Oakland High School
Eagle Handbook

Oakland High School
3319 South Adams
Tacoma, Washington 98409
Phone 253-571-5100
Fax 253-571-5115

Tacoma School District complies with all federal laws and regulations and does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability. The district also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. This holds true for all students who are interested in participating in educational programs and/or extra-curricular activities. Inquiries regarding the application of the above reference should be directed to the assistant to the superintendent, equity and diversity, P.O. Box 1357, Tacoma, WA 98401-1357; telephone 253.571.1292. Inquiries regarding the application of Section 504 of the Rehabilitation Act (concerning disabilities) should be directed to the director, comprehensive guidance programs, P.O. Box 1357, Tacoma, WA 98401-1357; telephone 253.571.1827.
Oakland High School

Mission Statement
Oakland High school is committed to providing a safe, personal and nurturing environment where students can achieve in academics, career preparation and personal development. The purpose of Oakland High School is to provide an alternative approach to education in a caring, student-centered climate, individual differences are recognized, and students are provided an opportunity of independence, personal growth and problem solving. Staff commitment encourages each student to function as a member of the Oakland family and as a productive member of society.

Our Vision
- High expectations of all students and staff
- Personalized teaching and learning in a small school setting
- Student as worker, staff as coach
- Tone of trust, decency, acceptance
- Mastery of essential skills
- Development of good citizens
In order to realize this vision, we believe that:

- Teachers are collaborative leaders of instruction and inventors of engaging work that meets the needs of all students and their learning styles.
- All students have the opportunity to achieve more when given authentic work, adequate time, proper tools, and assistance.
- Oakland High School will be safe, clean and interventions will allow for a positive learning environment.
- Students and staff will consistently treat each other with respect and dignity.
- Students and staff are recognized for their individual contributions and personal growth and development.

By thinking analytically, logically, and creatively, students are able to:

- Feel empowered to reach their potential academically, socially and emotionally.
- Maximize their abilities in reading, speaking, listening and writing.
- Apply the learned core interventions to their daily lives.
- Demonstrate a sense of social responsibility and duty toward self, others, community and country.
- Demonstrate the importance of work as it relates to performance outcomes and preparation for future career and educational opportunities.
- Recognize and appreciate the values of the humanities.
- Integrate experience and knowledge in order to form reasoned judgments and solve problems.
Oakland High School
Code of Conduct

We seek to create an environment that fosters quality learning, helps students develop a sense of respect, and promotes accountability for actions.

We are opposed to all forms of discrimination, including slurs, jokes, labeling, and aggressions.

We believe everyone has the right to be treated in a fair manner with dignity and respect.

We believe our school must be free of violence, intimidation, discrimination, and harassment.

We support freedom of expression without infringing upon the rights of others.

We believe that enforcing the Oakland discipline policy in an impartial manner is necessary to maintain a successful learning environment.

We will support and cultivate a positive learning environment.

School Mascot: Eagle
School Colors: Green, Black, Silver
WELCOME

Dear Students and Parents,

Welcome to Oakland High School!

We are excited about the successes and challenges that lie ahead, and we look forward to working with you and your student.

Please take time to review with your student any pertinent information from this handbook. Students will be part of a school that focuses on school district goals which will develop them for their futures.

This school community will need your help to maximize its potential. A partnership among parents, staff and students is vitally important. Help to foster this partnership by attending school functions and monitoring your student’s educational progress. If you have the time, volunteer to work with us in some capacity. Together we CAN make a difference.

The information in this handbook has been prepared to give parents and students guidelines and procedures we follow at Oakland High School. It is essential that all students know the contents and use the handbook throughout the year.

Make it a great year at Oakland High School; again welcome to the Oakland Family.

John Jones, Principal
Kathryn Acheson, Behavior Intervention Specialist
Student Services Directory

Administrators Office:
John M. Jones, Principal  571-5102
Kathryn Acheson, Behavior Intervention Specialist  571-5113
Sam Howard, Principal’s Secretary/Office Coordinator  571-5155
Renee Calitis, Nurse (Thurs/Friday Only)  571-5103
Gene Johnson, Chief Custodian  571-5126/5127
Pat Simpson, Food Services/Cook/Cashier  571-5108

Career/Resource Center:
Juanita Cantrell-Jefferies, Career Center Counselor (Monday only)  571-5100

Counselor:
Lauren Swanberg  571-5112

Guidance Secretary/Registrar/ Attendance:
Magda Contreras  571-5111

Library:
Indie Berg  571-5105

Security:
Nora Turner  571-5152
Theo Hall  571-5156
RIGHTS AND RESPONSIBILITIES

RIGHTS OF STUDENTS
- To attend school unless removed under due process as specified in the Education Code.
- To attend school in a secure academic and social climate, free of fear and violence.
- To enjoy the full benefit of their teachers’ efforts, undiluted by the disruptive student.
- To have ready access to a designated counselor.
- To be fully informed of school rules and regulations.

RESPONSIBILITIES OF STUDENTS
- To attend school and classes regularly and on time.
- Participate in Advisory class and activities.
- To be prepared for class with the appropriate materials and work.
- To know and obey school rules and regulations.
- To respect the rights of school personnel, fellow students, and the public in general.
- To demonstrate pride in the appearance of Oakland High School buildings and grounds.

RIGHTS OF PARENTS
- To expect that their children will spend their time at school in a safe, wholesome, stimulating atmosphere engaged in productive activity under the care and direction of a dedicated staff.
- To have assurance that school personnel will at no time preempt parental prerogative.
- To be informed of District policies and regulations and school rules.
- To review their child’s record with a staff member providing assistance.

RESPONSIBILITIES OF PARENTS
- To visit school periodically to participate in conferences with teachers, counselors, or administrators regarding the academic and behavioral status of their children.
- To provide supportive action by making sure that their child has enough sleep, adequate nutrition, and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children and to approve of reasonable control measures as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered to students.
- To provide the school with current information regarding legal address, phone number(s), medical data, and other facts which may help the school to serve their children.
- To become familiar with District policies and school rules and regulations.

