

Taholah School K-12 Student Handbook

2020-2021



Taholah School
600 Chitwhin Dr.
PO Box 249
Taholah, WA 98568
(360) 276-4780

Taholah School Staff Directory			
	600 Chitwhin Drive Taholah, WA 98587		(360)276-4780 Office
Name	ext	email	title
Patti Larriva	2220	plarriva@taholah.org	Superintendent
Pete Hauschka	2223	phauschka@taholah.org	Assistant Principal
Thomas Marshall	2224	tmarshall@taholah.org	HR Coordinator
Edcelena James	2225	ejames@taholah.org	Business Manager
Melissa Wolfe	2226	mwolfe@taholah.org	Student Support
Front Office/Food Nutrition	2227	bhargitt@taholah.org	
Diana Kemper	2530	dkemper@taholah.org	Accounts Payable Asst.
Bobbi Hargitt	2531	bhargitt@taholah.org	Food and Nutrition
Ruth Safonova	2532	rsafonova@taholah.org	Nurse
Esther Dewald	2532	edewald@taholah.org	Nurse
Jessica Garnica-Tapia	2533	ygarnica@taholah.org	Information Technology Administrator
Jake Eyre	2534	jeyre@taholah.org	Elementary Special Education
Laneata Martinez	2500	lmartinez@taholha.org	Kindergarten
Jeremy Walker	2501	jwalker@taholah.org	First Grade
Jade Starkey	2502	jstarkey@taholah.org	Second Grade
Deanne Swanger	2503	dswanger@taholah.org	Third Grade
Susan Rogers	2504	srogers@taholah.org	Fourth Grade
Craig Harold	2505	charold@taholah.org	Fifth Grade
Dana Zora	2506	dzora@taholah.org	Sixth Grade
Forrest Kenworthy	2507	fkenworthy@taholah.org	MS ELA (7 & 8)
Mike Rose	2508	mrose@taholah.org	MS/HS Science
Pamela Hodge	2509	phodge@taholah.org	HS ELA
Aja Shahamni	2510	ashahamni@taholah.org	MS/HS Math
Fred Pope	2511	fpope@taholah.org	MS/HS History
Jerry Walther	2512	jwalther@taholah.org	HS CTE
Tillie Grover McCrory	2520	tmccrory@taholah.org	P.E./ Health (7-12)
Jinny Marchand	2521	jmarchand@taholah.org	Special Education Director
David Rupp	2522	drupp@taholah.org	MS/HS Special Education
Jordan St. Germaine	2523	jgermaine@taholah.org	HS Special Education/AD
Danielle Rosetta	2524	drosetta@taholah.org	Guidance Counselor
Mercedes Lamphier	2525	mlamphier@taholah.org	SEL Coach
Lyndsi James	2227	ljames@taholah.org	Paraprofessional

Jeremy Lamphier	2227	jlamphier@taholah.org	
Courtney Larriva		clarriva@taholah.org	
Cynthia Jimenez		cjimenez@taholah.org	
Quayla Sotomish		qsotomish@taholah.org	
Hannah Ridley		hridley@taholah.org	
Ken Christopherson	2527	kchristopherson@taholah.org	Head Cook
Naomi Walther	2527	nwalther@taholah.org	Cook Assistant
John Brings Yellow	2528	jbringsyellow@taholah.org	Custodial Manager
Eddie Rodriguez	2528	erodriguez@taholah.org	Custodian
Bryan Comenout		bcomenout@taholah.org	Maintenance/Custodian
Tyler Crossguns	2529	tcrossguns@taholah.org	Transportation Driver

School Board

The Taholah District Board of Directors is made up of 5 at large representatives elected from the citizens who reside within the school district boundaries. A current listing of the Board of Directors can be found on the Internet at www.taholah.org or by calling the Taholah School office at 360-276-4780. The board represents the people of the school district. Board members welcome comments and questions from the public. The Board of Directors meets the third Wednesday of each month during the school year at 6:00

Information for Parents and Students

Dear Parents,

This booklet has been developed and sent to you in an effort to make sure you know how Taholah School operates. The mission of Taholah School can only be accomplished when parents, students and staff work together in a team effort (as you know it takes a village). We strive to create the most effective comprehensive learning environment for your children. If you have any questions about any of the information in this booklet, please contact us, as we will be happy to personally discuss the information with you.

We ask for your support and participation in this effort by sending your child to school every day on time, encouraging him/her to read for pleasure at least 30 minutes every night, monitoring progress, and asking your child to share what they learned at school each day. Together, we can make school a wonderful safe caring place for children to learn and grow.

