

HENRY FOSS IB WORLD SCHOOL



2016-2017 STUDENT/PARENT HANDBOOK

Lysandra Ness
PRINCIPAL

Renee Bailey
ASSISTANT PRINCIPAL

David Jones
ASSISTANT PRINCIPAL

2112 South Taylor Street
Tacoma, Washington 98405

Main Office: 253-571-7300
Main Fax: 253-571-7466

School Hours: 7:35am – 2:05pm

School Website: fossfalcons.org
District Website: tacomaschools.org

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PRINCIPAL'S GREETING

Dear Henry Foss Falcons,

Welcome to the 2016-2017 school year. With the start of every school year there are changes – from advancing in grade level (junior to senior), to new courses, to setting new goals for achieving your dreams. We begin the year with renewed commitment by the Foss community to achieve greatness. In starting your journey this school year, I want you to commit to three principles: Caring, Principled, and Reflective.

- ***Caring:*** All members of the Falcon community treat others, as they would like to be treated. We inspire each other through ***selfless actions, empathy, compassion, and kindness.*** We remain focused on developing into caring, balanced, and open-minded global citizens.
- ***Principled:*** All members of the Falcon community are principled; we operate in an environment that supports ***truth, respect, and honor.*** Falcons take ownership of their work and for their actions, even when it is inconvenient to do so.
- ***Reflective:*** All members of the Falcon community consider the world and own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

These are only three (3) of the ten principles of being an IB student – and we are **all** IB. I ask that you consider renewing (or perhaps gaining) your understanding of the all the principles of the IB Learner to guide your time as a Foss Family member and look at how to implement them in your daily practice.

- ***Inquirers:*** We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
- ***Knowledgeable:*** We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
- ***Communicators:*** We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
- ***Thinkers:*** We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
- ***Open-Minded:*** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
- ***Risk-Takers:*** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
- ***Balanced:*** We understand the importance of balancing different aspects of our lives – intellectual, physical, and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Please use this handbook as a guide to create a climate for success to make 2016-2017 an astounding school year.

Go Falcons!

Lysandra Ness
Principal
#FossStrong

Henry Foss IB World School Directory

2112 South Taylor Street, Tacoma, WA 98405

School Website: fossfalcons.org

Main Office: 253-571-7300

Fax: 253-571-7466

Principal

Lysandra Ness 571-7305

Assistant Principals

Renee Bailey 571-7311

David Jones 571-7307

Main Office

Sue Wilson, Office Coordinator 571-7318

Sharon Allison, Main Office Secretary 571-7310

Academic Programs

Dr. Daniel Erickson, IB Coordinator 571-7373

Katie Havens, MYP Coordinator 571-7409

Athletics and Activities

Korey Strozier, Athletic Director 571-7425

Carlena Stroud, ASB Advisor 571-7462

Attendance Office

Teresa Damoiseaux, Attendance Secretary 571-7316

Fax, Attendance Office 571-7466

Custodian's Office

Dave Mayer, Chief Custodian 571-7303

Nutrition Services' Office

Beverly Lazenby, Head Cook 571-7302

Guidance Office & Career Center

Brenda Klein, Data Specialist 571-7428

Tracy Moser, Records Specialist/Registrar 571-7341

Ricky Yates, Counselor (9th & 11th Grade) 571-7417

Jean Lubken, Counselor (10th & 12th Grade) 571-7430

Juanita Cantrell-Jeffreys, Career Counselor 571-7358

Korey Strozier, Graduation Specialist 571-7429

Christine Faulstich, School Psychologist 571-7419

Fax, Guidance Office 571-7301

Health Center

Nancy Kaiser, School Nurse 571-7343

Library

Jan Parsons, Librarian 571-7401

Security

Tel Thompson, School Resource Officer, Tacoma Police Department 571-7300

Paula Gillison, Campus Security Officer 571-7431

Ed Landry, Campus Security Officer 571-7431

HENRY FOSS STUDENT'S MOTO

*“I’m a Henry Foss Falcon, full of spirit and pride,
and I love to hold it down for Henry Foss High”*

HISTORY OF THE HENRY FOSS IB WORLD SCHOOL

Henry Foss IB World School was opened in 1973 and is named after civic leader and tugboat tycoon Henry Foss. In 1982, Henry Foss IB World School became the *first* high school in Washington State to introduce the International Baccalaureate Diploma Programme (IBDP). IBDP is a two-year (11th-12th grade) educational programme that provides an internationally accepted qualification for entry into higher education, and is accepted by many universities worldwide. IBDP students complete assessments in six (6) subjects and complete three (3) core elements. In 2015, the school began the International Baccalaureate Middle Years Programme (MYP). MYP is a challenging framework that encourages students to make practical connections between their studies and the real world. The MYP programme also ensures students are well-prepared to undertake the IB Diploma Programme.

Notable alumni of Henry Foss IB World School include Lia Bardeen (Class of 1997 and Season 3 Top Chef contestant), Dorian Boose (Class of 1992 and 1998-2001 NFL Defensive End), Brent Goulet (Class of 1983 and 1988 US Olympic Soccer Team), Jessie Jones (Class of 1982 and KIRO newsman), Jo Koy (Class of 1989 and stand-up comic), John Jones (Class of 1982 and Principal of Oakland High School), and Dr. Thu Ament (Class of 1987 and Director of Leadership Development with Tacoma Public Schools). Henry Foss IB World School community is proud of its reputation for excellence in academics and the arts. Participation in extra and co-curricular activities is universal among the diverse student population. Community involvement has been an integral part of the school’s success.

MISSION & VISION

Mission Statement: Henry Foss IB World School aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

Vision Statement: The Henry Foss IB World School staff, parents, and community will join into a partnership to provide each student with a challenging educational and physical growth experience that will lead to a productive and successful life.

SCHOOL SPIRIT

#FossStrong

School Mascot: *Falcons*



School Colors: *Green and Gold*

Fight Song

*Fight on for Henry Foss
Fight team fight on for victory
For colors bright and bold
Green, white and gold
Fight on and win for Henry Foss,
Fight on for victory—Fight on
Go, Falcons, Go
Fight, Falcons, Fight
Go, Falcons, Go—Fight, Flacons, Fight—Go, go, go, go Falcons*

2016-2017 ASB Officers and Class Officers

ASB/Leadership Advisor: Carlana Stroud

Henry Foss IB World School has a very active and involved Associated Student Body / Leadership (ASB). ASB is a group of dedicated students who strive to do anything for the betterment of the school. This student organization is established to govern the Henry Foss Student Body.

The student organization is established to govern finances, organize activities, and represent the students of Henry Foss IB World School. The funds raised by student organizations are called ASB funds. ASB funds represent an opportunity for students to not only raise money but also learn the principles of operating a small business and learn leadership skills. ASB is constantly making contributions to the community, school, and their fellow students.

Students are encouraged to become involved in their student government. All regularly enrolled students at Henry Foss IB World School are members of the Associated Student Body and may participate in the activities of the association. The student body is governed by the student council, class officers, and the advisory councils.

<p><u>ASB Officers:</u></p> <p>President: Amy Phan Vice President: John Ta Secretary : Mackenzie Sellai Treasurer: Emily Shaw Club Commissioner: Maria Nguyen Tech Candidate: Kathy Le</p> <p style="text-align: right;">Advisor: Mrs. Stroud, room 612</p>	<p><u>Sophomore Class Officers:</u></p> <p>Senator: Julie Dinh Senator: Annika Hoseth Senator: Taylor Nestor Senator: Megan Nguyen Senator: Chris Potts Non-Elect: TBD Non-Elect: TBD</p> <p style="text-align: right;">Advisor: Ms. Kurimura, room 813</p>
<p><u>Senior Class Officers:</u></p> <p>Senator: Shelby Bohrer Senator: Kamanu Lane Senator: Jackson Potts Senator: Lucy Sena Senator: Zander Wyble Non-Elect: Helen Trinh Non-Elect: TBD</p> <p style="text-align: right;">Advisor: Jeff Ptolemy, room 608</p>	<p><u>Freshmen Class Officers:</u></p> <p>Senator: TBD Senator: TBD Senator: TBD Senator: TBD Senator: TBD Non-Elect: TBD Non-Elect: TBD</p> <p style="text-align: right;">Advisor: TBD</p>
<p><u>Junior Class Officers:</u></p> <p>Senator: Scout Cooper-Wilson Senator: Ryan Pleasants Senator: Orlando Stumvall Senator: Aurora Tolan Senator: TBD Non-Elect: TBD Non-Elect: TBD</p> <p style="text-align: right;">Advisor: Erica Green, room 802</p>	<p><i>Freshmen Class Officers are elected in September. The senior, junior, and sophomore class presidents are elected in the spring with the student council officers. Candidates must have a 2.5 or better GPA and present speeches during a class assembly. Class officers serve for one school year.</i></p>

Activities/Clubs - Students are encouraged to participate in music, athletics, student government, and the many co-curricular and extra-curricular activities and clubs sanctioned by the school. Non-ASB, student-initiated groups are not permitted, and students interested in forming such groups should contact the ASB Office for information. Student members of ASB clubs and/or school sports should be active members of the Associated Student Body and purchase an ASB card for each year of participation. ***Excessive unexcused absences or failure to meet academic requirements for student performance may result in exclusion from these extra-curricular events as a participant and/or spectator. Suspension or expulsion from school negates a student's ability to participate in any and all school activities.*** The following activities/clubs are currently offered:

- | | |
|--|--|
| <ul style="list-style-type: none"> • AFJROTC – JROTC is a leadership and citizenship training program that focuses on getting involved in community and taking responsibility for one's actions and education. In addition to citizenship skills, the program emphasizes self-discipline, planning for the future, taking initiative, and developing personal ethics and values. Students gather an appreciation for patriotism while learning about the contributions the US military has made to world affairs. See Major Phillips in room 303 • ASB/ Student Council – Elected officers and appointed council members represent all the students of the school. The ASB works together to promote the interests of the students through athletics, clubs, and activities. The majority of school-wide events and activities are organized by the ASB. Students must have and maintain a minimum 2.5 GPA. See Mrs. Stroud in room 612 • Band / Orchestra – This is an extension of the courses and allows students to participate in after school performances. See Ms. Hager in room 404 • Black Student Union (BSU) – We are currently looking for an advisor. • Boss Dance Club – Members will learn team performances to participate at assemblies. We are currently looking for an advisor. • Choir – This is an extension of the courses and allows students to participate in after school performances. See Mr. Schreiner in room 402 • Chess Club – Members meet weekly to practice, play, and share the strategies that encompass chess. This club also competes during the fall and winter seasons against other schools. We are currently looking for an advisor. • Dance Club – Members will learn various dance techniques from modern to classic. See Mr. Langton in room 709. • Debate Team – Members meet weekly to practice and share the strategies that encompass debating. This club also competes against other schools. We are currently looking for an advisor. • Distributive Education Clubs of America (DECA) – The purpose of DECA is to introduce students to the foundations of business and entrepreneurship. A chapter of a nation-wide organization. DECA holds regional, state, and national competitions. We are currently looking for an advisor. • Drama – This club sponsors the numerous plays and productions at Foss. It allows students to concentrate and develop acting skills and behind the scenes technical work. We are currently looking for an advisor. • Drumline – See Ms. Hager in room 404. • Fashion Club – Members will learn about the history of fashion and present day and engage in designing today's trends. See Ms. Glodowski in room 804. • French Club – Students will expand on their experience and knowledge of the language and culture. We are currently looking for an advisor. | <ul style="list-style-type: none"> • Future Business Leaders of America (FBLA) – Members learn 21st Century skills like team building and collaboration, effective relationship management, organizational skills, resilience, and persistence in the world of business. We are currently looking for an advisor. • Family Career Community Leaders of American (FCCLA) – This organization competes at regional, state, and national competitions. This organization conducts many community-related events. We are currently looking for an advisor. • Key Club – A volunteer organization concentrating on improving our schools and our community. It is sponsored by the Kiwanis. Some of the events that Key Club sponsors include book drives, clothing drives, and other activities. See Mrs. Green in room 802. • Knowledge Bowl – This is a sport for the mind. Setup like Jeopardy, but for teams, Knowledge Bowl involves fast-paced thinking and teamwork. Questions are based on the topics covered in high school such as math, science, history, language skills, literature, music, geography, and current events. See Mr. Young in room 806. • Mathletes – Members will train and compete in math competitions throughout the state. See Mr. Yuong in room 806. • Math, Engineering, Science Association (MESA) – MESA builds a pathway to college and careers in science, technology, engineering, and mathematics (STEM). We develop programming and initiatives to improve diversity and retention with an emphasis on traditionally underrepresented students in STEM fields, including African Americans, Native Americans, Hispanic / Latinos, Pacific Islanders, and women. See Mr. Baker in room 501. • Meditation & Mindfulness Society – See Mr. Erickson in room 713. • National Honor Society – Once students have achieved a cumulative GPA of 3.5 or higher, they are invited to join this organization. NHS is a nationwide organization in the United States. Selection is based on four criteria: scholarship, leadership, service, and character. See Mr. Sadler in Room L-1. • ProStart / Culinary Club – This is a group that meets to explore various types of cuisine and prepare recipes. They also compete with other culinary students from around the state. See Mr. Swenson in room 212. • Robotics – See Mr. Hollister in room 222. • Spanish Club – Students will expand on their experience and knowledge of the language and culture. See Mrs. Havens in room 715 for more details. • Sustainable Design – See Mr. Stricker in room 501. • Teaching Young Males of Color Book Club – Members will meet weekly to participate in a book club, review content, and engage in discussions around literature. See Mr. Ford in room 220B. |
|--|--|

Athletics - Henry Foss IB World School competes in the 2A division of the South Puget Sound League (SPSL) and abides by the rules of the league and the Washington Interscholastic Activities Association (WIAA) with regard to sportsmanship, eligibility, and competition.

Athletic participation is completely voluntary and is a privilege. You must be willing to make a commitment of your time and energy beyond the normal school day. Turning out for a sports team requires duties on your part. You must attend all classes regularly, be passing five classes, and maintain a 2.0 GPA in order to participate in competition. It is expected that your conduct will be appropriate at all times. To assume lesser standards would be an injustice to you and a disservice to Henry Foss IB World School.

Student athletes must purchase an ASB card, have a current physical exam (good for 13 months) on file with the Athletic Director, submit an Emergency Medical Information form and Concussion Information form, have parent permission, a completed athletic contract form, and be in good standing to participate. These forms are available in the main office. Additional fees may be charged according to an individual team. The following sports are currently offered:

FALL	WINTER	SPRING
<ul style="list-style-type: none"> • Cheer • Cross Country (Men/Women) • Football • Soccer (Women) • Swim & Dive (Women) • Tennis (Men) • Volleyball (Women) • Water Polo (Men – Club) 	<ul style="list-style-type: none"> • Basketball (Men/Women) • Bowling (Women) • Cheer (Continued) • Swim & Dive (Men) • Wrestling (Men / Women) 	<ul style="list-style-type: none"> • Baseball (Men) • Golf (Men/Women) • LaCrosse (Men/Women – Club) • Soccer (Men) • Softball (Women) • Tennis (Women) • Track & Field (Men/Women) • Water Polo (Women)

Assemblies - Assemblies are considered to be another place for learning. There is a distinct difference, however, in expectation of celebratory behavior between Academic / Learning Assemblies and PEP / Award Assemblies. All students are required to attend all assemblies and follow the rules of behavior and participation expected in classrooms unless otherwise authorized by administration. ***Failure to attend an assembly without an excused absence from the Attendance Office constitutes truancy.*** When in attendance at an assembly it is expected that spectators give presenters and performers their undivided, respectful attention and obey attention-getting signals. Students who are disruptive, disrespectful, inattentive, or otherwise inappropriate at an assembly will be removed and are subject to disciplinary action. **Dress Code Regulations remain in place during assemblies.**

Dances - School dances are an important part of the high school experience, but attendance at these events is a privilege, not a right. Please help Henry Foss IB World School continue to provide dances for our students by acting in an appropriate manner. When in attendance at a dance, it is expected that students will comply with all rules and expectations identified in the dance contract. Failure to comply with the dance code of conduct and/or reasonable requests from chaperones may result in removal from the dance and exclusion from future dances without reimbursement. **Senior Prom** is for seniors by cohort year and only eligible their 4th year of high school. All non-students who attend are guests of seniors (one guest per senior), complete a guest pass, and must be approved by administration.

Daily Announcements - Daily announcements are made at the beginning of the seminar period over the school intercom. Special announcements are due in writing to Carlena Stroud, ASB Advisor, at least one day in advance. Announcements will be screened for appropriateness. Announcements always begin with the Pledge of Allegiance.

Flag Salute - Henry Foss IB World School adheres to the Washington State law regarding the United States flag procurement, display and exercises. RCW 28A.230.140 states, in part, *“They (School Board) shall cause appropriate flag exercise to be held in each classroom at the beginning of the school day, and in every school at the opening of all school assemblies, at which exercises those pupils so desiring shall recite the following salute to the flag: ‘I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.’ Students not reciting the pledge shall maintain seated or standing in a respectful silence. The salute to the flag or the national anthem shall be rendered immediately preceding interschool events when feasible.”*

Letters - Students are able to earn athletic, activity, and community service letters at Henry Foss IB World School. Letters are earned based on criteria developed by each coach, activity advisor, and ASB. In order to be eligible to earn a letter, students must have purchased an ASB card.

