15	MARCH						
	S	M	T	W	T	F	S
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	(30)	(31)		

21	OCTOBER						
	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

16 1 Early Release 4-8 Spring Break	APRIL						
	S	M	T	W	T	F	S
						(1)	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

19 8, 9 Early Release Conferences 11 Veterans' Day 24 Early Release 25-26 Thanksgiving Vacation  Conf Schedule 8th 12:15-3:15 9th 12:15-6:15	NOVEMBER						
	S	M	T	W	T	F	S
	7	(8)	(9)	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	(24)	(25)	(26)	27
	28	29	30				

21 30 Memorial Day	MAY						
	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	(30)	31				

13 17 Early Rls. 20-31 Christmas Vacation	DECEMBER						
	S	M	T	W	T	F	S
	5	6	7	8	9	10	11
	12	13	14	15	16	(17)	18
	19	(20)	(21)	(22)	(23)	(24)	25
	26	(27)	(28)	(29)	(30)	(31)	

8 4 GRADUATION 10 LAST DAY OF SCHOOL ER at 10:00	JUNE						
	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

20 17 Martin Luther King Day	JANUARY						
	S	M	T	W	T	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	(17)	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

	JULY						
	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

- ( ) Early Dismissal - 12:15
- No School
- New Quarter
- ▽ First/Last Day of School

□ Professional Development

subject to change

### Wilbur School District Directors

**Ms. Catherine Seylor, Chair**  
**Mrs. Jill Schmierer**  
**Mr. James Llewellyn**

**Mr. Glen Richardson**  
**Mrs. Billie Wheeler**  
**Chuck Wyborney, Superintendent**

### Creston School District Directors

**Mr. Eric Nelson, Chair**  
**Mrs. Jamie Nelson**  
**Mrs. Kathleen Strozyk, Athletic Coop Rep.**

**Mrs Karrie Luiten**  
**Mrs. Pia Odegaard**  
**Chuck Wyborney, Superintendent**

### Nondiscrimination Policy

Wilbur and Creston School Districts do 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 Street (Wilbur) 485 Southeast E Street (Creston) 509-647-2221(W) 509-636-2721(C) cwyborney@wcsd.wednet.edu

Section 504/ADA Coordinator (Wilbur) Casey Clark, 202 Pope Street -647-2221, cclark@wcsd.wednet.edu . (Creston) Glenn Arland 485 Southeast E Street 509 509-636-2721 garland@wcsd.wednet.edu

Civil Rights Compliance Coordinator: Chuck Wyborney, Superintendent 202 Pope Street (Wilbur) 485 Southeast E Street (Creston) 509-647-2221(W) 509-636-2721(C) 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 or Creston 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