Taholah School's Vision

At Taholah School District, we honor the strong culture of the Quinault people and value the diversity of our community.

Through connection to our community we strive to have culturally aware and committed school staff who are using relevant and meaningful best practices to create a positive environment to ensure our students are prepared for success.

We do this in a way that is rooted in positive culture and family values in order to enable our students to have pride in their identity.

Visitors

All visitors to Taholah School, whether students or adults, **must** report to the school office. Visitors not here for approved purposes are not permitted to loiter on school property. Parents who wish to observe a class need to have approval of the building Administration and make arrangements with the teacher at least 24 hours in advance.

Change of Address/EMail/Phone

Students and parents are requested to keep the school informed of current addresses and telephone numbers. If there is any change in your contact information, please notify the school office immediately. It is important that we have your current contact information on file, including e-mail, to keep you informed of upcoming events and in case of an emergency situation. If students move outside the Taholah School boundary lines, parents are required to fill out and submit boundary exception (Choice) paperwork for consideration by administration within two weeks of the move.

COVID 19 Requirements:

Due to the COVID 19 breakout, new health and safety requirements are being implemented throughout our school. We are mandated to follow all guidelines that have been directed by the CDC, The Office of Superintendent of Public Instruction(OSPI), Grays Harbor Health Department(GHHD) and the Governor's Office.

The school building will be open at 8:15 am for all students. We are not able to have students in the building prior to the times indicated above due to social distancing and supervision. Please help up abide by the times so that students are well supervised and we are keeping all students and staff safe.

DOH website:

<https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/FrequentlyAskedQuestions>

OSPI:

<https://www.k12.wa.us/about-ospi/press-releases/novel-coronavirus-covid-19-guidance-resources>

GHHD:

<http://www.healthygh.org/directory/covid19>

CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

School Meals

Our school depends on the Free and Reduced forms being completed by all families. This is how we support and provide free meals for all students. All students must use their school identification which has their barcode to scan for all their meals. This process helps us maintain the required records that are mandated by the Federal government. Note: Due to COVID-19 guidelines the school has new times for student meals.

- Breakfast service in classrooms 8:30-8:45 am, Monday through Friday.
- Lunch service will be dropped off to students' homes.

- If students are in the building after school for services or tutoring, then they will receive their lunches here at school.

Treats at School

Due to the COVID 19 breakout, new health and safety requirements are being implemented throughout our school. The health and nutrition of our students is one of our primary concerns. In addition to numerous children and adults who suffer from various allergies; some are life threatening, we have safety requirements that will limit students eating and drinking in school. Our district has a current policy which limits the number of non-nutritional snacks offered at school. Before you bring a treat for your child's birthday, please check with your child's classroom teacher to see what is permissible in that particular classroom. In some cases, teachers have opted to not have birthday treats and have limited the types of treats that may be served at their two parties during the school year.

If a treat is permissible, then we must follow the requirement that all treats distributed at school must be **commercially made and fruit must be cut and processed in a commercial kitchen**. This is also within the Department of Health requirements for COVID19. We cannot distribute home baked goods or home cut fruits due to potential problems with Hepatitis and other infectious diseases. A wonderful idea for the elementary is to buy a birthday book in honor of your child. The teacher can read the book to the class and then it will stay in the room in honor of the birthday child.

Also, **please do not drop snacks or drinks off at school**. The State Superintendent has placed new requirements with regards to cleaning, and the eating areas. Gum is another giant concern! It is under every table, desk and often on carpets...please help your children keep gum at home.

CELL PHONE POLICY

Taholah School encourages students to actively engage with each other, their teachers, and community, both, socially and academically. Use of cell phones on campus can interfere with face-to-face communication and may adversely affect focus on academics and personal connections. Our school district has adopted a **no cell phone policy**. No student may use a cell phone on campus during school hours. Adhering to the policy will help to create, improve, and preserve the academic and social atmosphere on campus.

It is the responsibility of the students to uphold the following policy:

Having cell phones out during school hours, will result in disciplinary action.

1. Cell phone use is prohibited on school grounds.
2. Students should leave cell phones at home whenever possible. If a student must bring a cell phone due to sports events or family situation, then the phone must be turned off and stored in the student's backpacks during the school day.
3. No cell phones are to be kept on the student's person.

***Parents/Guardians should not text their students during the day. Call the main office and we will quickly reach your child.**

Exceptions to the policy will be made for a student with appropriate circumstances that require s/he to have access to their cell phone. It is the responsibility of the student and/or parent to communicate the need for accommodation, and to, discuss and uphold the "exception plan" laid out by the administrator.