RIGHTS OF TEACHERS
- To expect and receive the attention, effort, and participation of the students attending their classes.
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate.
- To teach with interruptions held to an absolute minimum.
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.

RESPONSIBILITIES OF TEACHERS
- To consider the personal worth of each individual student as a single, unique, important human being.
- To attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced, non-biased manner.
- To keep parents and students informed with timely and periodic reports, including all pertinent data related to the student’s school experience.
- To consistently critique their own performance with the objective of an ever growing professional stature.
- To initiate and enforce individual classroom rules consistent with school and District policies.
Oakland 3R’s

Oakland has a building wide expectation students and staff will follow three behaviors throughout the building. It is expected students and staff follow these three expectations at all times:

- Be Respectful
- Be Responsible
- Be Resilient

Staff and students who are **respectful** demonstrate this behavior by being mindful of others in the learning environment, using appropriate language in the classroom as well as in the halls of the school. We want to show respect towards the community around us by not dropping trash or other items near neighbors’ homes or businesses near the school. And most importantly, being able to put technology away during instructional time and following the expectation of the teacher when it comes to use of technology in their classroom.

Staff and students who are **responsible** exhibit this behavior by being to class on time, coming to class prepared, cleaning up after themselves whether it’s in the classroom, in the halls, or outside of the building. Students and staff are active participants in taking ownership of their learning and the learning environment of others. Students and staff complete tasks on time and turn in necessary paperwork in a timely fashion.

Staff and students who are **resilient** come to school and attend classes in a positive mental and physical mindset. When school becomes difficult students and staff are able to continue to push through challenge(s) of a course or courses or through personal life challenges. Students take time to transition between the challenging situations to prepare self to be mentally and physically present for each class. Students and staff are also patient with each other and think before responding to a situation which may be difficult.

The Oakland R’s will help prepare students and staff to be positive and effective members within the school building and be productive and positive members in our community.

The following matrixes are posted in each classroom to serve as a reminder to students and staff what each expectations looks like for each member of the building.
### Entry into the Classroom

<table>
<thead>
<tr>
<th></th>
<th>Student</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsible</strong></td>
<td>On time</td>
<td>Meet students at door</td>
</tr>
<tr>
<td></td>
<td>Materials ready</td>
<td>Attendance w/in first 15 minutes</td>
</tr>
<tr>
<td></td>
<td>Entry task</td>
<td>Entry task ready</td>
</tr>
<tr>
<td><strong>Respectful</strong></td>
<td>Phones away</td>
<td>Phones away</td>
</tr>
<tr>
<td></td>
<td>Seated when bell rings</td>
<td>Address all students</td>
</tr>
<tr>
<td></td>
<td>School appropriate language</td>
<td>Model behaviors you desire</td>
</tr>
<tr>
<td><strong>Resilient</strong></td>
<td>Keep trying-tenacity</td>
<td>Be patient</td>
</tr>
<tr>
<td></td>
<td>Think before you act</td>
<td>Be present-mentally/physically</td>
</tr>
<tr>
<td></td>
<td>Growth mindset</td>
<td>Each day students have a clean slate</td>
</tr>
<tr>
<td></td>
<td>Be patient</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Be present-mentally/physically</td>
<td></td>
</tr>
</tbody>
</table>

### Exit from the Classroom

<table>
<thead>
<tr>
<th></th>
<th>Student</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsible</strong></td>
<td>Pick up after yourself</td>
<td>Teacher dismiss</td>
</tr>
<tr>
<td></td>
<td>Stay in seat until dismissed</td>
<td>Exit Task ready</td>
</tr>
<tr>
<td></td>
<td>Dismissed by teacher</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete Exit Task</td>
<td></td>
</tr>
<tr>
<td><strong>Respectful</strong></td>
<td>Leave space better than you found it</td>
<td>Stand at door with positive interaction</td>
</tr>
<tr>
<td></td>
<td>School appropriate language</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phones away</td>
<td></td>
</tr>
<tr>
<td><strong>Resilient</strong></td>
<td>Preparing for next class-Mentally/Physically</td>
<td>Monitor and adjust</td>
</tr>
<tr>
<td></td>
<td>Reflect what went well during class</td>
<td>Reflect on lesson</td>
</tr>
</tbody>
</table>

### Hallway

<table>
<thead>
<tr>
<th></th>
<th>Student</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsible</strong></td>
<td>Pick up after yourself</td>
<td>Visible &amp; addressing students</td>
</tr>
<tr>
<td></td>
<td>In-class ON-TIME</td>
<td>Encouraging students to BE ON-TIME</td>
</tr>
<tr>
<td></td>
<td>In-class until excused</td>
<td>Release at bell</td>
</tr>
<tr>
<td></td>
<td>First 15/Last 15</td>
<td>First 15/Last 15</td>
</tr>
<tr>
<td><strong>Respectful</strong></td>
<td>Yellow Hall Pass</td>
<td>Yellow Hall Pass</td>
</tr>
<tr>
<td></td>
<td>Leave space better than you found it</td>
<td>Stand at door with positive interaction during passing time</td>
</tr>
<tr>
<td></td>
<td>School appropriate language</td>
<td>Professional conversations</td>
</tr>
<tr>
<td><strong>Resilient</strong></td>
<td>Preparing for next class-Mentally/Physically</td>
<td>Preparing for next class-Mentally/Physically</td>
</tr>
</tbody>
</table>
School Rules

It is difficult for teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Students are responsible for their own actions and are held accountable for all the rules and responsibilities within this handbook, as well as the "Student Rights, Responsibilities and Regulations" publications produced by the district and may be accessed through the district webpage.