Spirit or Special Event Days - All Spirit wear must comply with the Henry Foss Dress Code. Students are forewarned not to wear face paint, masks, skin-tight or suggestive attire, sunglasses, head coverings, or anything else that could cause a disruption to the learning environment.

HENRY FOSS IB WORLD SCHOOL

Regular Bell Schedule

1st Lunch	2nd Lunch
7:35AM 1st / 5 th Block Classroom Instruction	7:35AM 1st / 5 th Block Classroom Instruction
9:00AM	9:00AM
PASSING TIME	PASSING TIME
9:05AM 2 nd / Falcon Team Block Classroom Instruction	9:05AM 2 nd / Falcon Team Block Classroom Instruction
10:30AM	10:30AM
PASSING TIME	PASSING TIME
1st Lunch 10:35AM – 11:05AM	10:35AM 3 rd / 6 th Block Classroom Instruction
11:10AM 3 rd Block / 6 th Block Classroom Instruction	12:00PM
12:35PM	2nd Lunch 12:05PM – 12:35PM
PASSING TIME	PASSING TIME
12:40PM 4 th Block / 7 th Block Classroom Instruction	12:40PM 4 th Block / 7 th Block Classroom Instruction
2:05PM	2:05PM



HENRY FOSS IB WORLD SCHOOL

1-Hour Late Bell, 2-Hour Late Bell & Early Release Schedules

1 – Hour Late Bell	2 – Hour Late Bell	Early Release
1st Lunch	2nd Lunch	1st Lunch
8:35AM 1 st Block / 5 th Block Classroom Instruction	9:35AM 1 st Block / 5 th Block Classroom Instruction	7:35AM 1 st Block / 5 th Block Classroom Instruction
9:45AM	10:30AM	8:15AM
PASSING TIME	PASSING TIME	PASSING TIME
9:50AM 2 nd Block / Falcon Team Classroom Instruction	10:35AM 2 nd Block / Falcon Team Classroom Instruction	8:20AM 2 nd Block / Falcon Team Classroom Instruction
11:00AM	11:30AM	9:00AM
PASSING TIME	PASSING TIME	PASSING TIME
Sack Lunch 11:05AM – 11:35AM	Sack Lunch 11:35AM – 12:05AM	9:05AM 3 rd Block / 6 th Block Classroom Instruction
PASSING TIME	PASSING TIME	9:45AM PASSING TIME
11:40AM 3 rd Block / 6 th Block Classroom Instruction	12:10PM 3 rd Block / 6 th Block Classroom Instruction	9:50AM 4 th Block / 7 th Block Classroom Instruction
12:50PM	1:05PM	10:30AM
PASSING TIME	PASSING TIME	PASSING TIME
12:55PM 4 th Block / 7 th Block Classroom Instruction	1:10PM 4 th Block / 7 th Block Classroom Instruction	Sack Lunch 10:30AM – 10:50AM Buses Depart at 11:00AM
2:05PM	2:05PM	



HENRY FOSS IB WORLD SCHOOL

8-Period Schedule

September 7 th & February 2 nd	June 16 th (1/2 Day)
7:35AM Seminar Classroom Instruction	7:35AM Seminar Classroom Instruction
8:15AM PASSING TIME	8:10AM PASSING TIME
8:20AM 1 st Block Classroom Instruction	8:15AM 1 st Block Classroom Instruction
9:00AM PASSING TIME	8:30AM PASSING TIME
9:05AM 2 nd Block Classroom Instruction	8:35AM 2 nd Block Classroom Instruction
9:45AM PASSING TIME	8:50AM PASSING TIME
9:50AM 3 rd Block Classroom Instruction	8:55AM 3 rd Block Classroom Instruction
10:30AM PASSING TIME	9:10AM PASSING TIME
Sack Lunch 10:35AM – 11:05AM	9:15AM 4 th Block Classroom Instruction
PASSING TIME	9:30AM PASSING TIME
11:10AM 4 th Block Classroom Instruction	9:35AM 5 th Block Classroom Instruction
11:50AM PASSING TIME	9:50AM PASSING TIME
11:55AM 5 th Block Classroom Instruction	9:55AM 6 th Block Classroom Instruction
12:35PM PASSING TIME	10:10AM PASSING TIME
12:40PM 6 th Block Classroom Instruction	10:15AM 7 th Block Classroom Instruction
1:20PM PASSING TIME	10:30AM PASSING TIME
1:25PM 7 th Block Classroom Instruction	Sack Lunch 10:30AM – 10:50AM Bus Departs at 11:00AM
2:05PM	



Offices and Services

ALL visitors/guests are required to sign in and obtain a visitor's badge.

Visitors entering the building without following the proper protocol will be reported to campus security and Tacoma Police Department.

Main Office

The Main Office greets staff, students and guests and provides information for visitors about our school. It is the goal of the Main Office to handle clerical tasks for administrators, staff and students. Any concerns about the facilities or school grounds should be brought to the attention of the Main Office. Services provided by the Main Office include:

- Receiving payment of any type (fines, fees, ASB, yearbooks, etc.)
- Building use requests
- Volunteer coordination
- Dance permission forms

Attendance Office

***Attendance is the single-most important factor in determining academic achievement.
Henry Foss IB World School students are expected to be at school every day and on time.
Please schedule appointments and family vacations outside of the school day.***

When a student is absent:

- The parent/guardian telephones the Attendance Office (571-7316) on the day of the absence;
- The student brings a written note from a parent/guardian to the Attendance Office following an absence. The note must include the student's first and last name, student number, parent contact number, the date(s) of the absence, the reason for the absence, and a parent signature; **and**
- Students drop off the note at the attendance office before 7:30AM and go to class – no re-entry slip is required.

An absence will be considered unexcused if the parent/guardian does not excuse the absence with proper written documentation within one (1) day following the student's return to school. **Phone calls are not accepted as documentation. Students with unexcused absences will be assigned detention(s) and be subject to the BECCA process.**

Excused Absence - Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students, at times, may appropriately be absent from class. Parents must provide the school with a valid reason for an absence before it can be excused. The following constitute valid reasons for excused absences according to state law and district policy:

- Personal illness, health condition, or medical or dental appointment (**Students must bring a doctor's note upon returning from an illness requiring five or more days of absence.**)
- Appearance in court when required by law
- Disciplinary action (i.e., in-school, short-term, long-term suspension, emergency expulsion)
- Religious observance (i.e., an established special day on a religious calendar)
- Family emergency (i.e., funeral, death, hospitalization)
- School-approved activities (i.e., field trips, athletic competitions)
- Pre-arranged absence approved by the administration

If an absence is excused, the student will be permitted one day for every excused day, to make up all missed assignments outside of class. Students should work with their instructors to identify missed work and timelines therein.

Unexcused Absence - Schools are not obligated to provide the opportunity for make-up work due to unexcused absences. Absences for reasons not listed above are unexcused. Students returning to school without providing a valid excuse from a parent within one school day will have the absence recorded as unexcused.

Truancy

- Students are truant when they are willfully, and without authorization, absent from class, all or part of the day, or all or part of a class period.
- Failure to check out of school through the Attendance Office before the end of the regularly scheduled day will be considered a truancy.
- Consequences and progressive discipline will be implemented for incidents of truancy.

Tardy Policy - Arriving to class after the bell *without an excused note from a staff member* is considered being tardy to class. Students are given five minutes of passing time to get from one class to the other. Students should limit their socializing during passing time in order to meet the appropriate arrival time to the next class. A student arriving more than 15 minutes late will be marked absent. It is the student's responsibility to seek attendance correction information when necessary. If a student is tardy, staff will:

- **1st Tardy:** Staff will speak with the student about expectations of on-time attendance and/or inquire as to why the student is tardy.
- **2nd Tardy:** Staff will talk with the student, call home, and document conversation with student.
- **3rd Tardy:** Staff will talk to student, call home, document, and inform the student's administrator of the tardiness.
- **4th Tardy:** Staff will write a disciplinary referral.

In the event of a **Hall Sweep**, teachers' doors are locked when the tardy bell rings and students are to report to the office to receive a detention regardless of the number of times he/she has been previously tardy. Hall Sweeps are not always announced; therefore, it is important that students get to class on time each period, each day.

Early Dismissals

- If a student must leave school during the day for any reason (medical, dental, disciplinary), a dismissal slip must be obtained from the Attendance Office.
- A written request for dismissal, to include both the time and reason for dismissal, is to be presented to the Attendance Secretary before school on the day of the early dismissal.
- If a student becomes ill during the day, the nurse or the office will issue an early dismissal slip after contact with the parent/guardian has been made and authorization has been given for the student to leave school early.
- Parents or guardians must provide valid identification prior to the release of a student.

Late Arrivals (Tardy v. Absence)

- If a student arrives **less than 15 minutes late for any class period**, the student will report directly to class. *Students who come late to class are required to sign in when they arrive to the classroom, with their accurate name, date and time of arrival, and expect to receive a classroom-level discipline if they do not have a note.*
- If a student arrives to school **more than 15 minute late for any class period**, he/she will report to the Attendance Office to check in to school as **this is considered an absence**. Parent/Guardian should provide a note with the estimated time of arrival and a valid reason for the late arrival, to submit to the Attendance Secretary for the **absence** to be excused. *Students considered absent from class are required to check in with the Attendance Secretary.*
- If a student has been detained by a teacher and will be late to the next class, it is necessary to obtain a **hall pass** from the teacher who detained the student in order to be excused. If a student is late to class for personal reasons, it is required that the student comply with the teacher's class rules for tardiness. Passes to class are not given out by the office if a student is tardy to class.

Students with a Partial Schedule at Henry Foss IB World School

- Student who enrolled for late arrival or early dismissal are to arrive **no earlier than ten (10) minutes** before their first class begins and/or leave campus **no later than 10 minutes** after their last class ends unless special mission is granted by an administrator. Students must have written parent/guardian permission before signing up for a late arrival or an early dismissal in their schedule. Also, the school does not provide transportation in these cases.
- Students found on campus during non-scheduled times without adult supervision **and** administrative approval are subject to disciplinary action including possible suspension. Students in violation of this rule are considered trespassing and noncompliant.

Closed Campus - All Tacoma Schools operate on a closed campus policy. When you arrive at school, you are to remain on the school campus until dismissed at the end of the day, unless excused through the Attendance Office. Exiting or entering the building during lunch-time without authorization may result in disciplinary action, is considered a safety risk and will be subjected to a search. Students are subject to disciplinary action for going off campus or off limits areas. Off campus includes, but is not limited to: (1) the parking lots; (2) the skate park; (3) Fred Meyers; (4) athletic fields; (5) private property adjacent to the school; and (6) any area not on the Henry Foss IB World School campus. Additionally, closed campus means all visitors and non-students are not allowed on campus without approval through an administrator. *Parents may bring lunch for their students, but it must be checked in through the Main Office; otherwise, students caught with food from local restaurants will be disciplined.*

15/10 Rule - Students are expected to be in class for the duration of class, no hall passes will be granted for the first 15 and the last 10 minutes of class to allow for important learning opportunities.

Absence Impact on Athletics and Activities Participation - Students must be present in **all** four (4) classes during the school day in order to **participate** in activities, athletic practices, or competitions. Additionally, students with excessive unexcused absences may be excluded from **attending** such events and activities as well. The only exception is for excused absences.

Planned Family Activities

- A parent/guardian may request that a planned family activity be approved by completing a Pre-Arranged Absence form, available in the Attendance Office. The building principal must receive the completed form at least three (3) school days before the student's absence.
- If approved, the planned family activity shall be considered an excused absence, provided all conditions in this section are met.
- Approval is at the discretion of the principal. Approval or denial is on a student-by-student basis and shall include a fair consideration of the impact of the planned absence on the student's academic progress.
- Except in extenuating circumstances, the total number of days for excused absences due to planned family activities in a school year shall not exceed five (5) days.

Requests for Homework / Make-Up Work After an Absence - Students have the right to make up work after an **excused** absence. Suspension(s) is considered an excused absence and students are responsible for making up the work for the time they are absent. For an absence of one or two days, please email the teachers or check their SWIFT websites for work. Parents/Guardians may call the Attendance Office at 253-571-7316 to request homework when a student has not attended school for three (3) days or more. Please allow 24 hours for teachers to gather materials to support your student's learning.

Students are responsible for making arrangements with their teachers to complete make-up work for excused absences. If an absence is excused, the student may be permitted to make up missed assignments outside of class time under reasonable limits and criteria established by the supervising teacher. In general, a student will be allowed one makeup day for each day of absence. All work not made up will have a negative effect on grades.

Make up work for unexcused absences are offered per teacher discretion and not required.

Withdrawing from School - Students withdrawing from Henry Foss IB World School are required to turn in all books and school-owned items, pay all fines owed, and withdraw, with a parent, through the Attendance Office.

Washington State Attendance Requirements State law and district policies and regulations require daily and punctual attendance of all students unless officially excused. Parents and students are both responsible for assuring attendance. It is the parents' responsibility to ensure accurate contact information is in our student account system by regularly checking information with our registrar.

Students who have a pattern/history of absences or tardies for personal illness may be required to have a note from a healthcare professional to excuse further absences or tardies due to personal illness.

BECCA Bill Attendance Requirements. - *Under Washington State Law, RCW 28A.225, parents are responsible for their student's full-time school attendance. Schools must take action to prevent unexcused absences. After one (1) unexcused absence, schools contact parents by letter or phone and inform the parent of the potential consequences of additional unexcused absences. After two (2) unexcused absences, the school will schedule a parent conference to discuss solutions. After five (5) unexcused absences Henry Foss IB World School administrator will meet with the student and parent to establish an agreement for school attendance. After seven (7) unexcused absences within a 30-day period or ten (10) unexcused absences in a year, Henry Foss IB World School and the District's Enrollment Services Office will file a petition with Juvenile Court. Students with a current court order compelling school attendance on file will have a progress report filed with the courts with only one (1) additional unexcused absence.*

Complete District Attendance Policies can be found on the District Website, Policy 3121, 3122, Reg. 3122R, RCW 28A.225 or in the Student Rights, Responsibilities & Regulations.

HEALTH CENTER SERVICES

The Health Center is available for students who are not well enough to attend class. The Health Center is available for temporary care and is not intended for long-term care or for issues that can wait until the end of the school day. Students may also visit the Health Center to take pre-arranged medication. The Health Center is open daily during school hours. **Students must have a timed and signed pass upon arrival in the Health Center,** unless it is during their lunchtime. If medical attention is necessary during class time, students must obtain a pass from their teacher before leaving for the Health Center. Students may only visit the Health Center between classes if they have obtained a pass from the teacher whose class they will be attending next. All visitors to the Health Center will be signed in and logged for future reference. If students are too ill to return to class, a parent/guardian will be contacted and arrangements will be made for early dismissal.

Immunizations - Washington State law requires that students enrolled in grades K-12 be fully immunized. All students enrolling in Tacoma Public Schools must provide proof of up-to-date immunization records before enrolling. Students will not be enrolled unless immunization requirements are met. When you enroll your student in school, please fill out a Certificate of Immunization Status (CIS) form. State law requires that the CIS form be dated and signed by the parent or guardian.

Life-Threatening Conditions - A state law passed in 2002 directs school administrators to require the presentation of a medication or treatment order and a health care plan for a child's life-threatening health condition that may require medical services to be performed at school. The medication or treatment order and health care plan must be provided before or on each child's first day of attendance or continued attendance if the child is already in school. Please contact the school nurse at 253-571-7343 if your student has a life-threatening health condition.

Medication - District Policy allows only oral medication, specifically prescribed by a physician, to be given at school if there is no other way to schedule the administration of the medication. Medications which are traditionally viewed as over-the-counter products, such as Advil, Tylenol, Claritin, etc., may not be in possession of students at school and must be dispensed through the Health Center. ***Any student in possession of over-the-counter or prescription medications without proper authorization will be disciplined according to the drug and alcohol policy.***

The following procedures must be followed if your student needs to take medication at school:

- The medication must be in a container labeled by the pharmacist at the time the prescription was filled and include the student's name, the dosage, and the time medication should be given.
- The medication must be brought to school by the parent.
- Please include only the amount the student will need to take at school.
- Many pharmacists will label two containers, one for home and one for school.
- Each medication must be accompanied by a form.
- It must be signed by the physician indicating the medication, dosage, and the length of time the medications is to be given at school. This form must also be signed by a parent/guardian. Forms are available in the Health Center.
- If the student needs to carry an inhaler on his/her person, the physician must indicate this in writing.

When Should My Student Stay Home? Please keep your student home if he/she has:

- A fever above 100 (for at least 24 hours after the temperature is normal without using fever reducing medicine such as Tylenol or Motrin).
- Vomited during the night or more than twice in a 24 hour period (until symptom free).
- Watery diarrhea (until symptom free).
- Infected or red, watery eyes (until diagnosed by a health care provider).
- A skin rash or open, infected sores (until diagnosed by a health care provider).
- A medical procedure done under anesthesia or sedation (should remain home for at least 24 hours after the procedure – until the medication is out of the system).
- Head lice (live) or nits that are not resolving.

If these conditions happen at school, the student will be sent home.

LIBRARY

The mission of the Henry Foss IB World School Library is to continually encourage academic excellence by providing service and instruction to students and staff members, to collaborate with staff in designing learning opportunities with resources, information, and technology which support the curriculum and enhance learning and teaching while promoting life-long reading.