Examples of appropriate circumstances:

- Illness or Death in the family
- Medical Related Needs

If a student misuses their phone, the consequence may vary depending on the severity of the misuse:

- Teachers and Administrators have the right to have the student's phone held in the front office. If the student cooperates and this is a minor infraction then the student may retrieve the phone at the end of the day. This will be up to the administrator.
- Administrators have the right to confiscate a cell phone even on the first offense depending on the severity of the incident. Parents will be called and will need to pick up their cell phone. The student will not be allowed to retrieve the cell phone if it is confiscated.
- Depending on the severity of the offense, Administrators may require a contract with the student and family to prevent the cell phone from being brought into the building at any time.

Volunteers

Parent volunteers are an important part of every successful school. Please sign up to be a volunteer in the main office. Pursuant to Washington State law, before being allowed to volunteer all individuals must fill out paperwork and submit to a criminal background check. The school also runs a check with the QIN Tribal Police Department. A new background check must be performed every two years. Background checks can take several weeks to be completed, so please plan accordingly. During COVID-19 pandemic, volunteers have been suspended.

Report Cards

Report cards are sent home at the end of each quarter of the school year. Quarter and semester letter grades are marked, as well as comments regarding citizenship, effort, etc. Mid-term progress reports are not sent home, but they are available for viewing through Family Access. Parents may request progress reports more often by calling the building counselor or they can use Family Access to have progress reports emailed to them weekly.

Contacting the School about Student Progress or Classroom Issues

Parents are encouraged to contact teachers by telephone or email when questions arise regarding their student's progress or classroom issues before scheduling an appointment with an Administrator. If lack of progress becomes an ongoing issue, parents may want to schedule a conference with the teacher. In the case that a student is struggling in multiple classes contact the counseling office to set up a multi-teacher staffing. In all cases, we request that initial parent contact be made with the teacher to resolve problems or concerns.

Parent Conferences

Parents are invited to confer with school personnel about their students. Staff can best be contacted by email, as much of their day is occupied working with students. If you wish to meet with a teacher, call to make an appointment ahead of time. Two formal parent conference periods are scheduled for the 2019-20 school year: October 23 and 24 and Spring Conferences: March 25 and 26.

Academic Counselor

The counselor at Taholah provides support for all students. Among the services provided are working with students on scheduling, goal setting, conflict resolution, learning problems, and any other issues that may be getting in the way of personal or school success. Counseling

groups will be offered to students who might be in need of extra support in specific areas.

Schedule Change Requests

Student schedule change requests should be made to the Counseling Office. The counselor will try to accommodate all reasonable requests. However, due to the fact that some classes are only offered once or twice during the day, and class size limits, a schedule change might not be possible.

Contacting Students at School

If parents need to contact their student while they are in school, they should contact the front office to have a message delivered to their students in the classroom. *Parents are discouraged from contacting students on their cell telephones, as students are prohibited from using them during the school day.* For Elementary students Please call the office at (360) 276-4780 extension 2227 **before** 2:00 pm with any changes in afterschool plans or bus pass requests, for grades 7-12, please call **before** 11:30 am. We cannot guarantee students will receive last minute messages. In the case of an emergency, please let the front office know the urgency of your situation.

Health Room

If a student becomes ill at school, they should come to the office for assistance. Office personnel will contact a parent or guardian if the student needs to go home. Students are not permitted to stay in the health room for multiple periods, unless staff is unable to get a hold of parents for student pick up.

Medication Disbursement

Any and all medication consumed by students at Taholah must be taken under the supervision of the school Health Specialist or other designated and trained staff. A current Medication in School form must be completed by the student's medical practitioner and parent/guardian, and on file in the health room for medications taken during school hours. The medication must be in its original container and properly labeled by the pharmacy with the student's name and time and amount of dosage. Only the school nurse or designated staff member may dispense the medication to the student. ***No medication of any kind (including aspirin, Benadryl, Mylanta, etc.) is kept in the health room for distribution to the general student population.***

Students in possession of prescription or over-the-counter drugs outside of the health room will be subject to disciplinary action.

Medications given by routes other than oral route are considered nursing care and regulated by the law relating to nursing care, 18.79 RCW. Medications such as ointments, eye or ear drops, suppositories, or injections that are ordered by a LHP can only be administered by student family members, registered nurses (RNs) or licensed practical nurses (LPNs), or self-administered by the student. The Administration of medications by routes other than by mouth cannot be delegated to unlicensed staff except in an emergency situation. If you have any questions regarding medication disbursement, please contact the Taholah Health Specialist.