Students are expected to be courteous, responsible, and to obey all school/district rules. The following is an abbreviated list of school and district rules:

POLICIES AND PROCEDURES

Policy No. 2406 Instruction

ACADEMIC ACCELERATION AND RIGOR
Tacoma Public Schools 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) Running Start (RS) or College in the High School (CitHS) courses. Honors teaching strategies should be 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 ReadiStep and 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.

Adoption Date: 6/27/13
Legal Reference: Senate Bill 5243 (2013)

ACADEMICS/CREDIT DEFICIENCY
Students who do little or no work in classes, do not complete assigned homework, fail to bring materials and books to classes, or otherwise fail to make an effort to achieve academically, will ultimately fail the class and may be subject to disciplinary action. Students should seek assistance from teachers before or after school when arranged and/or with counselors when needed. Continuous lack of academic performance will result in Thursday School assignment and consequences imposed for failure to attend.

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 from High School on time. A fully scheduled quarter requires a student to take four classes. Each class per quarter is worth .5 credit for a total of 2 credits earned per quarter. Students
are expected to earn 8 credits per school year to. Students are recognized in our student accounts system, and on their report card/transcript, based on the number of years in school and for the purposes of graduation on the year they entered 9th grade.

Parents of students who are struggling academically should make arrangements to meet with teachers and counselors to discuss a plan for success. These meetings should take place early in the quarter in order to provide the student and teacher the most optimal opportunity to work together toward a potentially successful outcome.

**Yearbook**—Students will be displayed in their cohort year.

**ACCESSING SCHOOL, STAFF, or STUDENTS**

Staff: During school hours, staff can be contacted by leaving a message through the Main Office. Generally speaking, unless it is identified by the caller as an emergency, teachers are not called to the phone from their work areas. Those wishing to contact staff directly are encouraged to call before or after school or during the teacher’s planning period. At Oakland there is a common plan and teachers can generally be reached prior to 8:00am. Teacher classroom numbers are made available through the main office.

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

**Non Student/Adult Sign in Policy**—People who are not current students at Oakland must report directly to the main office. Non-students and staff are not allowed to walk around the school or school grounds without administrative permission and/or proper check-in. Non-students/staff entering the building without following the proper protocol will be reported to campus security/TPD. Students who bring non-students onto campus will face consequences.

**TRANSPORTATION**

See our Guidance Secretary, Mrs. Contreras about an Orca pass.

**ATTENDANCE**

Oakland students are expected to be at school every day and on time.

**EXCUSED Absences: The following absences will be excused**

1. Illness
2. Family Emergency: a situation that is unavoidable and unplanned
3. Religious Holiday: established special days on a religious calendar
4. Medical/Dental appointments
5. Prearranged school sponsored activities, field trips
6. Absences deemed appropriate by the administration
7. Non-school activities that have been prearranged by completing and submitting the Pre Arranged Absence Form five (5) school days prior to the absence.

**The BECCA Bill**

Oakland High School complies with the state truancy law, RCW 28A225 requiring parents to cause their student(s) to attend school regularly and to provide valid justification to the school when their student(s) is absent. Students may be subject to disciplines upon continued absences. Parents are notified of unexcused absences by automated phone service in the evenings. It is the parents’ responsibility to ensure proper contact information is in our student account system by regularly checking and updating complete and accurate information with our registrar.
In accordance with the state’s mandatory attendance laws, if a student is absent without excuse five times within a month, the school district may file a petition with the juvenile court seeking the court’s jurisdiction over the student’s attendance in school; if a student is absent without excuse seven times within a month or 10 times within a school year, the school district will file a petition with the juvenile court.

Any parents found to have violated the law may be fined up to $25 per day of unexcused absence from the school, and the student will be ordered to attend school. The court may also order the parents/guardian to provide community service at the student’s school in lieu of imposing a fine. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternative sentencing from the court. In addition to disciplinary action for nonattendance, absences may adversely affect a student’s grade if the teacher (a) has shown a relationship between attendance and instructional goals and objectives of the course; (b) advised the student and parents(s)/guardian(s) in writing and by posting at the beginning of the year; and (c) obtained approval from principal for guidelines to be used in classes in which attendance may adversely affect grades or credits. (Policy 3122, Reg. 3122R, RCW 28A.225).

Attendance procedures
Return to school after an absence: The day upon returning to school from being absent, students are to submit a written note to the attendance office with first and last name, student number, parent contact number, dates and reason for the absence, and a parent signature. Students drop off the note at the attendance office before 8:30 AM and go to class. A re-entry slip is required. The student information system will show unexcused absences for any student not providing a note with authorized absences per district policy, unless otherwise approved through administration. Phone calls are not accepted as documentation. Attendance will not be corrected without proper written documentation. Students with unexcused absences will be assigned detention or Thursday School and are subject to the BECCA Bill.

Make-up Work: Students have the right to make up work after an excused absence. Suspension is considered an excused absence and students are responsible for making up the work for the time they are absent. Homework assignments may be accessed through the internet and by calling and/or emailing individual teachers. (See Make-Up Work section).

Illness: When a student becomes ill at school he/she must be evaluated by the school nurse or designee. It is required that the student is signed in and out of the Health room. He/she may not leave campus without following proper procedure. If the student is too ill to stay at school the student will be sent home. The nurse/designee must contact a parent or guardian before the student leaves campus, and the student must sign out at the attendance office. Failure to follow proper procedure will result in an unexcused absence. Students must bring a doctor’s note upon returning from an illness requiring five or more days of absence.

Excessive Tardiness: Arriving to class after the tardy bell without an excused note from a staff member is considered being late to class. Students marked late three or more times to any one class will be given after school detention for each subsequent offense from their classroom teacher. Failure to serve detention will result in further disciplinary action. More than 15 minutes late to class equals an absence. 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. It is the student’s responsibility to seek attendance correction information when necessary.

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.
BUILDING OPEN HOURS
Oakland HS is open each school day for staff and students from 7:00 a.m. until 2:15 p.m. Beyond those hours, custodial and other staff may be in the building. Students are not to be in the building after 2:15 unless under the supervision of a staff member. Consistent violators of this rule will receive Thursday School or Suspension.