Our library at Henry Foss IB World School provides direct services to students in a variety of media areas. The print collection is the largest in the district with 35,000 books, 15 magazine subscriptions, on-line newspapers, plus Special Collections for Fine Arts and Closed References. We also have 40 computers in a lab setting complete with AV teaching technology. Materials may be checked out with a current Henry Foss IB World School ID card. Parents are also welcome to check out books from the library. **Most books circulate to students for 2 weeks.** Lost and damaged items are charged to the students. We also participate in The Pathways Program, a joint effort of the Tacoma Public Libraries and Tacoma Public Schools. This program gives every high school student in Tacoma public library access by using the student's school ID card.

Please review the Library Norms before arriving:

- The library is open 7:15AM to 3:00PM, except on *Twilight Library Tuesdays* when we stay open until 5PM. Students are welcome to use the library on a drop-in basis before school, during lunches, and after school. Students are required to have a written pass, signed by their teacher, to use the library during class time.
- Students need to eat breakfast or lunch in the cafeteria prior to arriving to the library.
- A Library Lunch Pass will be needed to come to the library at lunch. This can be acquired from the librarian before or after school.
- Students using the library during a class period must have a pass from that period's teacher stating what the student will be working on for that class. Students are expected to sign-in when they come to the library during a class period (except for whole class use). NOTE: Teachers please call ahead to see if the Library is available to accommodate the students.

- Students may come to the library only after the first 15 minutes of class and will be dismissed from the library when the passing bell rings. ***Please honor the 15/10 rule (students are not allowed out of class the first 15 minutes of class and the last 10 minutes of class).***
- If a student has nothing to do or is not following school rules, he/she will be sent back to class. We will call the teacher to let him/her know the student is returning.
- No food or drink is allowed in the library or computer labs at any time.
- Please be respectful of other students and staff who are working in the Library.

TRANSPORTATION (See TPS Policy 6600 and subsequent regulations)

The District Transportation Department publishes a Parent/Guardian Guide to Basic Education Student School Bus Service for the Parent/Guardian of all bus-riding students. Students will abide by the rules and expectations outlined in the guide. This publication is given to the students by their bus driver to take home to parents on the first day of school. Parents/Guardians are required to read and review these procedures with their students. This information is also available in the Transportation section of our District website.

For bus route information, visit the Tacoma Public Schools' website at www.tacoma.k12.wa.us under the PARENTS tab and click "Bus Routes." This will allow you to access the School Boundary and Bus Stop Web Query System. For other transportation information, call Durham Services at (253) 475-0344. For information pertaining to students who ride special needs buses, please call (253) 571-1855. If you have special needs bus concerns after regular hours, you may leave a message at (253) 571-1906.

Student lists (manifests) will be generated for each bus based on the student's home address. Students will be assigned to ride the bus that picks up and drops off at the stop nearest their home address. All students must show the bus driver their student identification upon request. A student who does not possess a student ID card may ride a bus if designated by an authorized district administrator.

The district has developed emergency bus routes and schedules to be used when weather conditions make the usual routes impassable or, in the superintendent's judgment, too hazardous. Information regarding these routes is available online. If roads are closed to buses but not to private vehicles, the district may continue to operate the instructional programs of the school without providing bus transportation until roads are again open to buses. If transportation is an issue during extreme weather, and school transportation is not running, but school is still in session, we prefer that you proceed with caution. Please provide written documentation to the Attendance Office with proper information regarding your student's absence or lateness due to hazardous road conditions.

Bus Conduct - Riding the bus is a privilege, not a right. Proper behavior is expected on all buses, in bus loading areas, and bus stops and areas around them at all times. Any student abusing the privilege of riding the bus could have his/her riding privileges revoked. (6600-1R) Students, as well as parents/guardians, will be notified of misconduct in the form of a "School Bus Incident Warning" from Durham Services. Further misconduct will result in the suspension of bus riding privileges. The term of the suspension will depend on the frequency and severity of the incident. If you have questions regarding this procedure, please contact the Durham Services Discipline Officer at (253) 475-0334.

ORCA Card - These are available to IB students and McKinney-Vento students. Please visit the ASB office for information on how to receive your ORCA card.

SECURITY OFFICE

Our Tacoma Police Department School Resource Officer and our two Campus Security Officers have offices in the Main Office. In addition to supporting the safety and security of Henry Foss IB World School and all of its students and staff, our Security Office handles the following issues:

- Student Parking
- Transportation and Bussing
- Bus slips requiring special permission for new students, change of address, riding a different bus, etc., may be picked up during lunch from Security.
- Lost or stolen items
- Turning in items found on campus or belonging to Henry Foss IB World School students
- Confiscated items

Students may access the Security Office before school and after school and should refrain from visiting the Security Office during class time.

THE CAREER CENTER

The Career Center is a valuable resource that contains the latest information concerning post-high school training opportunities and occupations. The resources include catalogs from local and national schools, colleges, universities, technical sites and apprenticeship programs, occupational handbooks, videos, and software to assist students in their planning.

The Career Center hosts scholarship information, visits from colleges, universities, military academies, and technical schools, as well as representatives from a variety of occupations. Students are encouraged to attend a variety of presentations to help them make informed choices for beyond high school. Students need to obtain permission from their instructors before attending an event in the Career Center during class time.

Through the Career Center each student is given access and a password for their Career Cruising accounts. Through this account the students create electronic portfolios that include, interest surveys, learning style surveys, resumes, Career research, College research and job search and employability skills tools and profiles. Through the use of Career Cruising and by completing 90% percent of their Career Cruising portfolios they are able to meet the graduation requirement of a High School and Beyond Plan. The students are able to access their electronic portfolios from any computer at school as well as from home so that they can share information with their parents regarding their future plans for Career and College preparation.

Parents are encouraged to visit the Career Center either by appointment or on a drop in basis during the day.

GUIDANCE OFFICE

Henry Foss IB World School has two guidance counselors and one career counselor who look forward to getting to know you personally. Students are assigned a counselor based on their graduation cohort year.

2018 (11 th) & 2020 (9 th)	Ricky Yates	571-7417	ryates@tacoma.k12.wa.us
2017 (12 th) & 2019 (10 th)	Jean Lubken	571-7430	jlubken@tacoma.k12.wa.us
Career Counselor	Juanita Contrell-Jeffreys	571-7358	jjeffre@tacoma.k12.wa.us
Graduation Specialist	Korey Strozier	571-7429	kstrozi@tacoma.k12.wa.us

The counseling staff provides the following services to all students:

- Enrollment and orientation for students who are new to Henry Foss IB World School.
- Assistance to students in the development of their educational plans, class selection, and graduation requirements.
- Support in dealing with personal issues concerning self-esteem, relationships, communication problems, abusive situations, and chemical dependency.
- Information and assistance regarding career choices.
- Information and assistance regarding college, vocational training, financial assistance, scholarships, and college testing.
- Information and assistance to students/families in need of services from community agencies, including students who qualify for homeless support services.
- Timely class credit reviews.
- Assistance in exploring available educational options when they are having difficulty in the regular school program.

We encourage parents to call or e-mail for an appointment to confer with us regarding any concerns they may have.

Class Schedule and Schedule Changes - Henry Foss IB World School students register for course selections in the spring and will request classes for the *full year* (both semesters) of their upcoming school year. These requests are entered into a student data base program that will assign class periods and teachers. Students are expected to follow their assigned schedule. **The administration and/or school counselors must approve any subsequent requests for class changes.** Schedule changes will only be considered during the first 15 school days of a semester (the form is found in the back of the handbook). **Students have up until the fifteenth (15) day of class to drop a class from their schedule without penalty; after fifteen (15) days, the student will receive an “E” on their transcript (TPS Policy 2415).**

Withdrawing from a Class - Students must pick up a withdrawal form from the Guidance Office and have the approval of a parent, counselor, **and** administrator to be withdrawn from a class. ***Students may withdraw from a class up to the first 15 days of a semester without penalty. After this time, students who drop a course may receive an E on their transcript in that course.*** Any student who attempts to drop a class by simply not attending is subject to the BECCA process and disciplinary action for truancy.

College Applications and Letters of Recommendation - Many sources of college information are available in the Career Center or Counseling Center. The college search should begin early in the student’s high school career, certainly by the junior year. Students are encouraged to seek guidance from the Guidance Office and Career Center in order to choose a college that suits their interests and to align their class choices at Henry Foss IB World School with admissions requirements. Please be aware that most, if not all, colleges and universities have moved to online admission applications. The counseling staff would like to support these

applications to the best of our ability. Letters of recommendation should be requested at least **two weeks** prior to any deadline to assure that the staff member has ample time to complete the request. A resume' of activities and achievements should accompany any request so the staff member can highlight positive characteristics effectively.

Communication

It is extremely important for us to make certain that we communicate with our students' parents and guardians. At Henry Foss IB World School, we use a variety of methods to accomplish this.

Tacoma Public Schools (TPS) has an extensive website at www.tacomaschools.org. Additional information specifically for Henry Foss IB World School is on the TPS website at www.fossfalcons.org.

- **Boosters** – can be a vital part of the Henry Foss IB World School community to discuss important school events and issues at monthly meetings. Work with ASB office to ensure you have the appropriate information to form a booster. Get involved!
- **Email** – is an effective way to reach our teachers. Each teacher's email address can be accessed through their SWIFT site or by the staff list on the Henry Foss website.
- **Guest Wireless** – is available at Henry Foss IB World School! We have wireless Internet service available for staff, students, and guests. Please contact our main office for information if you would like access.
- **Home Access Center (HAC)** – is available for students and parents to regularly view and continuously monitor academic process. Grades are available for viewing and teachers will use the site to post other information. The student's ID number and password are required for access. To obtain this information, please contact the Guidance Office.
- **Planners/Electronic Organizers** – are a daily means of communication between school and home. We encourage all students to develop an organizational system to track their scheduled activities and homework. Please check with your student on a regular basis in regards to their management system.
- **Progress Reports** – will be mailed home mid-semester twice a year.
- **PTSA** – a vital part of the Henry Foss IB World School community. Important school events and issues are discussed at monthly meetings. There is a link to our Henry Foss PTSA on the school web page. The first meeting is scheduled for September 15th at 6pm in the Staff Lounge. Foss PTSA can be reached at fossptsa@gmail.com Get involved!
- **Report Cards** – will be mailed home at the end of each semester. Grades are computed at the end of each semester and report cards are mailed home about ten days later. Semester grades will remain on student's transcripts.
- **School Messenger** – weekly reminders will be made every Sunday. The principal will alert families to key events and happenings for the upcoming week. Please make sure that your contact information is correct in our system. Updates can be made through HAC or by calling our Guidance Office.
- **Special Progress Reports and Conferences** – may be scheduled when a student is not progressing well in class. Counselors can assist in arranging conferences with teachers. Teachers may be contacted before or after school, or during their planning period.
- **Student Led Conferences (SLCs)** – for students with their parents/guardians will be held in the fall and spring. Conference dates and times will be posted on our website.
- **SWIFT Sites** – are available for viewing classroom information, obtaining homework items, and reading information posted by the teacher. Individual SWIFT sites can be accessed through the Henry Foss IB World School web page by clicking on "Classroom Websites."
- **Telephone** – Calls may be made directly to the classrooms, where each teacher has voice messaging. Teachers will make every attempt to contact parents/guardians to inform them of any concerns they may have regarding their student. Please remember that teachers are instructing during the school day and may not be available to talk or return calls while they are in class. *Please allow a minimum of 24 hours for teachers to return your phone calls.*

NOTE: Unless it is identified as an emergency, students are not called from class to take phone calls. Callers are allowed to leave messages with the attendance office that may be delivered to students who can use school phones to return calls during non-class time.

DISTRICT COMMUNICATION

District Information Line
253-571-1000

District on Facebook
Sign up for our Tacoma Public Schools fan page at:
[Facebook.com/tacomaschools](https://www.facebook.com/tacomaschools)

District on Twitter
Sign up to receive alerts at:
twitter.com/tacomaschools

District Web Site
Tacomaschools.org

General Information

Accidents - Report all accidents promptly to the teacher in charge and to the Health Center.

Address or Telephone Changes - If for any reason a student's telephone number or address changes, even temporarily, please notify the Registrar, Brenda Klein, at 253.571.7428 or make the necessary changes through Home Access Center (HAC). The office must have current information for emergency purposes.

ASB Card - Students may purchase an ASB membership annually for \$30.00. The membership provides free admission to regular season athletic contest and reduced admission to dances and other ASB activities. An ASB membership *is required for all students participating in club, activities, or sports*. Designation of the ASB membership will be on the student's ID card. ID cars are provided during Falcon Days on August 18th, August 19th, and at the start of the school year on September 10th and October 17th. If you missed these opportunities, please go to the security office to acquire your student ID.

Automobiles & Parking - Students driving private vehicles to school and parking on school property must have a parking permit. In order to obtain a permit, students must complete an application form with the security office. **Student Parking Areas** are in the parking lot in front of the school, not in areas designated for staff. Students must park in designated areas and display their parking permits in plain view during school hours. **Automobiles and parking lots are off limits to students during school hours, including lunchtime. Exiting and entering the building during lunchtime without authorization will result in a safety concern to the school and be subject to disciplinary actions.** Henry Foss IB World School is a closed campus. Violation of school driving and parking privileges, illegally parked cars, or cars without a visible parking permit may be ticketed and/or towed. Continuous violation of the rules will result in a loss of parking privileges.

Vehicles parked on school property are subject to being searched if school officials have reasonable cause to believe that alcohol, drugs, controlled substances, weapons, stolen property or other contraband not permissible on school grounds is present. Periodic unannounced searches may include the use of trained dogs to detect unlawful drugs or other contraband.

Students being dropped off or picked up before and after school and during the school day are to do so in the parking lot located on the front side leading to the main entrance of the school, but not in the bus loading zone at bus loading/exiting times. **Parents visiting the school may park in the visitor parking and are required to check in at the main office.**

It is important to read and understand the Parking Protocols, Principles, and Policies prior to applying for parking privileges. Excessive absences or disciplinary problems may result in the suspension or revocation of parking privileges. The Administration makes the decision to grant, suspend, or revoke parking privileges. Decisions are final and will not be open for appeal. Parking fees will not be reimbursed when parking privileges are revoked.

Book Check-Out - Students are responsible for the care of books checked out to them. Damage will result in fines. When issued, books should be checked carefully for damage to avoid charges at a later time. Student transcripts will be withheld until all fines are paid. Students with unpaid fines cannot participate in dances or other school-related activities.

Building Hours - Henry Foss IB World School is open each school day for staff and students from 7:05am until 2:35pm. Beyond those hours, custodial and other staff may be in the building, but formal building use must be scheduled through an administrator. ***Students are not to be in the building after 2:15pm unless under the supervision of a staff member.*** Consistent violators of this rule will receive after school detention or suspension per our progressive discipline policy.

Bulletin Boards, Signs, and Postings - All signs or other postings displayed at school must be approved through the administrator in the building in charge of school activities (Mrs. Bailey). No signs or postings should be affixed to walls, windows, doors, or other non-bulletin board space unless specifically approved for such display.

Distribution of Material - Distribution of any material on school premises is not permitted without written permission of Tacoma Public Schools and the principal.

Eighteen-Year-Old Students - All students who attend Henry Foss IB World School and live with their parents or guardians are considered to be under their supervision. Students who are eighteen and still at home are expected to follow normal procedure for having notes when absent, providing medical and emergency information, etc. Eighteen-year-olds who wish to be considered emancipated can obtain the forms to do so in the Attendance Office.

Elevators - Elevators are accessible to students and staff who have been given pre-authorization or possess a medical need assessed by a physician and on record with the school nurse. The elevators are off limits to all students not possessing proper authorization or documentation. Students found riding or playing on the elevator will receive appropriate progressive discipline.

Emergency Closure of School - There may be days when weather is questionable or other reasons arise requiring the closing of school before it opens. Students and parents are expected to listen to local radio and television stations for information about possible closure. If school is closed, there is no staff available in the building. Therefore, activities, including athletic practices and competitions, are cancelled. Students should not come to the campus, unless otherwise contacted. School phones are not answered on emergency closure days. This is not the same as emergency lock-downs or evacuations.

Fines/Fees - Students will be using items such as tools, books, instruments, and locks that belong to the school. If school equipment or property is damaged, lost or stolen it is the student's responsibility. There will be a fine issued to cover repair or replacement. Fines must be paid in full before we will issue official transcripts and diplomas. All fees and fines are to be paid at the ASB Office. Course fees will be found in the course syllabus and can be shared by the course instructor. Some of the fees for the 2015/2016 school year are:

ASB Card	\$30.00	Yearbook	\$40.00 pre-sale
ID Card Replacement	\$5.00	Yearbook	\$50.00
Handbook Replacement	\$5.00		

Hall Passes - Teachers are encouraged to limit hall pass requests to emergencies only. Therefore, it is expected that students take care of their personal needs during passing time and arrive to class on time; limiting socializing and planning ahead. Any student out of class is required to have a pass with an authorized signature indicating the time, date, and place of destination. Students without a pass will be returned to their assigned classrooms and/or disciplined for truancy. **NOTE:** Students will NOT be granted hall passes during the first fifteen or last ten minutes of any period.

Trips to the vending machine or to see other students in other classes are **unauthorized** reasons for leaving the classroom. Students who have excessive unexcused absences or who violate their hall pass privileges will be placed on a **NO HALL PASS** list. These students will require an escort to leave the classroom, except in emergency situations. Students who leave class without permission will be considered truant and disciplined for failure to comply with a school-wide expectation.