Accidents

In the event of an injury, be sure someone remains with the injured student and obtain the help of a staff member immediately. All student accidents should be reported to a teacher, coach, or

to the office.

Insurance

Student accident insurance is offered to all students. Parents may purchase this insurance on a yearly basis. This insurance covers students while participating in team sports and intramural sports, as well as any other accident which might occur during the school year.

Twenty-four-hour coverage is also offered. Check the insurance brochure for specific details. It is available in the office.

Lost and Found

The Lost and Found is located between the cafeteria and the main entrance. Unclaimed articles will be discarded or donated to charities. If a student's possession has come up missing at school they should file a report in the office. We will, however, lend assistance in retrieving items when time allows.

STUDENT DRESS CODE

Dress code for all students:

- Hats are not allowed in the classroom. They must not have any logos associated with drugs, alcohol, tobacco, gangs, weapons, content that is sexually suggestive or racially harassing.
- Sweatshirt hoods should not be worn in the classroom.
- No bandanas
- No showing of midriff
- skirts/shorts/dresses/jumpers, etc.: length must reach the bottom of the individual's fingertips when arms are straight at his/her sides
- No showing of any underwear and bras
- Care should be taken not to show too much cleavage
- Shirts designed to go under another shirt need to be worn under another shirt
- No sagging pants
- All clothing, shoes, backpacks, jewelry, and body art, etc..., must be free of any reference to drugs, alcohol, tobacco, gangs, weapons, content that is sexually suggestive or racially harassing.

Hazardous Weather - Special Procedures

The Taholah School District has listed specific procedures in the event of bad weather. Bus service will be limited during the hazardous weather. If it is necessary to close school early or to cancel school due to inclement weather or an unforeseen emergency, announcements will be made over Flash Alert, King 5 News, School's Facebook, 102.1 FM, 1450 AM, the B-Board, and at the district's website: www.taholah.org You may sign up for flash alerts to your email or mobile phone by visiting www.flashalert.net/signup.html . *Please remember to up-date this service if your contact information changes.*

Library –Media Resource Center

The goal of Taholah's library is to offer students a rich environment for casual reading or browsing as well as multiple resources for information and research needs. Books are checked out on a 2-week basis.

Regulation of Dangerous Weapons on School Premises

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.

The superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and [RCW 9.41.280](#) are reported annually to the Superintendent of Public Instruction.

Dangerous Weapons

The term “dangerous weapons” under state law includes:

- Any firearm;
- Any device commonly known as “nun-chu-ka sticks,” consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emits an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
 - Any dirk or dagger;
 - Any knife with a blade longer than three inches;
 - Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
 - Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; and
 - Any razor with an unguarded blade;
- Any slingshot, sandbag, or sandclub;
- Metal knuckles;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas;
- Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the District considers the following weapons in violation of this policy:

- Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;
- Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

Reporting Dangerous Weapons

An appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis. The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm. No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.

Exceptions to State Law and this Policy

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to [RCW 9.41.070](#) who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Personal Protection Spray

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

Attendance Procedures

The law requires school attendance for students enrolled in a school from ages 6-17 unless specific conditions are met as stated in **RCW 28A.225.010**. Regular attendance is essential to the learning process and absences inhibit a student's opportunity to make academic progress. Learning time will be protected from disruption. Our attendance procedures aim to maximize learning time. **Once a student has arrived on campus, he/she is not allowed to leave campus without authorization from the office** (the exception being seniors with off-campus permission).

School attendance must take precedence over other activities. All visiting, shopping, appointments, trips, medical, dental, hair, and/or other engagements should be arranged before or after the school day if at all possible. Improving school attendance increases the likelihood that children will be successful in school. Also, improved attendance decreases problems related to inappropriate social behavior such as: gang activity, vandalism, burglary, and drug/alcohol abuse.

Types of Absences

Excused Absences

School-related Absences

- School activities (athletics, clubs, etc.)
- Suspensions (these will not be counted as absences that need to be excused)
- Cultural Events

Non School-related Absences

- Appointments
- Illness or a health condition
- Family emergencies
- Parent requested religious observances
- Occurrences that are excused by the school principal on prior approval
- Situations mutually agreed upon by the principal and parent

Excessive Excused Absenteeism

Students who demonstrate a pattern of parent-excused non-attendance for any period of the day will be required to provide a note from a physician for each absence after their tenth excused absence (for each semester) or the absence will be recorded as "unexcused". Parents will be notified in writing when their student has reached seven (7) total excused absences for a semester and reminded of this impending requirement. Students who miss more than 10% of a semester may be required to provide a doctor's note for all future absences that school year.