CAFETERIA AND FOOD
Students seeking free or reduced lunch may do so through the Cafeteria staff. The application for Free or Reduced lunch must be completed each year. Students may have food and beverage items in the Cafeteria only. Food and beverages are not allowed in non-eating areas including hallways, classrooms, windowsills, stairwells, and parking lots. The only exceptions are special circumstances arranged through the principal. Additionally, during lunch times students are restricted to the cafeteria and designated areas only. Students are not allowed to wander the halls or to use any bathroom other than the one located across from the cafeteria during their scheduled lunchtime. Students should remain seated at a table in the cafeteria when eating, and or should only be in supervised areas.

ID Cards Required: Students should have their ID Cards out and ready when they approach the lunch line in order to scan for lunch. Students who do not have an ID card must wait until after card holders have gone through first. Every student is issued an ID card at the beginning of the school year. New students and students who have lost their card must see Mr. Hall to have a card made. Replacement cards cost $5.00. Students may perform community service in school to satisfy the replacement cost of lost cards.

Maintaining consistency of rules is a school-wide effort. Cafeteria staff members expect students to follow proper dress code when receiving lunch, including hats, scarves, tank tops, and sagging. Students should not cut in line or engage in poor behavior. Students should not take more than one lunch, including milk, and should only touch food for which they intend to pay. Some additional food items such as fruit are allowed with staff permission. Noncompliance or disrespectful behavior in the lunch line or cafeteria will result in disciplinary action.

CLEANLINESS REQUIRED--Additionally, it is the individual student’s responsibility to clean his/her area by picking up trash from the table and depositing it in the garbage can. Failure to do so may result in lunch room clean up duty, Thursday School, and/or suspension. If the cafeteria cleanliness becomes an issue, stricter lunch room policies will be implemented.

ELECTRONICS
Electronic devices (MP3 Players, CD players, cell phones, Blackberries etc.) are not allowed to be used or seen in the classroom. Students may use such devices in the hallway or cafeteria before school, during lunch, and after school. These items are not appropriate for use in the classroom setting and will be confiscated. If you have a personal emergency, share this with the teacher and ask permission to come to the main office to use your phone. Students who bring these items to school are advised to do so at their own risk. The school is not responsible for loss of these items. Students who abuse the use of electronics will be subject to progressive discipline to include possible suspension.

Improper Use of District Equipment, & Resources
In using the district digital resources, students accept the responsibility to:

• Utilize the digital resources for educational purposes only;
• Adhere to school guidelines on used of the network,
• Use digital resources in a legal, moral and ethical manner;
• Do not use digital resources for illegal, harassing, antisocial, or indecent purposes;
• Do not access or process obscene, pornographic or other inappropriate materials
Students who abuse the use of district equipment will be subject to progressive discipline.

CHEATING
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 your work other than in circumstances clearly understood to involve collaborative or group learning. The judgment of the teacher or staff member will determine if one or more students have violated our expectation for academic integrity. Cheating will result in progressive disciplinary action leading up to and including suspension.

CLOSED CAMPUS
Oakland HS campus is a closed campus whereby students are not allowed to leave campus at any time during their regularly scheduled school day without written parent permission cleared through the Attendance Office. Exiting and entering the building during lunch time without authorization may result in disciplinary action and is considered a safety risk. 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 student, but it must be checked in through the Main Office or Attendance Office. Otherwise, students caught with food from local restaurants will have to meet with the principal/dean of students.

Any Oakland HS student who properly arranges for a non-student to come onto the campus through administration is still responsible for that person’s behavior and will be subject to disciplinary action if the non-student disrupts the school environment, poses a threat to safety, or engages in criminal activity. Any student not enrolled in Oakland High School are not allowed on campus during school without administrative approval. Pets are not allowed.

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 Oakland and School District Staff, including law enforcement when applicable. Failure to do so will result in disciplinary action leading up to and including suspension.

DAILY ANNOUNCEMENTS
Daily announcements are made at the beginning of 2nd period over the school intercom. Special announcements are due in writing to ASB Advisor at least one day in advance. Announcements will be screened for appropriateness. Announcements always begin with the Pledge of Allegiance. Every student is to be quiet and respectful during the Pledge. Failure to do so may result in disciplinary action.

DETENTION
Detention is given to students for lower level disciplinary infractions and/or truancy. Detention is held Thursday’s from 2:15-3:00. Failure to comply with Detention rules and/or skipping detention may result in suspension. Pre-arranged changes to serving Detention requires administrative approval and parent documentation prior to the day of the scheduled Detention; not after. It is the student’s responsibility to know and understand the rules governing detention.

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

CODE OF PROHIBITED CONDUCT - NOTICE TO STUDENTS AND PARENTS REQUIRED BY FEDERAL DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989
Tacoma Public Schools prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of school activities. Compliance with this rule is mandatory; students who disregard the prohibition will be long-term suspended or expelled. The possession and use of illegal drugs and the unlawful possession and use of alcohol are wrong and harmful to health and education. Tacoma Public Schools can assist in arranging access to drug and alcohol counseling, rehabilitation, and re-entry programs; for further information contact your school’s administrator or counselor.

EXCEPTIONAL MISCONDUCT
A student who engages in the following misconduct will be subject to corrective action or discipline. A student who engages in misconduct which constitutes exceptional misconduct as defined in Regulation 3241R will be subject to suspension or expulsion. A student may be expelled or long-term suspended until the end of the semester for the first offense when there is good reason to believe that other forms of corrective action would fail if employed or there is a significant risk of imminent violence without immediate and further disciplines. Disciplinary transfers to another school may be made when warranted.

Disciplinary transfers to another school may be made when warranted.

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 will face consequences 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.

ILlicit 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 undergo discipline 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 intervened 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 discipline into schools and support sites through a coalition of students, staff members, parents/legal guardians, families and the community.