Handbooks - Foss Student/Parent Handbooks are distributed the first week of school and upon enrollment. We have a limited number of books due to costs. Therefore, it is an expectation for students to keep their own copy of the Handbook secure through the end of the school year.

ID Cards - We furnish an initial Henry Foss IB World School Identification (ID) Card to each student at no cost. It is the responsibility of the student to keep this ID card with him/her at all times during school. ID cards are required to purchase meals, check out books, make transactions in the business office, and ride the bus. Although the first ID card is provided at no cost, there will be a \$5.00 charge for each replacement card.

Insurance - Each fall, insurance is available for all students from an independent company at very reasonable rates. It is designed to cover medical and dental expenses incurred from accidents while under school supervision.

Lockers - Individual lockers are available for all Henry Foss IB World School students upon request. Malfunctions should be reported to campus security at 253-571-7426 or 253-571-7431. *Do not use your locker to store items of significant value.* For personal security, students should not tell **anyone** their combination. Students are requested to keep their belongings in their own lockers. Lockers are property of the Tacoma School District and are subject to search by school officials at any time without prior notice. Searches may include the use of trained dogs to detect unlawful drugs or other contraband. **Henry Foss IB World School and Tacoma Public Schools are not responsible for lost or stolen items.**

Lost and Found - **The school is not responsible for any personal items brought to school by students.** Students who find a lost article should turn it into the Security Office at their earliest convenience. To ensure prompt recovery, lost or stolen articles should be reported immediately to security. Personal items left at school on the last day of the school year will be donated to the *Goodwill*.

Nutrition Services - Lunch Money Now is a convenient, easy to use system that allows parents to pre-pay for meals, access meal card balances and check recent meal purchases. Parents are able to check account balances 24-hours a day and receive email notification when the account falls below a specified balance. Visa and MasterCard transactions through Lunch Money Now are charged a convenience fee. For more information, please contact Nutrition Services at 253-571-3370.

Free or reduced lunch applications are available online through Meal App Now. Meal App Now eliminates the paperwork by offering a secure, online system for free and reduced meal applications. Create an account or login, then follow the simple steps to complete a meal application for the current school year. If you need assistance, please contact Nutrition Services at 253-571-3370.

Restricted Release of Information - Information contained in the student's cumulative record folder is confidential and is only accessible through the custodian of student records. Information secured through the authorization of the records custodian shall remain confidential and be used only for the purpose that its access was granted. However, law enforcement, Child Protective Services, and certain other agencies may have access to student records when there is a reasonable likelihood that a crime has or will be committed. Additionally, parents must have a court order or other official documents on file if there is an issue with release of student information to the other parent.

SCDM / Site Council - Henry Foss's Site Council allows for staff, student, and parent input when making decisions that affect student learning and other school operations. Students are highly encouraged to apply to be a part of the Site Council.

School Telephone Use - Students may use school phones with staff permission. Office telephones are available for student use before school, after school, and during lunch. Phone messages for students are accepted from parents/guardians through the attendance office.

Student Drop Off and Pick Up - Students may be dropped off or picked up at the front of the school. Please enter on S. Cheyenne Street.

Student Led Conferences (SLC) - It is expected that every student conduct a student led conference each year. Student Led Conference dates are located on the Tacoma Public School calendar.

Textbooks - Textbooks are the property of Tacoma Public Schools but are the student's responsibility when checked out.

- Write the student's first and last name in each book in ink.
- At the time textbooks are checked out, survey each book for damage. Have your teacher note any existing damage. If you do not note damage with your teacher at this time, you may be responsible for the fine.
- Keep books covered at all times.
- Keep your books with you or in your locker, do not leave them unattended.
- If a textbook is misplaced or lost, check to see if it has been returned to the main office, security, or your teacher.
- Textbook fines may be assessed for exceptional wear, including, but not limited to: writing in the book, ripped pages, damage to the cover, broken spines, lost bar codes, etc.
- All textbook obligations must be paid before report cards are issued.

Transcripts - Transcript requests are handled through the Guidance Office. They are maintained at the high school for ten (10) years. Transcript requests must be made at least three (3) business days in advance.

Translation - Henry Foss IB World School values its diversity. As a district policy, we will make every effort to ensure an equal educational opportunity for every student. We will do our best to provide translation for students and parents from different cultural backgrounds whose primary language is not English or may be hearing impaired. We have a language line available to staff to help support the communication with all families.

Visitors/Volunteers - Parents are welcome at Henry Foss IB World School during the day and in the evening for student events. Classroom visitations must be pre-arranged through the Principal's Office. Upon entering the building, visitors must sign in at the main office. Students attending other schools from within or outside the district will not be allowed to visit the building during school.

When visiting Henry Foss IB World School during the school day, please enter on S. Cheyenne Street. Handicap accessible spaces are available in this location.

The Tacoma Public School's volunteer registration process requires all parents and community volunteers to complete a Volunteer Form and a Washington State Patrol Criminal History background check before being able to volunteer. Forms are available in the Main Office and on the Tacoma Public Schools website. You must bring your current driver's license to the main office when completing your form. Forms should be completed a minimum of two (2) weeks prior to volunteering. You must complete the volunteer registration form each school year if you plan to work with or around our Henry Foss IB World School students.

Weather - School closures due to bad weather will be announced on the school website at www.tacomaschools.org and on the following TV and radio stations:

TV Stations:

KOMO Channel 4
 KING..... Channel 5
 KIRO Channel 7
 KCPQ Channel 13
 KTPS..... Channel 25 /26

AM Radio Stations:

KIRO 710 kHz
 KJR..... 950 kHz
 KOMO 1000 kHz
 KING..... 1090 kHz

You may also call the District Information Line at 253-571-1000.

Yearbooks - Yearbooks may be purchased through the ASB Office. Ordering information and prices will be available throughout the school year. Yearbooks are distributed near the end of the school year.

Academic Expectations and Policies

Students are expected to bring materials to class, arrive on-time and attend their classes, and participate in the assignments assigned by the instructor to achieve academically. Students are encouraged to seek assistance from teachers before or after school when arranged and/or with counselors when needed, until all grades are a C or better. Students who struggle academically to maintain credits for their on-time graduation with their cohort should make arrangements with their counselors to discuss a plan for success; including scheduling meetings with their parents/teachers to review additional academic support. These meetings should take place early in the semester to provide the student and teacher optimal time to work together toward a potentially successful outcome.

Grade level is determined by cohort. Cohort is determined by the on-time graduation year of each student based on the first year a student enters ninth grade. Failure to pass classes will render a student credit deficient and jeopardize his/her ability to graduate on time. A fully scheduled semester requires a student to take six classes. Each class per semester is worth 0.5 credit for a total of 3.0 credits earned per semester. Students are expected to earn 6.0 credits per school year. Students are recognized in our student accounts system, and on their report card/transcript, based on the number of years in school.

Academic Acceleration and Rigor (TPS Policy 2406) - Tacoma Public School District believes all students can be successful and recognizes that students have different learning needs. Partnerships between home and school are critical in identifying special needs, providing essential support and appropriate academic acceleration. All Tacoma Public Schools Pre K-12 core courses are aligned to the State Standards, internationally benchmarked and designed to ensure all students graduate from high school college-ready. All classes will be taught to the same standards but divergent opportunities to demonstrate mastery of standards will be available and may include online, independent study and blended learning courses.

Tacoma Public Schools believes all students should have access to accelerated programs or courses. This may include access to Advanced Placement (AP), International Baccalaureate (IB), or Running Start (RS) courses. Honors teaching strategies are reflected in all courses taken by students to prepare them for advanced courses and shall be noted on the high school transcript.

Beginning in the 2014-2015 academic year, multiple measures will be used for automatic student enrollment in accelerated programs or courses. State assessments in reading, writing, math and science will be used as an initial screener to determine placement. Student performance on the College Board PSAT as well as cumulative grade point average will also be utilized in placement into accelerated programs or courses. None of the measures used for automatic enrollment shall preclude or limit any student from self-selection.

The Superintendent or designee shall establish standards for automatic enrollment from one grade level, grade span or course to the next. The Superintendent shall further recommend district, school and community support to ensure student success. The standards and support programs will be communicated to the public, parents, staff and students annually at the beginning of the school year.

Falcon Teams - Every student, grades 9-12, are assigned a teacher for the course of their four years in high school who will help to disseminate valuable information regarding graduation requirements, serve as a location to acquire schedules at the start of each semester, and be the person in charge during evacuation drills. **Attendance is required.** Additionally, all students are expected to participate in Student Led Conferences every year. Student Led Conferences are scheduled through Falcon Team advisory.

Grading System - Grades are determined by the teacher based on student demonstration of knowledge and ability to perform specified skills and follow through with course requirements. Participation in activities related to course requirements is expected.

ASB / Student Accounts 253-571-7318	Attendance 253-571-7316	Guidance Office 253-571-7341	Main Office 253-571-7310
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Teachers may opt to provide alternative assignments to students with proof of extenuating circumstances that allow students to demonstrate their skill and understanding of key concepts and skills required by the course. *Quarter report cards* are mailed at the mid-point and at the end of each semester. Incomplete grades may be given on quarter report cards and progress reports; but no incomplete grades are given on report cards at the end of the semester except when there are extenuating circumstances approved by the principal. It is the parent's responsibility to expect to see student report cards and maintain accurate and current address information on file with our registrar in the Guidance Office.

The school year is divided into two semesters of 18 weeks each. Final grades, given at the end of each semester, are posted on the student's transcript and determine his/her grade point average (GPA). In addition, one mid-term grade report is issued at the ninth week of a semester to indicate the student's progress toward earning credit in each course.

Students must complete 18 weeks in a course with a minimum of "D" grade to earn 0.5 credits. Students who pass 14 semester (or seven year-long) classes earn 7.0 credits for the year (3.5 credits per semester). In general, GPAs are computed using the following numerical equivalents to letter grades:

A	=	4.0	B+	=	3.3	C+	=	2.3	D+	=	1.3
A-	=	3.7	B	=	3.0	C	=	2.0	D	=	1.0
			B-	=	2.7	C-	=	1.7	E	=	0.0

Convert the letter grade in each course to its numerical equivalent. Divide the sum of these numbers by the number of the classes to calculate the GPA for the semester. Cumulative GPA is computed using all the grades students earn in high school and receive high school credit for in middle school.

4 Components of Graduation

In order to earn a high school diploma at Henry Foss IB World School, students must meet all four components of graduation for the Tacoma Public Schools. Below is a list of those components and an explanation of credits needed. For the most up-to-date state assessment information, please visit www.k12.wa.us/assessment/statetesting/

1. **Earn 23 Credits in appropriate subject categories** (Class of 2017, 2018) or **24 Credits in appropriate subject categories** (Class of 2019, 2020).

SUBJECT	REQUIRED CREDITS			ADDITIONAL INFORMATION
	2017	2018	2019-2021	
English	4.0	4.0	4.0	
Social Studies	2.5	3.0	3.0	1.0 Credit US History 1.0 Credit CWP or Equivalent Course 0.5 Credit Civics 0.5 Credit Elective
Math	3.0	3.0	3.0	1.0 Algebra 1/2 1.0 Geometry 1.0 Algebra 3/4 (or student may elect to pursue a third credit of math with student/parent written permission)
Science (1 year lab)	2.0	2.0	3.0	Classes of 2015-2018: Must include 1 lab Class of 2019 and beyond: Must include 2 labs
Arts	1.0	1.0	2.0	Class of 2019 and beyond: 1 can be Personalized Pathway Requirement.
Health & Fitness	2.0	2.0	2.0	0.5 credit in health 1.5 credits in fitness
Career & Technical Education	1.0	1.0	1.0	As defined by WAC 180-51-067
Electives	7.5	7.0	4.0	
World Language or Personal Pathway	0.0	0.0	2.0	Class of 2019 and beyond: both can be personalized pathway requirement.
TOTAL CREDITS	23.0	23.0	24.0	

2. Meet State Assessment Requirements

Assessment Requirements for Certificate of Academic Achievement (CAA) / High School Diploma		
Subject	Classes of 2017 & 2018	Class of 2019
English Language Arts	11 th grade Smarter Balanced ELA exam	11 th -grade Smarter Balanced ELA exam
Math	Algebra 1/Integrated Math 1 EOC exam Geometry/Integrated Math 2 EOC exam Smarter Balanced math test	11 th -grade Smarter Balanced Math exam
Science	Biology End of Course exam	Biology End of Course exam

- 3. Complete a High School and Beyond Plan** (A Career Cruising portfolio) The State of Washington requires that, prior to graduation, every student complete a plan of action for the years after high school (Grade 13).
- 4. Verification of Attending Next Institution (VANI)**

Graduation - To be eligible to receive a diploma from Henry Foss IB World School, all students must have earned the appropriate number of credits for their cohort year (as designated by the Tacoma Public Schools Board Policy 2410), passed the various required courses, and paid all fines. Students must also pass all parts of the state mandated assessments and complete all components of the High School and Beyond Plan. The school reserves the right to restrict a student's participation in the graduation ceremony if he/she is not in good standing, is not cleared of all fines, or is deemed by the staff to be a possible danger or disruption to the ceremony.

Honor Roll - Eligible students are included on the Honor Roll. High Honor Roll includes those students with a 3.75 and above grade point average for the semester. Honor Roll includes those with a 3.25 and above grade point average.

PROGRAMS TO SUPPORT STUDENT SUCCESS

We have a wealth of community resources within our building, above-and-beyond, the time that our staff dedicates to provide after-school tutoring. The following are a list of the programs available to our students and information on how to access each of them:

- **College Success Foundation (CSF) - Achievers Scholars Program:** Foss students admitted into the Achievers Scholars program receive and participate in an array of services and activities to prepare them for entry into the college system. Applying to college, which includes the college search, studying for and taking entrance test(s), and writing the admission essay, as well as learning how to pay for college, are among the support services provided through this program. Achievers Scholars are supported by their College Preparatory Advisor who also works in close collaboration with Foss teachers and guidance counselors and other college access providers to prepare students for entry into the college system. Students who qualify are: in 11th - 12th grade, on track to graduate with their class, admitted through an application process, and considered low-income. Students in the state's College Bound Scholarship program are highly encouraged to apply. Application is open to juniors in the fall of the junior year. Contact the College Prep Advisor, Gary Alexander with questions by stopping by room 213C or by email at GAlexander@collegesuccessfoundation.org.
- **College Success Foundation (CSF) – High Education Readiness Opportunity (HERO) Program:** Foss 9th and 10th grade students admitted in the HERO program receive individualized support services from their HERO Advisor that focus on their graduation from high school and admission to college. Programming includes academic monitoring, college and career planning, advocacy on high school course registration, and parent/guardian engagement. Students who qualify are: in 9th or 10th grade, agree to the program requirements, and considered low-income. Students in the state's College Bound Scholarship program are highly encouraged to apply. . HERO students can transition into CSF's Achievers Scholars program in their junior year. See Obe Quarless in room 213 for application details or email him at OQuarless@collegesuccessfoundation.org.
- **Communities in Schools:** Communities In Schools of Tacoma is part of the nation's largest and most effective dropout prevention organization whose mission is to surround students with a community of support, empowering them to stay in school and achieve in life. Communities In Schools model is to place a site coordinator in the school to mobilize community resources and deliver them directly to kids inside their school. Communities In Schools addresses both academic and non-academic barriers to help students stay in school and achieve in life. Services Include: One-on-One Student Support, Credit Recovery; and Whole School Community Resources.

- **Peace Community Center:** The Peace community offers supports to 9-12th graders as a part of their Hilltop Scholars Program. This program supports and encourages youth historically underrepresented in college to cultivate their academic and leadership talents so that they can gain full access to educational opportunities and reach their full potential. Peace Community can be reached by calling 253-383-0702 or emailing info@peacecommunitycenter.org
- **TRiO-Educational Talent Search (ETS):** The TRiO ETS program is a College Preparatory program that helps students gain the tools necessary to become informed and competitive candidates for college admissions. The TRiO program is designed to explore educational and career goals and work towards those goals. In order to do this, ETS provides tutoring and advising services, educational/career field trips, financial aid workshops, SAT workshops, Running Start testing, personal statement editing, and much more. We work collaboratively with other services at Foss/Stadium/JasonLee, with the school district, colleges, and the community. This is an application-based program. Please see TRiO-ETS staff for more information. TRiO-ETS is located in room 215 on Mondays and Wednesdays or can be reached by e-mail at rayala@tacoma.k12.wa.us
- **TRiO - MDC College Bound:** This federal TRiO program supports 10th-12th grade students by providing an elective credit college preparatory class, tutors, mentor support, summer program, and access to field trips with other MDC College Bound schools. Students who are in 9th or 10th grade that are interested in applying should stop by room 215B. You can also reach the instructor, Stephanie Perrine, by phone at 253-571-7386 or 253-888-0143 or by e-mail at sperrin@tacoma.k12.wa.us or sperrine@mdc-hope.org

COLLEGE ENTRANCE REQUIREMENTS

Preparation for college during the high school years is important and necessary. Students should plan a program of study beginning the first day of entrance into high school. A written four-year plan will be developed with the counselor and parents.

A student's scholastic record during the four years of high school will be one of the single greatest factors in admission to college. A poor scholastic record will close the doors to many institutions while a good record may open the way to unexpected opportunities. Colleges are interested in a student's work in the community. Good citizenship, including participation in school activities, as well as volunteer and service work, will result in good recommendations and will increase the chances of the student being accepted by the college the student has selected.