Procedures for reporting and excusing a health-related or family emergency absence:

If your student is going to be absent for any reason, please call the office at (360) 276-4780 between 7:30 and 8:30 a.m. on the day of the absence. *Please note, if you are phoning your student out due to illness, school personnel may request a description of symptoms for the purposes of Health Department reporting during this call.* If parent contact was not made on the date of the absence, a parent or doctor's note stating the reason for the absence should be turned into the office.

Procedures for gaining prior excuse for a future non school-related absence:

Please fill out a pre-arranged absence form (available in the main office).

The following information will need to be included:

Date of the absence(s)

Reason for the absence

Homework request for all classes to be missed

Please give as much advance notice as possible for pre-arranged absences.

Homework and Excused Absences:

When a student is absent, and this absence is deemed “excused” according to the **Taholah Attendance Policy, the student is allowed two school days for each day they were absent** to make up the schoolwork that was assigned during their absence from class. Students who miss tests, assessments, projects, presentations, speeches, and the like, will be required to make this work up immediately upon their return, unless a mutually agreed upon date is arranged between the classroom teacher and the student. In the event make-up work requires out-of-class assistance from a teacher, the teacher and student will mutually agree when the make-up time will occur, (usually between 8:00-8:30 a.m. or 3:00-3:30 p.m.). If, upon their return to school, a student fails to request out of class assistance within the allotted time frame, their grade may be affected.

Unexcused Absences:

Unexcused absences include: all absences for personal reasons with parent permission that do not meet the criteria of excused absences required by the school. Any absence that does not fall into one of the categories defined in the Excused Absences section shall be considered unexcused and will then result in truancy. The principal or designee will make the final determination of whether or not an absence is excused. Taholah School will follow the procedures below regarding unexcused absences:

1. Students who are absent unexcused (truant) will be subject to progressive school discipline.
2. Upon a student’s second unexcused absence, the parent will be notified in writing with an explanation of the attendance problem and future consequences.

Students who consistently miss school without an excuse will be subject to the provisions of the “Becca Bill” outlined below.

Becca Bill

State legislation requires that schools report to the juvenile court when students reach a defined excessive number of absences or it is demonstrated that poor attendance is having a negative impact on their learning process. Taholah School will petition the juvenile court in any of the following circumstances:

- A student has been marked as unexcused absent seven (7) times in one (1) month.
- A student has been unexcused absent ten (10) times in one (1) school year.
- A student’s consistent absenteeism is causing their academic progress to lag behind that of other students at their grade/ability level.

RCW.28A.225.010 - Compulsory School Attendance. Parents of any child eight years of age and under eighteen years of age in the State of Washington shall cause such child to attend school and such child to attend school and such child shall have the responsibility to and therefore shall attend for the full school session.

RCW28A.225.030. School districts are required to file a petition with the juvenile court for attendance violations by a parent or child.

Taholah School District policy and regulations require a child's parent/guardian to either call the school or send a note explaining the reason for a child's absence. The principal determines whether the absence is excused or unexcused. Parents cannot excuse a child's absence under the regulation of defining unexcused absences.

*The Washington Legislature enacted truancy legislation in 1995. The law was named for a Tacoma student, Rebecca Hedman, who was murdered in Spokane in 1993. The legislation is often referred to as the "Becca Bill" or "Becca Law" and requires schools to file petitions with the Juvenile Court.

Dropped from Enrollment:

A student must be dropped from enrollment due to non-attendance if they reach 20 consecutive absences. At that time the student will need to return all school issued books and any Chromebooks/laptops. Students and parents will need to meet with the Administration and/or Counselor prior to re-enrollment. **This does not impact the Truancy process, any legal action taken will still be in effect.*

Checking in and Out of School:

A student must check out with the office before leaving school before regular release time for any reason. A note signed by the parent is the preferred method. In some situations, the parent may call to request the student is released early. It would prefer a call from the parent in the morning of the early release. We will not allow students to call parents to have parents release them to another adult so that they may leave early or for lunch. The school is a closed campus and we do need to have the parents come pick up your child(ren). At this time, the student will be given a "permit to leave" slip. Additionally, if a student is entering the school during the school day (either arriving late or returning from an appointment) they must check in with the office before going to class.

Activities at Taholah

Associated Student Body (ASB):

All students are members of the Associated Student Body. Representatives are elected from designated classrooms to help guide student activities. The purpose is to provide a place for student expression, and promote the school's welfare.