Sexual Harassment
It is the policy of Tacoma School District No. 10 to maintain a working and learning environment for all its employees, students, parents, volunteers and others involved in school district activities which provides for fair and equitable treatment, including freedom from sexual harassment. This policy also covers anyone else who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature when:

- submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, grades, work opportunity or other benefit;
- submission to or rejection of the conduct or communication is used as a factor for employment/grade decisions or other school-related decisions affecting an individual; and/or
- such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile or offensive working/school environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, female to male, male to female, female to female, and male to male. The district will take prompt, equitable and remedial action on reports and complaints that come to its attention, either through formal or informal channels. 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. Individuals found to have been subjected to sexual harassment will have reasonable and appropriate school district services made available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, and contractors. Anyone else engaging in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate. Retaliation against any person who makes a complaint or is a witness under this policy is prohibited and will be subject to appropriate disciplinary action. Individuals who knowingly report false allegations of sexual harassment or corroborate false allegations will be subject to appropriate disciplinary action.

All staff are 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 are 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. The process for responding to allegations is outlined in Regulation 5265R -Discrimination Complaint Procedure.

Information regarding this policy will be provided in student, staff and volunteer orientation. All students will receive information relative to this policy during the first semester of each school year. Each school shall develop a process for discussing the district’s sexual harassment policy. The process shall ensure the discussion addresses the definition of sexual harassment and issues covered in this policy.

This policy shall be reproduced in each student, staff, volunteer and parent handbook. All parents will receive copies of this policy as a part of the Student Rights, Responsibilities and Regulations Handbook. This policy shall be posted in each district building in a place available to staff, parents, volunteers and visitors. A copy of the policy
shall appear in any publication of the school or school district setting for the rules, regulations, procedures, and standards of conduct for the school or school district.

The superintendent shall make an annual report to the board reviewing the use and efficacy of these policies and related procedures. Recommendations for changes to these policies, if applicable, shall be included in the report. All administrators, managers, and supervisors shall receive training in these policies. Such training shall be conducted no less than every three years. New administrators shall receive training within ninety (90) days of their first day of work in the new position.

Questions concerning the application of these policies are to be referred to the Equity and Diversity Office, P.O. Box 1357, Tacoma, Washington 98401-1357, telephone (253) 571-1292. Questions regarding Section 504 of the Rehabilitation Act of 1973 are to be referred to the Coordinator, Comprehensive Guidance Program, P.O. Box 1357, Tacoma, Washington 98401-1357 – telephone (253) 571-1063. Individuals with complaints or concerns regarding application of this policy are encouraged to first contact the Equity and Diversity Office. For complaints or concerns regarding Section 504 of the Rehabilitation Act of 1973, contact the Coordinator, Comprehensive Guidance Programs, P.O. Box 1357, Tacoma, Washington 98401-1357. Complaints will be resolved in accordance with Regulation 5265. An individual may also contact the U.S. Department of Education, Office for Civil Rights (OCR); Equal Employment Opportunity Commission (EEOC), Region X, Seattle; Washington State Human Rights Commission (HRC), Olympia; or seek private legal advice.

**Behavior/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, hazing or other written, verbal, auditory, physically or electronically transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules. The goals of this policy are to foster a safe and civil educational environment through training, prevention and discipline strategies and to support targeted student(s), victims and/or others impacted by the violation. The district will intervene promptly and equitably within its authority on reports, complaints and grievances alleging harassment, intimidation or bullying that come to the district’s attention, either formally or informally.

**Education**

Comprehensive education of students and staff shall be implemented to support the district’s responsibility to create and maintain a safe, civil, respectful and inclusive educational environment.

**Prevention**

The district will provide students and staff with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to educate students and staff, the district will seek partnerships with families, law enforcement and other community agencies.

**Discipline**

Disciplines are designed to remediate the impact on the targeted student(s), victims and/or others affected by the violation, to change the behavior of the aggressor(s) and to restore a positive educational environment. The district will consider the frequency of incidents, developmental age of the student(s) and severity of the conduct when determining discipline strategies. Disciplines will range from counseling, providing direction to change behavior, discipline, to law enforcement referrals.
Students, staff or other school visitors who engage in harassment, intimidation or bullying will receive appropriate sanctions or other appropriate disciplines. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy. Coercion, discrimination or reprisals taken against persons filing complaints or persons acting as witnesses to complaints shall result in appropriate disciplinary action or sanctions according to district policy or other applicable laws or regulations. Persons who knowingly file false allegations or report or corroborate false allegations shall also be subject to appropriate disciplinary action or sanctions according to district policy or other applicable laws or regulations. In accordance with applicable laws and regulations, students, parents/legal guardians, families, staff and other interested parties shall be informed of this policy and the accompanying regulation pertaining to the filing of complaints. The policy shall be posted in each district building and information regarding it will be provided in student, staff and parent/legal guardian handbooks. District staff will be provided with appropriate information on the recognition and prevention of harassment, intimidation and bullying including electronically transmitted messages or images and their rights and responsibilities under this policy.

Compliance Officer
The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The superintendent is authorized to direct the implementation of regulations addressing the elements of this policy. Annually, for the first three years after adoption of this policy, the superintendent or designee shall convene an ad hoc committee composed of representatives of certificated and classified staff, students, community members and parents/legal guardians to review the use and efficacy of this policy and regulation. The superintendent’s designated compliance officer will be included in the committee. The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related regulations. This report will include recommendations for changes to the policy and regulation, if applicable.

Cross-references: Policy 3200 Student Rights and Responsibilities
• Policy 3205 Safety & Civility in Schools
• Policy 3210 Nondiscrimination
• Policy 3240 Student Conduct
• Policy 3241 Classroom Management, Corrective Action or Punishment
• Policy 5265 Nondiscrimination
• Policy 5266 Sexual Harassment

Legal Reference: RCW 28A.300.285 Harassment, intimidation, and bullying prevention policies
Adoption Date: 1/13/05; Revised: 6/26/08

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 airgun look-alike
(3) a device commonly known as throwing stars, nunchucka sticks; air gun; slung 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.