Some colleges ask counselors to report if students have been suspended from school for any reason. Colleges sometimes alert students to last-minute rejections, based on a drop in final semester grades and/or attendance problems. Students should understand that counselors must respond honestly to all such requests.

Globally Recognized College Admission Tests & Dates

SAT & SAT Subject Tests www.sat.collegeboard.org		ACT Test www.actstudent.org	
Test Date	Registration Deadline	Test Date	Registration Deadline
October 1 st , 2016	September 2 nd , 2016	September 10 th , 2016	August 5 th , 2016
November 5 th , 2016	October 7 th , 2016	October 22 nd , 2016	October 22 nd , 2016
December 3 rd , 2016	November 4 th , 2016	December 10 th , 2016	December 10 th , 2016
January 21 st , 2017	December 30 th , 2016	February 11 th , 2017	January 13 th , 2017
March 11 th , 2017	February 10 th , 2017	April 8 th , 2017	March 3 rd , 2017
May 6 th , 2017	April 7 th , 2017	June 10 th , 2017	May 5 th , 2017
June 3 rd , 2017	May 9 th , 2017		



Emergency Expectations and Procedures

Staff and students are trained on what to do during an emergency situation. In the case of an actual emergency or Lock Down, it is student responsibility to follow the directions of the supervising staff. **Parents: Do NOT call individual classrooms or student cell phones. Students are directed NOT to use cell phones during emergencies** as they have posed more harm than good due to miscommunication and relaying of inaccurate information to the public, creating unnecessary panic and false reporting. Students will be released to parents possessing proper identification at the appropriate time designated by our Central Administrative Office. Students are only allowed to leave when it is secure to do so and at the direction of administration and/or law enforcement. At that time, parents will be notified of when and where they are to report for proper student check-out and pick-up (student/parent reunification).

Fire Drills / building evacuations are conducted once a month, as required by state regulation. Two times per year, emergency lock-down and earthquake drills are practiced. Exit routes and instructions are posted by each classroom and work areas, and all staff and students are required to abide by procedures for such drills. A student who engages in disorderly conduct, refuses to evacuate, fails to follow instructions, or otherwise refuses to cooperate during an evacuation or emergency drill, is subject to disciplinary action and will be reported to authorities.

Staff Responsibilities.

- Buddy System: Each teacher should check on his/her buddy teacher and provide coverage if necessary.
- Always account for students at the earliest possible time “whereabouts; i.e., attendance, bathroom, counselor, etc”. Have information available on how to attend to immediate health needs in classroom.
- EXCEPT for fire, never leave the classroom until officially released.
- For evacuation, always go directly to your assigned area(s).
- **ALL** teachers on planning must still report to their Falcon Team location, and unassigned paras must report to the command center.
- There is no bathroom access to staff or students until notified.

Student Responsibilities.

- Always stay with the class unless specifically requested.
- There is no bathroom access to staff or students until notified.
- Student Release: No students will be released until processed through the student reunification center.
- If in a bathroom during an incident, student should return to their current classroom and/or the nearest classroom depending on the incident. STAY IN THE BATHROOM IF THE INCIDENT IS “INTRUDER ALERT.”

For additional information regarding district policies around safety & security, visit

<http://www.tacoma.k12.wa.us/information/departments/safety-security/Pages/default.aspx>

Earthquake Procedures - The following procedures must be followed by everyone:

1. If you are in a classroom, get under a desk in a “duck and cover” position. If you are in the halls, crouch against inside walls until shaking stops and then proceed to the nearest classroom. Face away from any windows or other glass and put hands over your heads.
2. Check for students needing immediate first aid.
3. Do **not** leave the building.
4. A fire alarm will sound when it is safe to evacuate the building.
5. Follow directions of staff.
6. Once outside the building, go directly to your advisory teacher unification site for attendance and further directions. Under no circumstances should a student leave the school campus during or after an earthquake without permission from a person in authority.

Fire Procedures - The following procedures must be followed by everyone:

1. When the alarm sounds, students should leave the building quickly and in an orderly fashion.
2. Staff will turn the lights off, unlock the door, and take “emergency clipboard” with you.
3. Move away from the building to avoid trapping others inside.
4. Once outside the building, **go directly to your advisory teacher unification site** for attendance and further directions.
5. Keep students together, take attendance, and keep as quiet as possible.
6. Do not re-enter until an all clear is sounded.
7. Follow directions of staff.

Intruder Alert - The following procedures must be followed by everyone:

1. Lock your classroom door and turn off your classroom lights. Be sure to cover the window in the door.
2. Students and teachers should sit or lie on the floor as far away from sight lines as possible.
3. Maintain strict classroom silence.
4. Verify attendance including students currently out of the room.

Lockdown Procedures - A school lockdown will be called for any real danger or threat of danger to any person or persons on the school campus. The lockdown should be taken seriously by all patrons whether it is a practiced drill or real event. The following procedures must be followed by everyone:

1. All students and staff report immediately to a lockable room.
2. Lock all doors and windows and close the blinds.
3. Turn off all lights and all electronic devices.
4. Direct everyone in the room to remain silent, low to the floor and away from windows and doors.
5. Students and staff must **remain absolutely silent** (do not turn on the TV, radio, or anything that can be heard).
6. **Do not unlock the door for any reason.** Administrative staff and law enforcement will have a key if they have a reason to enter the room.
7. All staff and students must remain in a locked room until directed to move or the situation is declared officially over. No Exceptions!
8. When the emergency lockdown is over, an “all clear” will be announced.
9. Follow directions of staff.

Modified Lockdown Procedures - Modified lockdowns will be called in the event that the safety of students is in question and should be taken seriously by all patrons drill or real event. The following procedures must be followed by everyone:

1. All students and staff report immediately to a lockable room.
2. Lock all doors and windows and close the blinds
3. Class will be conducted as normal until the lockdown is lifted
4. In the event that passing period occurs and we are still in modified lockdown, students are to move to their next class but remain in the building.
5. No one will be allowed to enter or exit the building until modified lockdown is lifted.
6. When it is deemed safe, an “all clear” will be announced.
7. Follow the directions of staff.

Shelter-In-Place Procedures - The Shelter-In-Place plan protects students and staff in the event of potential exposure to a dangerous chemical that could be released through: industrial accident, chemical spill, break in a natural gas pipeline, materials transported through our community, or terrorist attack. The Shelter-In-Place plan has proven to be a safer approach than evacuating students into a potentially contaminated outdoor environment. Generally, the duration of these situations would last minutes, hours, not days.

1. In the event it is necessary to Shelter-in-Place, a pulsating sound will be heard.
2. All doors are to be locked except the door to the ALTERNATE SHELTER-IN-PLACE site for latecomers. This alternate site will be the AUDITORIUM. The procedures listed below are for any hazardous materials release that emanates from outside the school buildings.
3. Students (staff) are to report to their assigned classroom as quickly as possible.
4. Hang “Sheltering-in-Place” sign on the outside of the door.
5. Close and lock classroom doors and windows
6. Custodians will turn off pilot lights, air conditioners, and exhaust fans.
7. Tape around doors, windows, and vents or place wet towels at bottom of doors.
8. Do not open doors or windows until all-clear (One Long Bell) sounds.
9. Close drapes (if you have them) and blinds and stay away from windows.
10. Take roll.
11. Electricity will be left on. Intercoms, radios and televisions may be used for getting information during the event. (Please keep volume down)
12. Do not allow anyone to leave the classroom. Use emergency food and toilet facilities stored the room, if necessary and available.
13. Wait for further instructions.
14. Do not evacuate the room until told to do so.
15. When you evacuate, open all windows and doors to air out the room.

Henry Foss IB World School

Expectations and Discipline Policies

Henry Foss IB World School's discipline philosophy is that all students practice behaviors that contribute to a positive school climate and do not interfere with teaching and learning. Students are expected to take ownership of their own behavior, follow directions, treat each other with kindness and respect, and learn the value of productive work and good citizenship. Doing so will help students become persons of good character. The goal is to help students acknowledge inappropriate behavior, to self-evaluate, to take ownership of choices and decisions, and to develop a plan for improving behavior.

Detention - Detention is given to students for lower level disciplinary infractions and/or truancy. Detention is held Monday through Thursday from 2:15pm-2:35pm at the classroom level and 2:15pm-3:00pm, 2:15pm-4:00pm, or 2:15pm-5:15pm at the office level. **Failure to comply with Detention rules and/or skipping detention will result in progressive discipline including suspension.** Pre-arranged changes to serving detention requires administrative approval and parent documentation prior to the day of the scheduled detention. It is the student's responsibility to know and understand the rules governing detention. Detention rules are as follows:

1. Arrive on time (by 2:15pm); wait for supervisor. He/she will tell you where to sit – it is not the student's choice.
2. Bring enough homework, missing assignments, or reading material to cover the extent of the detention.
3. No talking or socializing.
4. No sleeping – students are expected to be sitting up, alert, and working.
5. No electronics, hats, hoods, or food.
6. No leaving without permission.
7. Follow the directions of the supervisor the first time they are given. Failure to comply with rules will result in progressive discipline.

Exclusion from School Activities - Students must attend school for the majority of the school day in order to attend school activities or events. Students who demonstrate poor conduct at school may be excluded from participating in school events and activities. Students may not be able to attend field trips, assemblies, dances, athletic competitions, or special activities if they violate school rules or policies. School administration may remove or exclude a student from any activity if they believe the student's conduct should prevent him/her from participating.

Attendance at assemblies, concerts, dances, field trips, sports, or other school-related events is a privilege and not a right of being a student at Henry Foss IB World School. If a student or group of students is rude, disruptive, insubordinate, obnoxious, or disrespectful at an assembly, or other school-related event, the student/s may be removed from the event immediately and denied entrance to future events or activities. All Henry Foss expectations and policies apply at school-related activities on or off campus. School consequences will be imposed when deemed necessary by administrators or their designee.

Progressive Discipline - Discipline at Henry Foss IB World School is progressive, which means that consequences get tougher as the situation becomes more severe or if you don't follow through with the consequences assigned for prior offenses. A student suspended, for any length of time, from school is denied the right to be on any Tacoma School District property or to attend any district or school/district sponsored events, such as dances, sporting events, evening activities, etc. The following is the progression of discipline depending on the offense type – please note that exceptional misconduct behaviors will begin with suspension/expulsion.

- **Classroom Redirection** – For low-level offenses (those **not** identified as exceptional misconduct), teacher will warn the student and redirect their behavior.
- **Classroom Redirection with Contact to Parent** – For low-level offenses (those **not** identified as exceptional misconduct), teacher will warn the student, redirect their behavior, and follow up with parent contact regarding behavior.
- **Classroom Assigned Extended School Day Detention** – For low-level offenses (those not identified as exceptional misconduct), teacher will warn the student, redirect their behavior, follow up with parent/guardian regarding behavior, and have student serve extended school day detention in class.
- **Referral to Office with Office Assigned Extended School Day Detention**
- **Single class suspension** – The student is removed from a particular class for a pre-determined amount of time. This may require either late arrival or early dismissal each day for the remainder of the semester.
- **Short-term suspension** – Administered by the building principal, assistant principal or designee. The student is removed from school up to 10 consecutive school days.
- **Long-term suspension** – Administered by the building principal, assistant principal, or designee. The student is removed from school for 11 or more consecutive school days.

- **Emergency expulsion** – Imposed when a student is considered a danger to him/herself, other students or school personnel, or is considered an immediate and continuing disruption of the educational process. The student is removed from school until appropriate suspension time can be determined.
- **Expulsion** – The student loses the right to attend District schools, classes and programs and the right to be admitted onto District property.

Referral Process - Most lower-level discipline infractions are handled by the classroom teacher or our security officers. If a student fails to correct his/her behavior, a student may be referred to the office for more severe consequences. Higher-level discipline, exceptional misconduct offenses, and progressive discipline are addressed by the building administrators. Administrators make the final decision concerning consequences depending on the nature, severity, duration and mitigating circumstances in each situation. Repeat offenders can expect progressive consequences.

Security Officers - Security officers monitor all areas of the buildings, grounds, and adjacent areas of the school to maintain standards of conduct and behavior of students during class hours and at off-hour educationally oriented functions. They also interact with students in the social context of school and make contact with non-students who may come to campus. Security officers provide a liaison between the school and the community, assist in the investigation of alleged criminal activity, and make referrals to appropriate authorities for further investigation. Security also assists the students in better understanding the rules and regulations of the school, as well as city, state and federal laws. School security officers are responsible for the distribution of bus ticket. Security and administration also conduct “hall sweeps” to ensure that all students are in class during instructional time or have the proper pass to be out of class with teacher permission.

Search & Investigation - The principal, assistant principal, and/or an authorized representative possess the authority to investigate and correct student misconduct. To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student and his/or her effects and may seize any illegal or unauthorized materials discovered in the search. As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, any item considered disruptive to the functions and mission of the school, or any item described as unauthorized in the school rules cited in this handbook. A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive. In other words, a student’s person and personal effects are searched only when a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. No student shall be subject to a strip search. (TPS Policy 3230)

Transfers - A principal may initiate an intra-district transfer when there is clear indication that corrective action alternatives have failed and a transfer to another school or program might correct a student’s behavior and establish a positive educational experience. Due process requirements related to a student’s rights are to be followed when an intra-district transfer for disciplinary reasons is proposed. (TPS Policy 3131)

CODE OF STUDENT CONDUCT

ADOPTION OF RULES BY TACOMA SCHOOL BOARD

The Tacoma School District follows the substantive and procedural due process rights guaranteed by the Office of Superintendent of Public Instruction under RCW 28A.600.015. *See*, WAC 392.400. A copy of the regulations can be requested by contacting the Discipline Appeals Office at 253-571-1191. Please refer to all Tacoma Public Schools Policy and Procedures by visiting the website at <http://www.tacoma.k12.wa.us/information/schoolboard/Pages/PolicyManual.aspx>

STUDENT CONDUCT

The Tacoma Public School's School Board acknowledges that conduct and behavior are closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus.

While in school, on district property, transportation or premises provided by contractors or agents of the school district, and during school-sponsored activities, students shall respect the rights of others and comply with district, school and staff rules. Failure to do so will subject the student to disciplinary action by school officials. Students are also responsible for observing the laws of the United States, the state of Washington and its municipalities. Students who engage in criminal acts while in school, on district property, transportation or premises provided by contractors or agents of the school district, during school-sponsored activities, or while off- school property and the acts have a detrimental effect upon the maintenance and operation of the schools or the district, are subject to disciplinary action by school officials and prosecution under the law.

A student who engages in misconduct, as defined in Tacoma Public Schools Policy Regulation 3240R, will be subject to corrective action or discipline including, but not limited to, detention, short-term suspension, long-term suspension, emergency expulsion or expulsion. Discipline in Tacoma Public Schools is progressive. Actions listed throughout this section are recommendations, but severity may vary depending on each individual situation, frequency, grade level, and other contributing factors. The authority to determine any disciplinary action and maintain a safe and effective learning environment lies with school administration.

Cafeteria Expectations - Students are expected to conduct themselves appropriately when in the cafeteria; this includes abiding by all school and district policies. Students should take only one lunch, including milk, and only touch food for which they intend to pay. All students are required to clean their lunch areas by placing trays and waste in the trashcans. Each student at a table is responsible for that table. Throwing food or other items will not be tolerated. Consequences will be progressive for cafeteria misbehavior and could be severe, even for a first offense, depending on the nature of the situation. Generally, all food is to remain in the cafeteria and not be consumed in other areas of the building. *Additionally, during lunch times students are restricted to the cafeteria and courtyard only. Students are not allowed to wander the halls or to any other bathroom other than the one located in the cafeteria during their scheduled lunchtime.*

Cell Phones & Other Electronic Devices - Students are discouraged from bringing electronic devices to school. Electronic devices include, but are not limited to, cell phones, DVD players, gaming units, iPods, tablets, etc. **Henry Foss IB World School is not responsible for the loss or theft of electronic devices and investigation time will not be utilized for retrieval of lost or stolen electronics.** Students may use electronic devices before school, after school and during lunch. Regular school hours are 7:35am until 2:05pm. Students may **NOT** use electronic devices during class time due to increased risk of cheating, cyber bullying, sexting, and general disruption to the educational process. **The ONLY exceptions are when directed to do so by their teacher.** If expectations are not followed, the first offense will result in classroom level intervention. Students who continue to violate the classroom rules on electronic devices will be subject to progressive disciplinary action including suspension.

Cheating and Plagiarism - Cheating is by definition an action done by a student to supply work for another student, or turn in work, use work, rely on work that is not his/her own, or allow someone to copy work other than in circumstances clearly understood to involve collaborative or group learning. Cheating, or copying the work of other persons, or turning in another person's papers, projects, computer programs, etc., as your own constitutes plagiarism. Plagiarism includes, but is not limited to:

- Using another writer's words or ideas without proper citation, or merely rearranging or changing a few of the author's words and presenting the result as your own work, or not using quotation marks when citing a source;
- Having someone else write your paper, program, or project, including asking friends, paying someone, using a paper writing service, or taking information verbatim off the Internet.
- Copying another student's work during a test, lab, or classroom activity and turning it in as your own.