Publications:

Taholah's yearbook is a pictorial representation of the year's activities which includes individual pictures of all students, club pictures, and school activities. It is distributed at the end of the school year.

Socials/Dances:

At selected times during the school year, Taholah School will offer social functions which are held during the afternoon/early evening. These activities provide an opportunity for students to interact socially in a supervised setting. Students may be given a variety of activities to choose from at these events. Parent and staff chaperones are present at all school social functions. Parents who wish to chaperone a social need to have completed a required volunteer paperwork and have passed a Washington State Patrol criminal background check.
NOTE: Guests from other schools may only be invited to high school socials and if the proper paperwork is completed three days prior to event (please see main office for paperwork)

Athletics

Interscholastic Sports:

Taholah will have the following sports teams during the 2019-20 school year:

- High School girls' volleyball (August-October)*
- Middle School girls' volleyball (August-October)*
- High School football (August-October)
- Middle School girls' basketball (October-December)*
- Middle School boys' basketball (October-December)*
- High School boys' basketball (November-February)*
- High School girls' basketball (November-February)*
- High School boys' and girls' track (April-May)*
- Middle School boys' and girls' track (April-May)*
- High School girls' Fastpitch (April-May)*
- High School Baseball (April-May)

*Sport has limited spaces and may involve tryouts with some students being cut from the team.

Any athlete participating in interscholastic events must fill out the athletic clearance forms:

- Sports Physical (good for 2 years)
- Athletic/Activity Participation/Emergency Authorization Form
- Safety Guidelines (per sport)
- Concussion Information Form
- Students must maintain at least a 2.0 grade point average with no failing grades.
- Students may not participate in athletics if they have any outstanding fees or fines
- All parents must attend a Parent meeting

Students must be in attendance at school for one half day (excused) on the day of a sporting event unless he/she has special permission from the administration.

All school owned equipment and uniforms loaned to students participating in any school sponsored team sport must be returned immediately after the season is completed. Students will not be allowed to participate in any future sponsored school team sports until all items are returned and the Athletic Director has cleared the student's account. There is a possibility of school records being withheld and/or students not participating in graduation until items are returned/paid to replace lost/ unreturned items.

Student Behavior Concerns (PBIS) PLAN:

SEE DISTRICT Positive Behavior and Intervention Support PBIS HANDBOOK located here:

Public Notices***Asbestos Plan:***

Taholah School District engages in a continuous asbestos surveillance program to assure that there are no asbestos problems or dangers to students or employees. A copy of the District's asbestos management plan is available for review at the District's Office.

Child Abuse Prevention:

Taholah School District works with state including OSPI and tribal agencies to establish a coordinated K-12 prevention program for child abuse and neglect.

Child Identification Procedures:

The district conducts Child Find activities for the purpose of locating, evaluating, and identifying students with a suspected disability who are residing within district boundaries. Child find activities apply to children who are not currently receiving special education and related services. Parents having concerns about their child's health, hearing, intellectual functioning, language, learning, movement, serious behavioral needs, speech, or vision can call the school or district office.

Confidentiality – FERPA:

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights with respect to the student's education records. The parent or eligible student has a right to:

- Inspect and review the student's education records
- Seek to amend the student's education records
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (see Releasing Information below)
- File a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of the act.

Parents wishing to review their children's records should contact the school office.

Drug-Free Schools:

The Taholah School District supports and enforces drug free schools. Use and/or possession of alcohol and illicit drugs is unlawful, wrong, and harmful. A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used alcohol or any controlled illegal, addictive, or harmful substances of any kind (including marijuana and anabolic steroids) while on school grounds or at a school activity, function, or event. Violation of this policy shall result in the following:

- The parent(s) will be notified to discuss appropriate treatment
- The school administration may request the assistance of a law enforcement official investigating the source of the substance
- Appropriate school disciplinary action will be taken

To ensure the safety, health and well-being of all students, the district is committed to a program that emphasizes drug and alcohol abuse prevention, intervention, aftercare support and necessary corrective actions. While the primary obligation to seek assistance rests with the student and his/her parent(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program. The district shall seek the support and cooperation of the public, tribal, and private agencies as necessary.

Tobacco Use

Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivery devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco innovation.

Any use of such products by staff, students, visitors and community members will be prohibited on school district property. Possession or distribution of tobacco products by minors is prohibited. This will include all district buildings, grounds and district-owned vehicles.(P4215)

Individuals with Disabilities Education Act:

Under IDEA, Taholah School District provides a copy of procedural disability safeguards upon request. Please contact the special services office if you would like one.