**Possession of a weapon, firearm, airgun, or “look-alike” will result in disciplinary action up to and including expulsion from any Washington State public school.**

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.
No tolerance for weapons means that disciplinary action should be imposed for possession of weapons, but, with the exception of firearms, there is no specific sanction that must be imposed in every case. Rather, discipline should be imposed that is appropriate based on the circumstances.

**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.

DISCIPLINE

Students are responsible for their own behavior and actions at school, and will be held accountable to the behavioral, procedural, and academic standards outlined in this handbook. Likewise parents are held accountable for knowing and assisting students with abiding by the rules and expectations set forth in this handbook and the Student Rights and Responsibilities pamphlet, and the Code of Prohibited Conduct as outlined in the previous section. Violations of school rules at school, at school-sponsored activities, or in areas under school jurisdiction will be dealt with as follows:

Procedural Offenses

In cases such as, but not restricted to, spectator or assembly misconduct, truancy, tardiness, bus misconduct, driving violations, locker problems, disruptive behavior, inappropriate dress, profanity, off-limits areas, non-performance in classes, bringing pets to school, and other violations may result in:

- 1st offense per year: Detention(s) or Thursday or Saturday School(s),
- 2nd offense per year: Thursday or Saturday School or short-term suspension, exclusion from participating in extra-curricular/reward events
- 3rd offense per year: Short or long term suspension
- 4th offense per year: Long term suspension

Student Misconduct

In cases such as, but not restricted to, verbal abuse of staff or students, intimidation, defamation, gambling (possession of dice), theft, possession of tobacco/lighter/cigarette papers or wraps, swishers, possession or use of other tobacco products, racial, gender, or other slurs, forgery, cheating, dangerous behavior (snowballs, water balloons, etc.), defiance of staff, failure to cooperate with staff, failure to identify, misrepresentation (lying), minor vandalism, computer misuse, vulgar and lewd conduct, fighting, trespassing, and other violations may result in:

- 1st offense per year: Counseling, police, and/or suspension
- 2nd offense per year: Police and/or suspension
- 3rd offense per year: Police and long term suspension or expulsion
- 4th offense per year: Police and expulsion

Exceptional Misconduct
In cases such as, but not restricted to, possession or use of weapons, explosive devices, computer tampering, false alarms, burglary, assault, arson, harassment, bomb threats, organized criminal behavior such as cheating or theft ring, possession or sale of drugs or alcohol, major vandalism, gang-related activities*, threats of destruction, extortion, threats to or intimidation of staff, stealing, and other violations will result in:
  - 1st offense per year: Police and long term suspension
  - 2nd offense per year: Police and expulsion

* Any clothing, grooming, or behavior that symbolizes, represents, or exhibits gang-related activity hatred toward another person or group, or prohibited substance use/abuse is not permitted. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which by virtue of its color, arrangement, altered symbol and/or other attribute, which may indicate membership or affiliation with a gang. Hand signals or other behavior which may be accompanied by these indicators which present a clear and present danger to students, staff and patrons are prohibited and appropriate disciplinary action will be taken. See School Board Policy Regulations 322R and 3235. Short Term and Emergency Expulsions will be determined based upon principal final decision. Long-term suspension and expulsions will be determined per school board policy and district final decision.

Progressive Discipline
Repeated/Cumulative violation of school policies, rules and/or regulations increase the seriousness of the violation. Disciplinary action on repeated offenses will be progressive. Progressive discipline describes procedures followed when a student has repeated offenses at school. Each new offense is disciplined more severely. Progressive discipline also means that a student who has committed an offense in one category may be disciplined at the second step if an offense is committed in another category.

DISCIPLE TRANSFERS
A principal may initiate an intra-district transfer when there is clear indication that corrective action alternatives have failed and/or 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. (Policy 3131)

DISCRIMINATION COMPLAINT PROCEDURE
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.
Representation: At any level in the procedure, the complainant and/or responding party may have a representative present.

LEVEL ONE — When an employee, student, parent or volunteer has a complaint as defined in this Regulation, he or she should consult with the building principal, immediate administrative supervisor or the Equity and Diversity
Office. A complaint must be filed within 180 calendar days after the occurrence. Every effort shall be made to solve the complaint at this level in an informal manner. If the complaint is not resolved informally, the complainant may present the complaint in writing to one of the aforementioned individuals. In all instances, the building principal or immediate supervisor shall notify the Equity and Diversity Office that a complaint has been filed. Whenever possible the Discrimination Complaint Form should be used. Within thirty (30) working days after the complaint is received, the principal, immediate administrative supervisor or the Equity and Diversity Office shall render a decision in writing and mail it to the complainant. Should the complainant determine the decision is unsatisfactory, he or she has ten (10) business days after receipt of the written response to proceed to level two.

**LEVEL TWO** — An appeal may be made by filing the complaint and all correspondence from level one with the superintendent. Within fifteen (15) working days after receipt of the grievance, the superintendent or designee shall meet with the complainant in an effort to resolve the matter. Within thirty (30) working days after the meeting, the decision of the superintendent or his/her designee shall be rendered in writing and mailed to the complainant. Should the complainant determine the decision is unsatisfactory, he or she has ten (10) working days after receipt of the written response to proceed to level three.

**LEVEL THREE** — An appeal may be made to the president of the school board. The board shall review the complaint and may establish a hearing to review the case. The board has thirty (30) working days to render a decision. The complainant will be notified in writing of the board’s decision. 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; or 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.