The judgment of the teacher or staff member who discovers cheating is final. In the first instance of cheating, the student will receive an E grade or zero credit for the work, after school detention, and documented incident report. Subsequent cheating will result in progressive disciplinary action leading up to and including suspension.

Cooperation - Students will obey the lawful instructions of school district personnel and follow school and classroom rules (RCW 28A.600.040). Students are expected to cooperate fully with Henry Foss IB World School and School District staff, including law enforcement when applicable. Failure to do so will result in disciplinary action leading up to and including suspension.

Displays of Affection - Excessive, overt displays of affections anywhere in the building are prohibited and subject to discipline. The general rule of thumb is that behavior at school should mirror that of a professional job site. *Displays of Affection* could also be considered an act of harassment. It may be viewed as more offensive to others and has no place in a professional academic setting. Students are to comply with adult directions regarding this rule. Continuous violation of this rule will result in parent contact and disciplinary action.

Dress Code - The dress code at Henry Foss IB World School requires that student dress be appropriate and not “disrupt the educational process.” Therefore, clothing must not offend or cause a safety hazard/concern to other students, staff, parents or the community.

- Hats, hoods, and other head coverings are not to be worn inside Henry Foss IB World School. Please remove such items upon entering the building. Religious/cultural/medical exceptions may be authorized by the administration.
- All students must wear shirts with sleeves. Tank tops, skimpy clothing such as tops with spaghetti straps or bare shoulder(s) and that show bare midriff, excessive cleavage, etc., are not allowed.
- Shorts and skirts must be no shorter than 4 inches from the knee all the way around. Excessively short skirts or short shorts are not permitted.
- Pants, skirts, shorts may not contain any holes, rips, or tears that expose skin 4 inches or more above the knee.
- Exposed undergarments and see-through clothing are prohibited. Tights may be worn only as undergarments.
- Pajamas, including pajama pants, and house slippers are prohibited.
- Pants and/or shorts are to be worn at the waist with no sagging.
- Bandanas are not allowed on Tacoma Public School property and will be confiscated.
- Items such as scarves, “do-rags,” towels, etc. should not hang from clothing, belts, backpacks, or pockets.
- Garments that have alcohol, drug, sexual or negative ethnic/racial comments or connotations are not permitted at school or at school related activities (home or away).
- Gang related attire is strictly prohibited.
- Shoes are to be worn at all times. *Laboratory, Studio and Shop classes may require closed toed shoes.*
- Wearing sunglasses is not permitted inside the buildings.

Henry Foss IB World School acknowledges that a correlation exists between appropriate grooming, personal attire and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. This document informs students and parents that Henry Foss’s dress code is designed to allow for student comfort while maintaining an environment conducive to teaching and learning in the best available educational setting.

In all cases, school administrators will make the final determination regarding specific dress code violations, e.g. the administrators will determine when a garment is too tight, too revealing or too short. *If you have reason to believe an item may not be school appropriate... it probably isn't.* © Students are expected to be cooperative whenever their attire is determined inappropriate. Argumentative, hostile and defiant behavior will subject the student to other disciplinary violations and progressive consequences including, but not limited to, suspension.

If a garment or wearing style (sagging pants, exposed undergarments or exposed cleavage) is deemed inappropriate, the student will be referred to an administrator and the student may be denied entrance to class until the dress code violation is resolved.

If a student is found in violation of the dress code policy, an effort will be made to notify a parent/guardian/contact to bring a change of attire. Other times, the student may be given an option to borrow or purchase a t-shirt and/or sweatpants, if or when supplies are available, from the office. Students with their own transportation may be authorized by a parent/guardian and an administrator to return home in order to change into school appropriate attire. This will be an excused absence (less than 1 ½ hours), unless this practice becomes excessive. Please check your student’s attire on a daily basis to assure that students maximize their learning opportunities and avoid attire that is not compliant with the Henry Foss Dress Code.

Identification - All persons will, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events. Failure to do so or misrepresenting their identity will result in suspension.

Internet / Computer Use by Students - Tacoma Public Schools (TPS) offers access through its digital resources to library materials, databases, and the internet. We believe that the digital resources offer significant opportunities to enhance your student's education. TPS utilizes internet filtering for all computers networked in district facilities. However, it is not possible for us to completely limit access to materials with inappropriate content. Therefore, it is important that each student's parent/guardian consider carefully and make an informed decision about whether to permit his/her student access to the district's digital resources, including the internet.

It is important that you and your student read and discuss the District's Acceptable Use Policy for Digital Resources. A summary of the regulation follows. Complete text is available on the Tacoma Public Schools website: www.tacomaschools.org/schoolboard/policies.

In using the district digital resources, students accept the responsibility to:

1. Utilize the digital resources for educational purposes only;
2. Abide by district policies and federal/state laws, including Copyright laws;
3. Adhere to school guidelines on use of the network, and notifying staff prior to using the internet;
4. Use good behavior and respect district property; do not destroy, modify, delete, or add software to district computers without permission; and
5. Use digital resources in a legal, moral, and ethical manner. Do not access or process obscene, pornographic, or other inappropriate materials.

Tacoma Public Schools reserves the right to review and monitor activity on the network for responsible use consistent with the District's Acceptable Use Policy for Digital Resources and Regulation; and to remove a user's privilege to access the network at any time the District determines that the user is engaged in unauthorized activity or for violating the Policy. Disciplinary actions, if any, shall be consistent with the district's standard policies and procedures.

Loitering - A student shall leave the school campus at the official close of the school day unless permission to do otherwise has been granted. By 2:15pm, students should be with a supervising adult and the commons, hallways, and areas surrounding the school should be clear. Offenders will be disciplined accordingly. Law enforcement may be notified.

Off Campus Behavior - Discipline may be imposed for an off-campus act of misconduct if the discipline is reasonable under the circumstances and closely connected to the educational process. The District will respond to off-campus student speech that causes or threatens to cause a substantial disruption on campus or interference with the right of students to be secure and obtain their education. *Substantial disruption* includes, but is not limited to, significant interference with instruction, school operations or school activities, violent physical or verbal altercations between students, or a hostile environment that significantly interferes with a student's education. The following criteria should be considered to decide whether an act of misconduct is sufficiently connected to the educational process: (a) Location of the misconduct (proximity to school grounds or to a school activity); (b) Hour and date of the misconduct (during school hours, but off-campus; immediately before or after school hours; on district-sponsored transportation, directly before entering or after leaving district-sponsored transportation, or during school-sponsored activities); (c) Effect on other participants or victims to the misconduct (did the misconduct involve or affect other students or school district personnel); (d) Severity of the misconduct and its likely connection to student or school district personnel safety (*e.g.*, fighting or other violent or destructive acts, the selling of a controlled substance, or possession of a weapon); and (e) Extent to which the off-campus activity affects the environment or safety of the school (*e.g.*, students are afraid to come to school or afraid at school because of it; it is disruptive to the school atmosphere in that special precautions or actions need to be taken to protect students and staff; the arrangements for the activity were made on campus but conducted off campus, such as drug sales, a fight or assault, etc.; or there are likely repercussions such as students from other schools or non-students coming onto the campus to effect retribution).

Parking Violations

- 1st Offense: Warning Citation
- 2nd Offense: Warning Citation. Letter mailed to the registered owner of vehicle giving notice of the violation.
- 3rd Offense: Citation and \$5.00 fine. Letter mailed to the registered owner of vehicle giving notice of the violation.
- 4th Offense: Citation, \$5.00 fine, and driving privileges suspended for up to 30 school days. Letter mailed to the registered owner of vehicle giving notice of the violation.
- 5th Offense: Revocation of driving privileges. Student can request re-instatement of their permit after 60 school days (and after prior fines are paid).

Profanity / Inappropriate Language - Profanity is never acceptable at Henry Foss IB World School. Racist, insulting, inflammatory, and derogatory language including any form of such words such as nigga, fag, gay (to mean dumb or stupid), etc., or inappropriate jokes are considered offensive and will not be tolerated. Students who use such language will be subject to discipline.

Safety and Civility - Students and staff at Henry Foss should learn and teach free from violence, intimidation, threats, harassment and fear. Each school community is unique to the adults and students who work and study in it. However, each school shall promote safety and civility for all. **Students and/or adults who pose a threat to the safety and civility of the school are not welcome on campus and appropriate authorities will be notified.**

Skateboards, Scooters, Bicycles and Toys - Skateboards, scooters, toys that move, etc., are not permitted at school at any time night or day. ***These items are prohibited and will be confiscated.*** Bicycles are allowed but must be walked once on campus and parked in designated bike racks. Other vehicles and/or toys are also not permitted.

Tobacco and Related Items - It is against state law and school district policy to use or possess any tobacco products in or on public school property, on school buses, and at school-sponsored activities. Possession of tobacco and tobacco related products, including but not limited to electronic cigarettes, liquid nicotine, lighters, matches, and rolling papers will be cause for suspension. Selling, distributing, and using such products on campus may be cause for more severe disciplinary consequences. Additionally, minors in possession of tobacco may be subject to criminal sanctions and a \$75.00 mandatory fine and court appearance.

EXCEPTIONAL MISCONDUCT

A student who engages in misconduct will be subject to corrective action or discipline. A student whose conduct constitutes exceptional misconduct as defined in Regulation 3241R may be subject to an immediate short-term suspension or emergency expulsion without regard to any previous attempts at corrective action. Depending on the circumstances, a student may also be subject to immediate long-term suspension or expulsion for engaging in certain conduct identified under law which permits the use of long-term suspension or expulsion. . Disciplinary transfers to another school may also be implemented by the District as needed.

The Safety and Security Department may be notified of violations of offenses in this section. Where appropriate, Tacoma Police will also be notified. Discipline of students who have an Individualized Education Program (IEP) or Section 504 plan will be administered in conformity with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504), and may differ in degree, type, or severity if the conduct in question is determined to be a manifestation of the student's disability.

Discipline in Tacoma Public Schools is progressive. Actions listed throughout this section are recommendations, but severity may vary depending on each individual situation, frequency, grade level, and other contributing factors. School administration has the authority to determine any disciplinary action to maintain a safe and effective learning environment.

The District and its School Board will be revising District Policy/Regulation 3240 and 3241 in response to the requirements of Fourth Substitute House Bill 1541, signed by the governor on March 30 2015, and effective on June 9, 2016. The revisions will further define student conduct that may lead to discretionary and non-discretionary discipline. Please visit the District's website at <https://www.tacomaschools.org/board/Pages/policies.aspx> to view the updated policies and regulations applicable to student discipline, suspension, and expulsion. You may also obtain a copy of the District's policies and regulations by contacting the Office of Secondary Education at 253-571-1191 or the Office of Elementary Education at 253-571-1032.

Alcohol - Possessing, using, or being under the influence of alcohol or substances containing alcohol is cause for suspension/expulsion. Selling or distributing alcohol or substances containing alcohol is also cause for suspension/expulsion.

Students may be disciplined for being under the influence of alcohol based on their behavior or appearance as determined by an administrator, school nurse, or other properly trained official, regardless of whether they have alcohol in their possession. Coming to school or a school event while under the influence is not allowed.

High school and middle school violators will be Emergency Expelled and/or short or long-term suspended up to the length of one semester. Students will be required to obtain an assessment by a certified drug and alcohol counselor and agree to comply with all required meetings and directives of the evaluator at the parent's expense before there will be any re-admittance to any school. The student and parents/guardians must agree to fulfill the recommendation of the evaluator as soon as possible and submit verification to their administrator. The administrator may consider shortening or holding the student's suspension in full or partial abeyance if the student complies with evaluation/treatment recommendations. The school may be able to provide information about low or no cost options for appropriate services available in the community.

A second violation will result in a long-term suspension until the end of the semester. Subsequent violations may result in expulsion.

Students who are expelled will also be required to obtain an evaluation by an approved drug/substance abuse professional and participate in and satisfactorily complete any recommended drug/substance abuse program at the parent/guardian's expense before any re-admittance to any school the following school year.

Arson - Arson is intentionally setting a fire or causing an explosion.

Careless Burning - Setting a fire, using matches, lighters, or other materials, whether in play or through carelessness, is against Tacoma School District policy. This includes lighting matches or flicking a lighter in play even if nothing else is set afire. Setting anything else afire is considered to be arson and must be immediately reported to the Fire Department.

Assault - Assault is being physically violent, using unwarranted force, and demonstrating the deliberate and immediate intent to be physically violent, toward another person or one's self, including domestic violence and sexual assault. Intent is defined as taking deliberate actions toward physically harming another person such that the person has an immediate expectation that his/her personal safety is in jeopardy.

Self-Harm is defined as taking steps or planning to harm one's self such that there is good and sufficient reason to believe that one's presence poses an immediate and continuing danger to the student, other students or school personnel, or is an immediate and continuing threat of substantial disruption of the educational process.

Assault does not include incidental contact unless it is flagrant, purposeful, repeated, and/or results in serious injury.

Domestic violence as assault includes physically harming, threatening, physically restraining, or stalking a romantic or dating partner.

Bomb Threat - Falsely reporting a bomb threat or other threat that endangers the welfare or safety of our school population will be cause for discipline and/or a referral to law enforcement.

DISRUPTIVE CONDUCT

Disruptive conduct is defined as flagrantly and substantially interfering with teaching or learning at school activities or at school sponsored activities. Disruptive Conduct includes creating a substantial disruption to any school function, refusing to comply with a staff person's directive, or using vulgar or profane language or obscene gestures. Improper use of electronic devices and/or other technology is also considered disruptive conduct. Repeated insubordination of school rules may constitute Disruptive Conduct.

Gambling - Gambling includes, but is not limited to, playing cards, dice, or games of chance for money or other things of value.

Lewd Conduct - Lewd conduct includes, but is not limited to, engaging in inappropriate sexual or social behavior, such as sexual acts, either singly or consensually with another person, including sexual intercourse, oral sex, sexual touching, indecent exposure, or voyeurism.

Obscene/Explicit Material - Displaying, possessing, or distributing material of a sexual or otherwise inappropriate nature, whether it is published, written or electronic is unacceptable in Tacoma Public Schools.

Inappropriate Liberties - Inappropriate liberties by students on school district property will not be tolerated, even if the inappropriate liberties are meant as a "joke." Inappropriate liberties include, but are not limited to:

- Prolonged hugging
- Kissing
- Inappropriate touching, including fondling or body rubbing
- Bra snapping
- The intentional exposure of one's own undergarments or private areas
- Forcibly removing another's clothes, depantsing
- Any behavior that is of a sexual nature or has sexual overtones
- Presence in the wrong gender restroom

Technology Tampering and Misuse - Intentionally misusing or tampering with a Tacoma Public Schools computer system, database or other technology resources is against Tacoma School District policy.

Misuse or tampering with any district technology is against Tacoma School District policy – Improper use of district technology includes but is not limited to:

- Stealing, hacking, deleting, interfering with, or copying software, systems, or programs.
- Transmitting a virus or other material that is wholly inconsistent with the fundamental values of public school education.
- Changing of school, district, or student records without authorization.
- Accessing a district or teacher's computer without authorization.
- Using a proxy site or other internet site from a district computer to deliberately evade district filters, or instructing others on how to deliberately evade district filters.

The use of computers belonging to Tacoma Public Schools and access to internet service from district-provided computers are privileges that may be revoked by school or district administrators at any time for abusive conduct or violation of Tacoma School District policy.

ILLCIT DRUGS/CONTROLLED SUBSTANCES

Possessing, using, or being under the influence of illegal drugs or controlled substances, or any food item with illegal drugs in it, and/or possessing drug paraphernalia is cause for suspension/expulsion. Selling, or intending to sell, drugs or controlled substances (or look-alikes) including prescription or over-the-counter drugs and any food item with illegal drugs in it is cause for long-term suspension/expulsion.

Students may be disciplined for being under the influence of a controlled substance based on their behavior or appearance as determined by an administrator, school nurse, or other properly trained official regardless of whether they have a controlled substance or drug paraphernalia in their possession. Coming to school or a school-related event while under the influence is not allowed.

High school and middle school violators will be Emergency Expelled and/or short or long-term suspended up to the length of one semester. Students will be required to obtain an assessment by a certified drug and alcohol counselor and agree to comply with all required meetings and directives of the evaluator at the parent's expense before there will be any re-admittance to any school. The student and parents/guardians must agree to fulfill the recommendation of the evaluator as soon as possible and submit verification to their administrator. The administrator may consider shortening or holding the student's suspension in full or partial abeyance if the student complies with evaluation/treatment recommendations. The school may be able to provide information about low or no cost options for appropriate services available in the community.

A second violation will result in a long-term suspension until the end of the semester. Subsequent violations may result in expulsion.

Students who are expelled will also be required to obtain an evaluation by an approved drug/substance abuse professional and participate in and satisfactorily complete any recommended drug/substance abuse program at the parent/guardian's expense before any re-admittance to any school the following school year.

EXTORTION/BLACKMAIL/COERCION

Obtaining money, property or other consideration by violence or threat of violence or forcing someone to do something against his or her will by force or threat of violence is against Tacoma School District policy.

FALSE ALARM

A false alarm is activating a fire alarm or calling 911 for any reason other than the intended purpose of the alarm.

FIGHTING

Fighting is being involved in mutual participation in an incident involving physical violence.

If the fight or any prefight activity occurs on school grounds, the school will have the right to respond.

Fighting includes, but is not limited to:

- Engaging in mutual physical contact involving anger or hostility or premeditation.
- Teasing, harassing, threatening or intimidating others resulting in physical contact involving anger or hostility.
- Retaliating physically for teasing, harassing, threatening, or intimidating behavior.
- Verbally inciting or physically supporting a fight by one's encouragement or presence.