Insurance:

An insurance policy which covers the insured going to and from school, while in school or during a school activity, is available to all students. The Taholah School District assumes no responsibility concerning the insurance. The school merely provides students with the opportunity to purchase the insurance coverage. The forms are available in the school office.

Legislation Regarding Military Recruiters:

Section 952B of the No Child Left Behind Act, also known as Armed Forces Recruiter Access to Students' and Student Recruiting Information, requires schools to provide student contact information to military recruiters and institutes of higher education unless a parent has opted out of providing such information.

McKinney Vento Act:

Taholah School District is required to provide notice of the educational rights of homeless students. Please contact the district office for more information.

Meningococcal Disease:

State law requires schools to provide meningococcal information to parents and students in grades 6-12. Meningococcal disease, commonly known as meningococcal meningitis, strikes up to 3,000 adolescents and adults in the U.S. each year. A vaccine is available and it can help protect against up to 83% of the disease cases occurring among adolescents and young adults. Vaccination is not required for school attendance. For additional information, see the following: website:NationalMeningitisAssociation<http://www.nmaus.org/programs/pta/index.htm>

Non-Discrimination/Title IX:

Taholah School District assures that all its students have an opportunity to enroll in classes, programs and extracurricular activities without regard to race, color, national origin, sex, or handicap. The district complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or disabilities. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the District Office.

Parent's Right of Access to Student Records:

Taholah School District, in order to protect the privacy of parents and students and to comply with the requirements of Section 438 of the General Privacy Act, as amended, designated the following categories of personally identifiable information from student records as directory information: The student, address, telephone number, date and place of birth, course(s) of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas, certificates and awards received, and the most recent agency or institution attended by the student.

It is the right of the parent/guardian of a student, or of any student who has attained the age of 18, to refuse to permit the designation of any or all of the personally identifiable information with respect to that student as directory information. Such students or parents must notify the school district in writing of such refusal. Such notice should be addressed to: Ms. Lenora Hall, Superintendent, 600 Chitwhin Drive, PO Box 249, Taholah, WA 98587.

- If information is requested by another school district in which a student seeks or intends to enroll; and
- If the information requested is directory information. Directory information includes data such as student's name, photograph (for use in public information), date and place of birth, address, phone number, grade, dates of attendance, most recent previous school attended, diplomas and awards received and participation in recognized activities and sports.

Though schools may release directory information without obtaining the prior consent of parents, school officials use their discretion as to whether they release such information to third parties. Please note that under FERPA, parents have the right to request non disclosures of any or all of the above information.

Dear Families,

As part of Taholah School District's annual notification requirements, please see the below information regarding discrimination, sexual harassment, and the district's discrimination complaint procedure:

DISCRIMINATION/Harrassment

Harassment - Incidents of harassment, verbal or physical, need to be reported to either the building principal or human resources director immediately. This includes incidents between students. Taholah 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 Coordinator

Assistant Principal
PO Box 249
600 Chitwhin Dr.
Taholah, WA 98587
P: 360-276-4780

Section 504/ADA Coordinator

Special Education Director
PO Box 249
600 Chitwhin Dr.
Taholah, WA 98587
P: 360-276-4780

Compliance Coordinator

Superintendent/Principal
PO Box 249,
600 Chitwhin Dr.
Taholah, WA 98587
P: 360-276-4780

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.

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.

Sexual Harassment and Complaint Options

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^(SEP)

1. Describe the conduct or incident. Use facts: what, who and when.
2. Explain why you believe discrimination has taken place.
3. Describe what actions you believe the district or charter school should take to resolve the problem.

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/civil rights compliance coordinator

Step 2: School District Investigates Your Complaint^(L)_(SEP): 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/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^(L)_(SEP): 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 have 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 | **Fax:** 360-664-2967^(L)_(SEP) | **Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, 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^(L)_(SEP)

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 | www.ed.gov/ocr Washington State Human Rights Commission^(L)_(SEP) 1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

If you have questions, please contact me at kwerner@taholah.org. or call 360-276-4780

Special Education Funding:

Each year our Special Education Department applies for the Federal Fund grant through The Office of Superintendent of Public Instruction (OSPI). This grant will support the district's special education programs and services and help provide an equal and quality education for all students. Parents can review the application by contacting the Special Education Department.

Teacher Qualifications:

Federal law permits parents of children in Title I Schools to request information on the professional qualifications of their child's teachers. Specifically, parents have the right to ask for the following information:

- Whether OSPI has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether OSPI has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications. If you would like to know if your child's school is a Title I School and/or receive any of this information, please call the district office.