**DISPLAYS OF AFFECTION**

Public 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 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 AND DECORUM**

Dress is defined as what students wear, and decorum is defined as how they behave. All students are expected to dress, groom themselves, and behave in ways that reflect appropriate public behavior. Students will be excluded from class/school until proper modifications are met. The following apply:

- **Any article of clothing, style of grooming, or behavior that displays or promotes the use of drugs, profanity, tobacco products, lewd or obscene behavior, sex, alcohol, or the degradation of human character, guns, or violence is not permitted. Students may be subject to immediate suspension.**

- **Blatant statements of hatred that could lead to disruption of the educational process including references to KKK, Nazi swastikas, confederate flags or gang related clothing or actions (see below) are strictly prohibited and will result in disciplinary action.**

- **No Tank tops, bare shoulders or bare midriff clothing (no bellies or backs should show), hats and headgear **(including decorative scarves), spandex clothing/leggings/jeggings worn as outerwear, pajamas (except during designated spirit days), short skirts (skirts must be no more than three inches above the knee all the way around), sagging (pants not worn properly at the waist; it has nothing to do with the length of skirt), dragging, rips, tears, or holes, spikes, metal attachments and chains, sunglasses, gloves, and revealing clothing-cleavage are not permitted. Students who do not abide by the rules will be
removed from classes, have their parents contacted and/or have to wear a shirt or pants provided by the school if no other clothes are available, or have a parent pick them up.

- Gang apparel such as bandanas (of any color) or bandana print (including backpacks, shoes, and other apparel, outfits of predominately all one color, any bodily alteration or clothing consisting of gang related symbols such as tattoos, cuttings into the skin, markings, or shavings into the eyebrows, dots, numbers, crowns, stars, hatchet man, playboy bunny, etc. This will include binders and other personal items.
- Any clothing that renders the nature of the classroom or class activity hazardous, unhealthy, unsanitary or unsafe. Including proper footwear; shoes must be worn in school at all times, house slippers are not proper shoes.

The judgment of the staff as to the appropriateness of student dress and/or decorum is final. Admin is asking first period teachers to report any dress code violations to the office. Failure to comply with a staff directive will be considered defiance of authority and subject to discipline; that includes re-violating the dress code after correcting the problem, or being told by more than one staff member.

**DRUG AND ALCOHOL VIOLATIONS**

Alcoholic beverages, illegal drugs and controlled substances—Possession, use, sale, distribution or being under the influence of alcohol, drugs, controlled substances, hallucinogens or items that are purported to be unlawful drugs or controlled substances during school time or school-sponsored activities, on school premises or transportation provided by a contractor or agent, are wrong and harmful, and are prohibited. Compliance with this prohibition is mandatory.

Students who use, possess or are under the influence of alcohol or controlled substances or possess drug-related paraphernalia shall be subject to suspension. A pre-assessment within the suspension period will be required. A further evaluation may be recommended. The student and parents(s)/guardian(s) must agree to fulfill the recommendation and submit verification to the principal. The principal may consider shortening or holding the student’s suspension in full or partial abeyance if the student complies with evaluation/treatment recommendations. If recommended by the pre-assessment or the evaluation, the student may be required to become involved with the Student Assistance Program. For a second drug/alcohol offense, a long-term suspension will be imposed. Subsequent offenses may result in expulsion.

Students who distribute, possess with intent to deliver or sell alcoholic beverages, unlawful drugs, controlled substances or hallucinogens or items that purport to be any of the foregoing shall be placed on emergency expulsion and either suspended for the remainder of the semester/quarter or expelled. If the violation comes near the end of the term and a long-term suspension is imposed, the suspension will be for a time equal to a semester/quarter. The appropriate law enforcement/juvenile agency will also be contacted. A pre-assessment during the suspension will be required for readmission to school. A further evaluation may also be required. The student and parents(s)/guardian(s) must agree to fulfill the recommendation of the evaluation and submit verification to the principal. The principal may consider shortening or holding the student’s suspension in full or partial abeyance if the student complies with evaluation/treatment recommendations. The student will be expelled for a second offense. School officials in charge will immediately remove anyone under the influence of alcohol or drugs from contact with other students and shall notify the parents or legal guardian. Circumstances will require the assistance of law enforcement agencies. (Policy 3241; Reg. 3240R)

**EARLY DISMISSAL**

Part time students or students with an Early Dismissal schedule should depart from the premises immediately after their last class or designated lunch. Students found on campus during non-scheduled times without adult supervision or administrative approval, are subject to disciplinary action including possible suspension. Students in violation of this rule are considered trespassing and noncompliant.
EIGHTEEN-YEAR-OLD STUDENTS
All students who attend Oakland HS 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 procedures 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.

ELECTRONIC EQUIPMENT—“Off and Away”
Beepers, pagers, laser pointers, walkie-talkies, electronic toys/games (i.e. Gameboys and similar gaming electronics), portable DVD players, cell phones, and other assorted personal electronic devices are not permitted at school at any time. Other electronics, such as Walkman, mp3 players, and/or i-pods are allowed at lunch time only. If such equipment is being used and/or is visible in the classroom, it may be confiscated (including, but not limited to headphones). The first offense will result in classroom level discipline/confiscation for parent pick up. Refusing to give the item over for confiscation will result in disciplinary action--Failure to Comply/Defiance of Authority. Students who continue to bring such equipment or violate school rules are subject to progressive disciplinary action including suspension. The school will not be held responsible for lost, stolen, damaged, or loaned items unless it is in a staff member’s possession. Staff members are to follow the proper chain of command when confiscating devices. However, each student is responsible for his/her own belongings when in the student's possession. Investigation time will not be utilized for retrieval of lost or stolen electronics, or other prohibited items.

EMERGENCY or LOCK DOWN SITUATIONS
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.

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.

EVACUATION DRILLS
Fire drills/building evacuations are conducted once a month, as required by regulation. Two times per year, emergency lock-down and earthquake drills are practiced. Exit routes and instructions are posted in each classroom and work area, and all staff and students are required to abide by procedures for such drills. A student that 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.