Attending a fight or encouraging/promoting a fight is potentially dangerous and students will be disciplined accordingly for their involvement.

FIREWORKS, EXPLOSIVES, CHEMICALS AND INCENDIARY DEVICES

Fireworks include, but are not limited to, firecrackers, sparklers, smoke bombs or stink bombs, cherry bombs, M80s, bottle rockets, or other explosive, incendiary or poison gas, or gas pen/gas pencils.

Possessing or using fireworks or an explosive, chemical, or incendiary device on school property, school-provided transportation, areas or facilities being used exclusively as school district property or at school-sponsored events or activities is against Tacoma School District policy.

GANGS AND RELATED BEHAVIOR

Belonging to an organized gang, hate group, or similar organization or group and knowingly engaging in gang/hate group activity on school grounds or during school activities or functions is against Tacoma School District policy. A gang or hate group is defined as a group of two or more persons with identifiable leadership who conspire and act in concert for criminal purposes.

Gang/Hate Group activity includes, but is not limited to:

- The presence of any apparel, dress, attire, and/or accessories by virtue of color, arrangement, altered symbol or any other attribute may indicate membership or affiliation.
- Promoting, soliciting, and/or recruiting of students.
- Related behaviors which present a clear and present danger to students, staff, and patrons.
- Behaviors such as threats, force, assault, and/or violence to advocate the purpose of gangs.
- Writing, graffiti, and/or depictions to advocate the purpose of gangs.

HARASSMENT

Harassment, intimidation or bullying means any intentional electronic, written, verbal, auditory or physical act, including, but not limited to one shown to be motivated by any characteristic of race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics such as, but not limited to, physical appearance, clothing or other apparel, socioeconomic status, marital status or weight, when the intentional electronic, written, verbal, auditory or physical act:

- physically harms a student; or
- damages the student's property; or
- has the effect of substantially interfering with a student's education; or
- is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. "Intentional act" refers to the individual's decision to engage in the act rather than the ultimate impact of the action(s).

Threats/Intimidation - Communicating threats of violence or harm to an individual or group of individuals, directly or indirectly, whether by physical, verbal, written, telephone, or other electronic means, which cause the other person to believe his or her life, safety, or property is in danger, or which cause a listener to believe that another person's life, safety, or property is in danger. It is not necessary that the threat be communicated to the intended victim.

Threats Toward Staff - Making threats of violence or harm toward any person acting in their official capacity as an employee and/or agent of the Tacoma School District is against Tacoma School District policy.

Staff has the right to work in a safe and non-threatening atmosphere. Tacoma Public Schools has no tolerance for students threatening staff persons. If there is a risk of violence to the staff person, the student may be expelled.

Hazing - Assault may be charged for hazing behaviors that involve physical violence.

Initiating or harassing another student with meaningless, difficult, dangerous, or humiliating tasks through behaviors that cause, or are likely to cause, physical injury, endangerment or emotional distress. In hazing situations, club advisors, coaches, and administrators likely have not been told what will occur and have not given their approval to the activity. Targeted students may not feel that they have the choice to opt out of this activity or the opportunity to quit at any time. Evidence of hazing that falls into this category may include, but is not limited to, activities with any of the following components:

- Physical harm or restraints.
- Reckless endangerment or life-threatening stunts, e.g., being forced to jump off a bridge or structure, or ingest substances that may cause an allergic reaction.
- Unsafe activities, such as being left alone to get out of a harmful situation at the end of the activity, e.g., in a park at night or from a locked room.
- Property damage.
- Illegal activity.

Prohibition of Harassment, Intimidation, and Bullying - The board of directors is committed to a safe and civil educational environment for every student, staff member, parent/legal guardian, family member and guest, free from harassment, intimidation or bullying. A safe and civil educational environment prohibits harassment, intimidation or bullying by integrating training, prevention and intervention into schools and support sites through a coalition of students, staff members, parents/legal guardians, families and the community.

SEXUAL HARASSMENT

Tacoma School District No. 10 is committed to a positive and productive education and work environment free from discrimination, including sexual harassment. The District does not discriminate on the basis of sex in its education programs and activities. The District expressly prohibits discrimination based on sex and sexual harassment of students, employees and others involved in school district activities. This prohibition on sexual harassment includes sexual violence, such as rape, sexual assault, sexual battery and sexual coercion.

Definitions - Sexual harassment - is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical.

Sexual harassment can occur student to student, adult to student, student to adult, adult to adult, female to male, male to female, female to female, and male to male, as well as to transgender individuals.

Gender-based harassment - is defined as unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex or gender stereotypes, and not necessarily involving conduct of a sexual nature. All of these types of sex or gender-based harassment are prohibited by this Policy.

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered by this Policy.

Examples of Sexual Harassment

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;

5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person;
7. Displaying offensive or inappropriate sexual illustrations on school property;
8. Making sexual propositions or pressuring a person for sexual favors;
9. Touching of a sexual nature;
10. Writing graffiti of a sexual nature;
11. Displaying or distributing sexually explicit drawings, pictures, or written materials;
12. Circulating or showing e-mails or web sites of a sexual nature;
13. Making sexual jokes, suggestive remarks, sexual rumors, or derogatory comments;
14. Physical interference with movements, such as blocking or following someone; or
15. Acts of physical violence, including rape, sexual assault, sexual battery, and sexual coercion.

Title IX Coordinators - The District's Title IX Coordinator is the Office of Student Life. Their responsibilities include overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. They can be reached at 571-1123. District's Title IX Coordinators are also the District's Harassment, Intimidation, and Bullying Compliance Coordinators, and can answer questions about how to address allegations of sexual harassment involving students under this Policy and the District's Policy Prohibiting Harassment, Intimidation, and Bullying of Students.

Responding to Complaints of Sexual Harassment - Every complainant has the right to present his or her case. This includes the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same appeal processes, for both parties.

- The District will take steps to protect the complainant as necessary, including interim steps taken prior to the final outcome of the investigation.
- The standard for determining if sexual harassment (including sexual violence) occurred is preponderance of the evidence, meaning it is more likely than not that sexual harassment (including sexual violence) occurred.
- Every complainant has the right to be notified of: (a) the time frame within which a full investigation of the complaint will be conducted; (b) the outcome of the complaint; and the process for filing an appeal, if applicable.
- Every complainant has the right to be notified, in writing, of the outcome of the complaint. Even though federal privacy laws limit disclosure of certain information in disciplinary proceedings, the District and its schools must disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to the harassed student. This includes directives that the harasser stay away from the harassed student, or that the harasser is prohibited from attending the same school as the harassed student or has been transferred to other classes from the harassed student.
- Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.
- Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending party, including restricting access to school property and activities, as appropriate.

All allegations of sexual harassment involving students must be reported to the District's Office of Student Life, who serves as the District's Title IX Coordinators and Harassment, Intimidation, and Bullying Compliance Coordinators.

All allegations of sexual harassment that involving staff must be reported to the District's Assistant Superintendent of Human Resources, who serves as the District's Civil Rights Compliance Coordinator.

The process for responding to allegations of sexual harassment is outlined in Regulation 5265R -Discrimination Complaint Procedure. All staff is responsible for receiving informal complaints and reports of sexual harassment and informing appropriate District personnel of the complaint or report for investigation and resolution. All staff is also responsible for informing complainants of the formal complaint process. Staff members who fail to take prompt action to report allegations or violation of this policy shall be subject to appropriate discipline. Administrators, managers and/or supervisors who fail to take prompt action upon receiving an allegation of sexual harassment shall be subject to disciplinary action up to and including termination.

Allegations of criminal misconduct will be reported to the appropriate law enforcement agency and suspected child abuse will be reported to law enforcement or Child Protective Services. However, criminal investigation into allegations of sexual harassment or sexual violence does not relieve the obligation for the District to resolve complaints promptly and equitably.

Prohibition on Retaliation - Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The District will take appropriate actions to protect involved persons from retaliation.

False Reporting - It is a violation of this Policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Distribution, Education, and Board Monitoring - The Superintendent or designee will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this Policy and the recognition and prevention of sexual harassment.

This Policy and any Regulation related to it, which includes Regulation 5265R - Discrimination Complaint Procedure, will be included in staff, student and volunteer orientations.

This Policy and any Regulation related to it, which includes Regulation 5265R - Discrimination Complaint Procedure, will be posted in each District building in a place available to staff, students, parents, volunteers and visitors.

This Policy and any Regulation related to it, which includes Regulation 5265R - Discrimination Complaint Procedure, will be reproduced in each student, staff, volunteer and parent handbook.

The Superintendent or designee shall make periodic reports to the Board reviewing the use and efficacy of this Policy and related Regulations. Recommendations for changes, if applicable, shall be included in the report.

Discrimination Complaint Procedure - To ensure fairness and consistency, the following grievance procedure is to be used in the District's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. It is also available to students alleging that they are subject to discrimination by District staff members. No staff member or student's status with the District will be adversely affected in any way because he or she utilized these procedures. As used in this procedure, "grievance" will mean a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws. A "complaint" will mean a charge alleging specific acts, conditions or circumstances which are in violation of the anti-discrimination laws. A "respondent" will mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

1. Purpose: This procedure is to secure at the lowest possible administrative level equitable solutions to discrimination complaints.
2. Definition: A complaint is a claim based upon an alleged violation of Policy 3111, 5265, 5266, and/or state or federal laws, executive orders or regulations prohibiting discrimination based on race; religion; creed; color; national origin or ancestry; sex; gender identity or expression; sexual orientation; age; pregnancy; marital or veteran status; the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. The District also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment.
3. Procedure: Complaints shall be processed as rapidly as possible. The number of days indicated at each step shall be considered as maximum and every effort shall be made to expedite the process. Time limits may be extended by mutual consent. A letter confirming any extension will be sent. If mutual agreement to a timeline extension is not reached, the complainant may immediately appeal to the next level. In addition, in the event the District's representative fails to provide an answer at any level within the time limits prescribed, the complainant has the right to proceed immediately to the next level. The complaint will be considered abandoned and the matter settled in accordance with the District's official last answer if the complainant fails to appeal the decision to the next level within the designated appeal period.
4. Representation: At any level in the procedure, the complainant and/or responding party may have a representative present.

Informal Process for Resolution - When a staff member has an employment problem concerning equal employment opportunity, he/she will discuss the problem with the immediate supervisor, personnel director or Superintendent within 60 days of the circumstances which gave rise to the problem. The staff member may also ask the compliance officer to participate in the informal review procedure. It is intended that the informal discussion will resolve the issue. If the staff member feels he/she cannot approach the supervisor because of the supervisor's involvement in the alleged discrimination, the staff member may directly contact the compliance officer before pursuing formal procedures. If the discussion with the officer or immediate supervisor does not resolve the issue the staff member may proceed to the formal review procedures.

Formal Process for Resolution - Level One - The complaint must be written, signed by the complainant and set forth the specific acts, conditions, or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will

investigate the allegations within 30 calendar days. The school District and complainant may agree to resolve the complaint in lieu of an investigation. The officer will provide the Superintendent with a full written report of the complaint and the results of the investigation. The Superintendent will respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The response of the Superintendent will include notice of the complainant's right to appeal to the school Board and will identify where and to whom the appeal must be filed.

The Superintendent's written response will state that the District either:

- A. Denies the allegations contained in the written complaint received by the District, or
- B. Will implement reasonable corrective measures to eliminate any such act, conditions or circumstance within the school District.

Such corrective measures deemed necessary will be instituted as expeditiously as possible, but in no event later than 30 calendar days following the Superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

Formal Process for Resolution - Level Two - Appeal to Board of Directors - If a complainant disagrees with the Superintendent's written decision or if the Superintendent fails to respond, the complainant may file a written notice of appeal with the Secretary of the Board (the Superintendent) by the 10th calendar day following:

- A. The date upon which the complainant received the Superintendent's response; or
- B. The expiration of the 30-calendar day response period stated in Level One, whichever occurs first.

The Board will schedule a hearing to commence by the twentieth (20) calendar day following the filing of the written notice of appeal unless otherwise agreed to by the complainant and the Superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the Board deems relevant and material. The Board will render a written decision by Regulation No. 5265R the 10th calendar day following the termination of the hearing and will provide a copy to all parties involved, unless otherwise agreed to by the complainant and the Superintendent or for good cause.

Formal Process for Resolution - Level Three- Complaint to OSPI - If a complainant disagrees with the Board's decision, the complainant may file a complaint with the Office of Superintendent of Public Instruction ("OSPI"). Such a complaint must be received by OSPI within 20 calendar days after the complainant received the Board's decision, unless the OSPI grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail or hand delivery. A complaint must be in writing and include:

- A description of the specific acts, conditions, or circumstances alleged to violate Chapter 392-190 of the Washington Administrative Code or District Policies prohibiting discrimination and harassment and the facts on which the complaint is based;
- The name and contact information, including an address, of the complainant;
- The name and address of the school district subject to the complaint;
- A copy of the school district complaint and appeal decisions under WAC 392-190-065 and 392-190-070 (this Regulation);
- A proposed resolution of the complaint or relief requested; and
- If the allegations regard a specific student, the complaint must also include:
 - The name and address of the student, or in the case of a homeless child or youth, contact information for the student; and
 - The name of the school and school district the student attends.

Upon receipt of a complaint, OSPI may initiate an investigation, which may include reviewing relevant information or conducting an independent on-site review. OSPI may, at its discretion, investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the school district under WAC 392-190-065 or WAC 392-190-070.

Following an investigation, OSPI will make an independent determination as to whether the school district failed to comply with Chapter 392-190 of the Washington Administrative Code or the guidelines adopted under WAC 392-190-005. OSPI will issue a written decision to the complainant and the school district that addresses each allegation in the complaint and any other noncompliance issues that OSPI has identified in the investigation. The written decision will include the corrective actions deemed necessary to correct any noncompliance and any documentation the school district must provide to ensure that the corrective action is completed. Regulation No. 5265R

OSPI will provide this written decision in a language that the complainant can understand, which may require language assistance for complainants with limited-English proficiency, in accordance with Title VI of the Civil Rights Act of 1964.

All corrective actions must be completed within the timelines established in the written decision unless OSPI grants an extension. If timely compliance by a school district is not achieved, OSPI may take actions to ensure compliance. Such actions may include, but are not limited to, referring the school district to appropriate state or federal agencies empowered to order compliance with the law or the initiation of sanctions or corrective measures under WAC 392-190-080.

A complaint may be resolved at any time when, before the conclusion of an investigation, the complainant and the school district voluntarily agree to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods necessary to resolve a complaint. OSPI may provide technical assistance and dispute resolution methods necessary to resolve a complaint.

Preservation of Records - The files containing copies of all correspondence relative to each complaint communicated to the District and the disposition, including any corrective measures instituted by the District, will be retained in the office of the District compliance officer for a period of 6 years

If the complaint is not resolved with the District, the complainant may contact any of the following agencies:

Office for Civil Rights, Region X
Henry M. Jackson Federal Bldg.
915 Second Ave., #3310, Seattle, WA 98174-1099

Equal Employment Opportunity Commission
Federal Office Bldg.
909 First Ave., #400, Seattle, WA 98104-1061;

Superintendent of Public Instruction
Old Capitol Bldg.
Mail Stop FG-11, P.O. Box 47200, Olympia, WA 98504-7200.

Any settlement of the complaint shall be applicable to that complaint only and shall not be binding authority for the disposition of any other complaint.

Questions or complaints of alleged discrimination may be directed to the following individuals at Tacoma Public Schools:
Civil Rights, Lisa Nolan, (253) 571-1252, lnolan@tacoma.k12.wa.us

Section 504, John Page, (253) 571-1126, jpage@tacoma.k12.wa.us

Americans With Disabilities Act (ADA), JoEllen Redmond, (253) 571-1083, jredmon@tacoma.k12.wa.us

Title IX, Jennifer Kubista, (253) 571-1123, jkubist@tacoma.k12.wa.us

Equal Access, Stephen Murakami, (253) 571-3300, smuraka@tacoma.k12.wa.us

INTERFERENCE WITH SCHOOL AUTHORITIES

Interfering, or attempting to interfere, with the discharge of the official duties of district personnel by using direct, deliberate, or focused threats, force, or violence, such that the staff person believes his or her safety or the well-being of his or her property is in danger is against Tacoma School District policy.

Interfering with the discharge of the official duties of district staff by includes, but is not limited to:

- Using force or violence that is non-deliberate and not focused on the staff person, such as attempting to continue a fight when a staff person is trying to stop the fight and inadvertently striking that person, or
- Disobeying the orders of school officials to leave school property or disperse as instructed, or
- Heckling or harassing school authorities engaged in any lawful task, function, process, or procedure of the school district such that it interferes with their ability to maintain order or complete their lawful duties.

Conspiracy - Students who conspire to break rules may have the same consequences assigned as the offender.

Examples of conspiracy include, but are not limited to:

- Encouraging someone to break the rules, i.e. if two people are in a hostile argument and you say something like “fight, fight” instead of getting help from an adult or leaving the area.
- Covering up for someone who has broken rules.
- Withholding information before or after a violation has occurred. (Not telling everything you know or not telling the truth)
- Knowing a fight or assault is being planned and failing to report it.
- Attending a fight or assault involving others, even if you are not physically involved.