Policy No. 4130 Community Relations

Title I Parental Involvement:

I. The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in district programs. The Board views the education of students as a cooperative effort among school, parents and community. The Board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

- Play an integral role in assisting their child's learning;
- Are encouraged to be actively involved in their child's education at school; and
- Are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

II. The board of directors adopts as part of this policy the following guidance for parent involvement. The District shall:

- Put into operation programs, activities and procedures for the involvement of parents in all of its Title I schools consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children;
- Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
- Build the schools' and parents' capacity for strong parental involvement;
- Coordinate and integrate Title 1 parental involvement strategies with parent involvement strategies under other programs, such as Head Start, Reading First, Early Reading First,

Even Start, Parents as Teachers, Home Instruction, Preschool Youngsters, State run preschools;

- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools served with Title I funds including: identifying barriers to greater participation of parents in Title I related activities, with particular attention to the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children; and
- Involve the parents of children served in Title I schools in decisions about how the Title I, Part A funds reserved for parent involvement is spent.

Legal References: PL 107110, Section 1118(a)
Management Resources: Policy News, October 2008

[Family Involvement Policy:](#) Policy News, June 2005
Title 1 Parental Involvement Policy
Policy News, August 2003
Every Student Succeeds Act

The Taholah 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 trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator
Athletic Director
PO Box 249
600 Chitwhin Dr.
Taholah, WA 98587
P: 360-276-4780

Section 504/ADA Coordinator
Special Education Director
PO Box 249
600 Chitwhin Dr.
Taholah, WA 98587
P: 360-276-4780

Compliance Coordinator for State Law
(RCW 28A.640/28A.642)
Superintendent/Principal
PO Box 249
600 Chitwhin Dr.
Taholah, WA 98587
P: 360-276-4780

1:1 Digital Learning Initiative Agreement

Taholah School District №77 will provide its students a One-to-One Device to use at school and home. Our 1:1 initiative is for our students to use technology effectively to increase student engagement and provide flexible learning opportunities. Taholah School District expects that all students keep chromebooks safe, secure, and in good working conditions. Chromebooks will be assigned to students.

Student Responsibilities:

1. Student is expected to abide by the Responsible Use Agreement. (In student Handbook)
2. Bring Chromebook to school with a full charge every school day.
 - a. If chromebook is at home, there MAY be a loaner available. If not, teachers will have work available.
 - b. If chromebook is constantly left at home, student will lose take-home privileges.
3. Student will place Chromebook in the Charging cart/station at the end of day if they do not need to take Chromebook home.
 - a. Student is responsible for making sure their assigned chromebook is connected to the charging cable at the designated charging cart/station.
4. Protect from liquids and extreme temperatures. (Do not leave in car for long period of time)
5. Student will notify their teacher immediately if the chromebook needs repair, is lost or stolen.
6. Student will always sign in with THEIR login credentials
7. Student will use Chromebook for academic purposes only.
8. Student will Communicate responsibly following Digital Citizenship.
9. Student will Report any instance of cyberbullying, harassment, personal attacks or threats to school staff
10. Student will make chromebook available for inspection by administrator or teacher.
11. Students will understand all files,online communication (email) and activities accessed on our District network or devices are NOT private.
 - a. Chromebooks Monitored at all times.

Student Restriction- Student will NOT:

1. Mark or remove school asset tags or identification labels.
2. Loan chromebook to another student
 - a. Chromebook will remain assigned to the same student for the entire school year. (Unless a replacement is needed)
 - b. This includes a charger. Students who need a charger must contact their classroom teacher for a new one.
3. Give out any personal information online. (Name, address etc.)
4. Cyberbully, harass, or harm others through electronic communications

5. Search, possess, view, or share inappropriate pictures or information
6. Tamper with chromebook physically or by loading software, apps or extensions
 - a. This includes the removal of keys on keyboard
7. Personalize chromebook. No stickers or drawing on chromebook.

Ownership:

I have read and will abide by the 1:1 Digital Learning Initiative Agreement of Taholah School District №77. I understand that the devices and resources provided to me are to assist and enrich my learning and for district use. Upon request of Taholah School District or termination of this agreement, I will return my assigned chromebook in the same condition it was received. Any reasonable wear and tear is expected.

Student Name Print

Student Signature

Date

Parent Signature

Date

Tech Support Signature

Device Asset ID

Taholah School District
Student Handbook
2020-21

I acknowledge that I have received a copy of the Taholah School District Student Handbook for the 2020-21 school year. I have read and understand the contents of the handbook.

Name of parent/guardian: _____

Name of student	Grade level

Parent/Guardian Signature

Date