False Reporting - False reporting is knowingly and maliciously reporting an incident (fight, harassment, etc.) or falsely corroborating misbehavior of others that disrupts the orderly operation of the school environment.

Misrepresentation - Misrepresentation includes, but is not limited to, the following behaviors:

- Forging a parent’s, guardian’s, or any other person’s signatures on any letter to the school, on any school document or form, or on any other document or form used by the school.
- Changing grades or attendance records on official District forms, including attendance reporting sheets and grade books, for any student without authorization of a school official.
- Providing a false name when asked to identify oneself to a school authority.
- Providing false information to school personnel, or impersonating another person verbally or in writing to provide false or misleading information, regarding a student’s attendance or absence from school, including, but not limited to, falsely excusing absences or authorizing a student to be excused early from class or school.

Plagiarism - Cheating, or copying the work of other persons, or turning in another person’s papers, projects, computer programs, etc., as your own constitutes plagiarism.

Plagiarism includes, but is not limited to:

- Using another writer’s words or ideas without proper citation, or merely rearranging or changing a few of the author’s words and presenting the result as your own work, or not using quotation marks when citing a source;
- Having someone else write your paper, program, or project, including asking friends, paying someone, using a paper writing service, or taking information verbatim off the Internet.
- Copying another student’s work during a test, lab, or classroom activity and turning it in as your own.

THEFT AND VANDALISM

Theft - Theft is defined as stealing school district property or the property of a staff member, student, or school visitor. This includes theft of intellectual property, such as, but not limited to, looking at or taking a teacher’s test or notes for a test, artwork, or any other teacher or student intellectual property.

Robbery - Robbery is defined as taking another’s property by force or threat of force.

Burglary - Burglary is defined as unauthorized or forced entry or remaining unlawfully in a district building or room in the building for the purpose of taking property.

Possession of Stolen Property - Possession of stolen property is defined as knowingly receiving, retaining, possessing, concealing, selling or attempting to sell, or disposing of stolen property.

Property includes:

- District, teacher, student, or visitor possessions
- Intellectual property, such as a teacher’s test or notes for a test, artwork, or any other teacher or student document or object, physical or electronic.

Malicious Mischief

Intentionally causing damage, including writing, painting, drawing, or otherwise marking graffiti on any district, school or staff property is against Tacoma School District policy. This includes damage to intellectual property, such as, but not limited to, damaging or destroying a staff person’s or student’s work, whether artistic, written, or electronic.

TOBACCO AND RELATED ITEMS

It is against state law and school district policy to use or possess any tobacco products in or on public school property, on school buses, and at school-sponsored activities.

Possession of tobacco and tobacco related products, including but not limited to electronic cigarettes, liquid nicotine, lighters, matches, and rolling papers will be cause for suspension. Selling, distributing, and using such products on campus may be cause for more severe disciplinary consequences.

Additionally, minors in possession of tobacco may be subject to criminal sanctions and a \$75.00 mandatory fine and court appearance.

TRESPASSING

Being unlawfully present on Tacoma School District property or in district buildings is against district policy. Trespassing includes, but is not limited to unlawful presence, being in an unauthorized area, and loitering.

WEAPONS

A weapon includes, but is not limited to:

1. a firearm
2. an airgun or any item which appears to be a realistic firearm or air gun look-alike
3. a device commonly known as throwing stars, numchuka sticks; airgun; sling shot; sand club; metal knuckles; 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; or any dagger or dirk furtively carried, or any portable device manufactured to function as a weapon and/or which is commonly known as a stun gun, including a projectile stun gun, that emits an electrical shock, charge, or impulse
4. any knife which is a cutting or stabbing instrument with a sharp blade set in a handle. This includes pocket knives.

The Board of Directors of the Tacoma Public School has declared its intent not to tolerate possession of weapons by students on district property or at district sponsored events. See, RCW 9.41.010 and 18 U.S.C. § 921 for a complete definition of firearm.

Firearm – One Year Mandatory Expulsion - Carrying a firearm onto, or possessing a firearm on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities is illegal. Tacoma Public Schools has a policy of no tolerance for weapons.

Firearm is defined as a weapon from which a projectile or projectiles may be fired by an explosive such as gunpowder. It also includes an explosive, incendiary, or poison gas bomb, grenade, rocket, missile, or mine. Violators will be expelled from Tacoma Public Schools for not less than one calendar year. See, RCW 28A.600.420. The Superintendent or his or her designee may modify the expulsion on a case-by-case basis.

District Identified Dangerous Weapons - Carrying a dangerous weapon onto, or possessing a dangerous weapon on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities are against Tacoma School District policy.

District-defined dangerous weapons include: BB gun of any type, pellet gun of any type, soft air gun, slingshot, hand club, sandbag, Chaco sticks, metal pipe or bar used or intended for use as a club, Billy club, black jack, switchblade knife, fixed blade knife (e.g., kitchen knife, steak knife, and hunting and military-type knives that do not fold), large folding knife with a blade over 2-1/2 inches long; any knife with a blade that locks open; any knife with more than one blade; razor blade; box cutter; blowgun, Taser gun, and bullets.

The definition of a dangerous weapon may also include any object, such as pepper/gas spray, that can reasonably be used to inflict serious bodily injury when a student uses such an object with the intent to harm or intimidate someone, or when there is no other reasonable purpose for possessing the object except to use it as a weapon. A laser pen may be considered to be a dangerous weapon if the light is deliberately aimed at another person's eyes, whether or not there is intent to cause harm. (See Policy 3240R)

The normal discipline for a first-time possession of a dangerous weapon is a long-term suspension. The administrator can elect to give a lesser corrective action because of the particular facts and circumstances.

Personal Spray Devices - Persons over 18 years of age and persons between 14 and 18 years of age with prior written parental or guardian permission may possess personal protection spray devices on school property. No one under 18 years of age may deliver such devices, nor may anyone 18 years or older deliver a spray device to anyone under 14 or to anyone between 14 and 18 who does not have parental permission. Persons younger than 14 years of age may not possess personal protection devices.

OFF-CAMPUS BEHAVIOR

Discipline may be imposed for an off-campus act of misconduct if the discipline is reasonable under the circumstances and closely connected to the educational process. The following criteria should be considered to decide whether an act of misconduct is sufficiently connected to the educational process:

1. Location of the misconduct (proximity to school grounds or to a school activity);
2. Hour and date of the misconduct (during school hours, but off-campus; immediately before or after school hours; on district-sponsored transportation, directly before entering or after leaving district-sponsored transportation, or during school-sponsored activities);
3. Effect on other participants or victims to the misconduct (did the misconduct involve or affect other students or school district personnel);
4. Severity of the misconduct and its likely connection to student or school district personnel safety (e.g., fighting or other violent or destructive acts, the selling of a controlled substance, or possession of a weapon); and
5. Extent to which the off-campus activity affects the environment or safety of the school (e.g., students are afraid to come to school or afraid at school because of it; it is disruptive to the school atmosphere in that special precautions or actions need to be taken to protect students and staff; the arrangements for the activity were made on campus but conducted off campus, such as drug sales, a fight or assault, etc.; or there are likely repercussions such as students from other schools or non-students coming onto the campus to effect retribution).

The District will respond to off-campus student speech that causes or threatens to cause a *substantial disruption* on campus or interference with the right of students to be secure and obtain their education. Substantial disruption includes, but is not limited to, significant interference with instruction, school operations or school activities, violent physical or verbal altercations between students, or a hostile environment that significantly interferes with a student's education.

ADOPTION OF RULES BY TACOMA SCHOOL BOARD

The Tacoma School District follows the substantive and procedural due process rights guaranteed by the Office of Superintendent of Public Instruction under RCW 28A.600.015. See, WAC 392.400. A copy of the regulations can be requested by contacting the Discipline Appeals Office at 253-571-1191.

All Tacoma School Board Policies and Regulations can be found online at www.tacomaschools.org/policy. Please note that School Board Policies and Regulations can be revised or new Policies and Regulations adopted at any time. Checking the website will ensure that you have the most current documents available. If you would like a copy of any specific policy or regulation or are unable to access our website, you can request copies of Policies and Regulations at the main office of your child's school or through the District's Public Information Office at 253-571-1015.

SEPTEMBER'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 9/5 NO SCHOOL				
Tuesday 9/6 NO SCHOOL				
Wednesday 9/7				
Thursday 9/8				
Friday 9/9				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

SEPTEMBER'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 9/12				
Tuesday 9/13				
Wednesday 9/14				
Thursday 9/15				
Friday 9/16				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

SEPTEMBER'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 9/19				
Tuesday 9/20				
Wednesday 9/21				
Thursday 9/22				
Friday 9/23				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

SEPTEMBER'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 9/26				
Tuesday 9/27				
Wednesday 9/28				
Thursday 9/29				
Friday 9/30				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

OCTOBER'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 10/3				
Tuesday 10/4				
Wednesday 10/5				
Thursday 10/6				
Friday 10/7				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

OCTOBER'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 10/10				
Tuesday 10/11				
Wednesday 10/12				
Thursday 10/13				
Friday 10/14				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

OCTOBER'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 10/17				
Tuesday 10/18				
Wednesday 10/19				
Thursday 10/20				
Friday 10/21				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

OCTOBER'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 10/24 NO SCHOOL				
Tuesday 10/25				
Wednesday 10/26				
Thursday 10/27				
Friday 10/28				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

OCTOBER/NOVEMBER PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 10/31				
Tuesday 11/1				
Wednesday 11/2				
Thursday 11/3				
Friday 11/4				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

NOVEMBER'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 11/7				
Tuesday 11/8				
Wednesday 11/9				
Thursday 11/10				
Friday 11/11 NO SCHOOL				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

NOVEMBER'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 11/14				
Tuesday 11/15				
Wednesday 11/16				
Thursday 11/17				
Friday 11/18				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

NOVEMBER'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 11/21				
Tuesday 11/22				
Wednesday 11/23 NO SCHOOL				
Thursday 11/24 Thanksgiving NO SCHOOL				
Friday 11/25 NO SCHOOL				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

NOVEMBER/DECEMBER PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 11/28				
Tuesday 11/29				
Wednesday 11/30				
Thursday 12/1				
Friday 12/2				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

DECEMBER'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 12/5				
Tuesday 12/6				
Wednesday 12/7				
Thursday 12/8 Half Day				
Friday 12/9 Half Day				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

DECEMBER'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 12/12				
Tuesday 12/13				
Wednesday 12/14				
Thursday 12/15				
Friday 12/16				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

JANUARY'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 1/2 NO SCHOOL				
Tuesday 1/3				
Wednesday 1/4				
Thursday 1/5				
Friday 1/6				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

JANUARY'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 1/9				
Tuesday 1/10				
Wednesday 1/11				
Thursday 1/12				
Friday 1/13				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

JANUARY'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 1/16 NO SCHOOL				
Tuesday 1/17				
Wednesday 1/18				
Thursday 1/19				
Friday 1/20				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

JANUARY'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 1/23 NO SCHOOL				
Tuesday 1/24				
Wednesday 1/25				
Thursday 1/26				
Friday 1/27				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

JANUARY/FEBRUARY PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 1/30				
Tuesday 1/31				
Wednesday 2/1 NO SCHOOL				
Thursday 2/2				
Friday 2/3				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

FEBUARY'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 2/6				
Tuesday 2/7				
Wednesday 2/8				
Thursday 2/9				
Friday 2/10				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

FEBRUARY'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 2/13				
Tuesday 2/14				
Wednesday 2/15				
Thursday 2/16				
Friday 2/17				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

FEBRUARY'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 2/20 NO SCHOOL				
Tuesday 2/21				
Wednesday 2/22				
Thursday 2/23				
Friday 2/24				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

FEBRUARY/MARCH PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 2/27				
Tuesday 2/28				
Wednesday 3/1				
Thursday 3/2				
Friday 3/3				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

MARCH'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 3/6				
Tuesday 3/7				
Wednesday 3/8				
Thursday 3/9				
Friday 3/10				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

MARCH'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 3/13				
Tuesday 3/14				
Wednesday 3/15				
Thursday 3/16				
Friday 3/17				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

MARCH'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 3/20				
Tuesday 3/21				
Wednesday 3/22				
Thursday 3/23				
Friday 3/24				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

MARCH'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 3/27 NO SCHOOL				
Tuesday 3/28				
Wednesday 3/29				
Thursday 3/30				
Friday 3/31				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

APRIL'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 4/10				
Tuesday 4/11				
Wednesday 4/12				
Thursday 4/13				
Friday 4/14				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

APRIL'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 4/17				
Tuesday 4/18				
Wednesday 4/19				
Thursday 4/20				
Friday 4/21				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

APRIL'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 4/24				
Tuesday 4/25				
Wednesday 4/26				
Thursday 4/27				
Friday 4/28				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

MAY'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 5/1				
Tuesday 5/2				
Wednesday 5/3				
Thursday 5/4				
Friday 5/5				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

MAY'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 5/8				
Tuesday 5/9				
Wednesday 5/10				
Thursday 5/11				
Friday 5/12				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

MAY'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 5/15				
Tuesday 5/16				
Wednesday 5/17				
Thursday 5/18				
Friday 5/19				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

MAY'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 5/22				
Tuesday 5/23				
Wednesday 5/24				
Thursday 5/25				
Friday 5/26				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

MAY/JUNE PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 5/29 NO SCHOOL				
Tuesday 5/30				
Wednesday 5/31				
Thursday 6/1				
Friday 6/2				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

JUNE'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 6/3				
Tuesday 6/4				
Wednesday 6/5				
Thursday 6/6				
Friday 6/7				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____

JUNE'S PLANNER

	Period 1/5:	Period 2/Falcon:	Period 3/6:	Period 4/7:
Monday 6/12				
Tuesday 6/13				
Wednesday 6/14				
Thursday 6/15				
Friday 6/16 LAST DAY				
Parent / Teacher Comments				

Weekly Goal: _____

Notes: _____



Parent Request to Restrict Release of Information and Access to the Internet

Complete this form and return it to your school if you do NOT want:

- The district to share photos, videos or public information about your child, or
- Information about your child released to military recruiters, or
- Your child to have access to the internet at school.

Also complete this form if you want your child's school and the district to keep you up to date on your child's education with automated calls to your cell phone.

FOR GRADES 6 to 12 ONLY:

Please enforce the following restrictions on release of information for my child.* Complete this portion every school year.

Tacoma Public Schools highlights the great work and accomplishments of students throughout our schools and district. The student stories can include a wide-range of information, photos and video. By checking the box below, you can prevent the following public information from being shared: student's name, address, date and place of birth, photographs (including yearbooks), digital and video recordings, post-high school career plans, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, types of awards and degrees received, and the most recent school attended.

Do not release the information about my child described above.

Do not release my child's name, address or telephone number to military recruiters.

FOR STUDENTS IN PRESCHOOL THROUGH 5TH GRADE ONLY:

Please follow my preferences for photography and videos of my child. This portion does NOT need to be completed every school year.

I give permission to Tacoma Public Schools to photograph (including yearbook) or record video of my child for school district publications, newspaper or television for the duration of the time they are a student. Yes No

FOR ALL STUDENTS:

Please enforce the following restrictions on access to the internet for my child. Complete this portion every school year.

Do not provide my child access to the internet at school. (Access to the internet is described in "Use of District Technology Resources" section in this handbook.)

Please follow my preferences for communications to my cell phone.* This portion does NOT need to be completed every school year.

I give permission to Tacoma Public Schools to send automated communications to my cell phone.

Yes Cell Phone # _____ No

Student Name: _____

School: _____ Grade: _____

Student's Address: _____

Parent/Guardian Name (please print): _____

Parent Guardian Signature*: _____

**Students who are 18 years of age sign their own request form.*

Student Signature**: _____

***Students may sign to opt out of release of information to military recruiters.*

Date: _____ Daytime phone number: _____

RETURN THIS FORM TO YOUR SCHOOL OFFICE

Distribution: File original in student folder, after updating proper field in student database.

Henry Foss IB World School

Acknowledgement of Student/Parent Handbook

Classroom Expectations and Academic/Behavior Standards

Within the Henry Foss IB World School community, we recognize all people have dignity and deserve respect. It is our obligation as individuals and as a group to create and foster a tone of decency and respect at Henry Foss IB World School.

Student Name (print): _____ Date: _____

Parent / Guardian Name (print): _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

By signing this contract, I understand and accept the expectations and responsibilities required to pursue and complete my high school education at Henry Foss IB World School.

By signing this contract, I understand that I am responsible for reading the handbook and accept the guidelines and expectations outlined therein.

By signing this contract, I assure Henry Foss IB World School staff members that I will take responsibility to:

- Contribute to a safe and orderly school environment.
- Dress appropriately in compliance with the school dress code.
- Demonstrate successful attendance practices.
- Use appropriate social behaviors.
- Maintain habits appropriate for Henry Foss IB World School behavioral and academic success.
- Do my best work and seek help when needed.

I hereby acknowledge that I have received a copy of the Henry Foss IB World School Student/Parent Handbook. I understand I am expected to follow the school rules outlined herein and meet the expectations for grading, attendance, and behavior in each of my classes as outlined in each teacher's syllabus. I have read, understand and reviewed the contents of the handbook with my parents/guardians. I will keep my handbook safe and refer back to the handbook rules periodically throughout the school year for increased clarification and guidelines for my follow through. If I have questions, issues, or concerns about the contents of this handbook, I will speak to my designated administrator.

Student Signature: _____ Date: _____