EXTORTION, BLACKMAIL, COERCION.
A student who participates in extortion, blackmail and/or coercion may be short or long term suspended depending upon prior incidents during the school year and level/degree of participation and law enforcement will be notified.

FEES AND FINES
Optional and required fees are as follows:
- A.S.B. Card
- I.D. Card Replacement $ 5.00
- Textbooks- According to their individual cost.

(All prices for fines/fees are subject to change for subsequent years) World Language workbooks, art fees, and shop fees are charged according to the course selected and student choice of materials used.

Fines, or replacement costs, are assessed for lost school items, damaged school property, overdue library books, unpaid fees, unreturned items from school fundraisers, stolen school property, and other reasons determined on a case-by-case basis. Students with outstanding fines will not be given diplomas or transcripts until fines are paid in full. Other restrictions on participation in other extra-curricular activities, including sports may be imposed for failure to show responsibility for fees/fines. Students who claim to have paid a fee or fine that still shows on school records must produce a receipt for the payment in order for the charge to be forgiven.

FIGHTING & VERBAL CONFRONTATION
Fighting is defined as any verbal or physical confrontation, touching, slapping, slap boxing, play fighting, shadow boxing, fisticuffs, or any physical contact done to intimidate, subdue, or injure another person. At Oakland High School, any student engaged in fighting for whatever reason will be suspended for up to ten (10) school days, at a minimum of five days for the first offense. Recurring incidents will lead to expulsion. Also, any horseplay, mock fighting, instigation or promotion of fighting may result in suspension or emergency expulsion for gang related behavior. “Stepping Up” or verbal confrontation is considered fighting and disruptive behavior thus also subject to a 10-day suspension.

No Fighting Policy-(See also Exceptional Misconduct Definition and Consequences for Exceptional Misconduct in Tacoma Schools)

There is zero tolerance for fighting. Students who get involved in fights face serious consequences, including suspension, parent/guardian contact and loss of privileges. A priority is to keep our school a safe place for learning. To that end, our students, parents/guardians and staff members work together to prevent fights or hostile incidents and maintain a firm, consistent no-fighting policy; including verbal confrontations.

When you respect others and use good self-control, others will respect you. Avoid name-calling, spreading hurtful stories, “He said, she said” gossip, pushing, kicking, hitting, even in play, and you will avoid fights. Your safety is important to us. If you feel threatened, have been hurt, or have information about a fight or possible fight, please get staff help as soon as possible. Our security officer, administrators, and/or counselors will help resolve the problem in a safe manner.

Please do not retaliate (hit back), argue publicly or otherwise encourage any angry behavior. Remember, in any physical or angry incident at school, the safest thing you can do is walk away and get adult help.

Violence and Disrespect
A priority at Oakland HS is to keep the school safe. Students, parents/ guardians and staff members work together to promote a safe environment. Every student has the right to respect and safety. Therefore, violence, aggression and disrespect will not be tolerated. Violence may include actions or words that hurt a person’s body, feelings or belongings. Violent behaviors and violence-provoking behavior include, but are not limited to:
• disrespectful looks, stares, words or gestures  
• rumors and gossip  
• name-calling, ranking or ridicule  
• writing and/or passing disrespectful notes  
• graffiti  
• threats (stated, repeated or implied)  
• property abuse such as theft, vandalism and defacement  
• Intentional assaultive spitting – Spitting on someone is an unacceptable, unsanitary behavior and will be considered assault.  
• pushing, shoving, kicking, posturing for a fight  
• encouraging others to fight or argue  
• any form of harassment, intimidation, bullying  
• stalking  
• fighting, assault, and weapons violations  

NOTE: Students whose insults, threats, provoking behaviors or hostile gestures help incite a fight may receive suspension just as those physically involved. Remember the expected (and safest) behavior around peer conflict is to maintain respect, walk away and get help from an adult.

FIRE AND FALSE ALARMS  
Arson. Arson is intentionally setting a fire or causing an explosion.  
False Alarm. A False Alarm is activating a fire alarm or calling 911 for other than the intended purpose of the alarm.  
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.

FIREWORKS, EXPLOSIVES, CHEMICALS, AND INCENDIARY DEVICES  
Fireworks include, but are not limited to, firecrackers, sparklers, smoke bomb or stink bomb, cherry bomb, M80, bottle rocket, other explosive, incendiary or poison gas, or gas pen/gas pencil

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

A student may be expelled for the first offense without regard to progressive discipline when there is good reason to believe that other forms of corrective action would fail if employed. Good reasons to believe that other forms of corrective action would fail if employed include:  
• Seriously injuring a student or staff person, even unintentionally.  
• Using the device in a dangerous and intimidating manner.  
• Creating widespread fear or substantial disturbance by having the device on school district property.

GANGS OR HATE GROUP BEHAVIOR  
Belonging to an organized gang, hate group, or similar organization or group and knowingly engaging in gang/hate group activity on a school grounds or during school activities or functions is against Tacoma School District policy.
Gang/Hate Group activity includes, but is not limited to:

- Advocating discrimination, intimidating others, soliciting or recruiting members to the group or organization is against Tacoma School District policy. (See also Discipline-Exceptional Misconduct and Dress and Decorum sections of this handbook)

A student may be expelled or long-term suspended until the end of the semester for the first offense without regard to progressive discipline when there is good reason to believe that other forms of corrective action would fail if employed or there is a significant risk of imminent violence without immediate and further disciplines. Good reasons to believe that other forms of corrective action would fail if employed include:

- Use by a gang member of direct, deliberate, or focused threats or intimidation, such that the student or staff member believes his or her safety or the well-being of his or her property is in danger. Referring to a student or staff member as a “snitch” is considered intimidation.
- Use by a gang member of threats, force, assault, or violence to advocate the purposes of the gang such that school administrators believe students or the school community is endangered.
- Violent victimization by a gang member, including but not limited to, physical attacks or taking of property from the student or staff member directly by force, weapons or threats.
- Good reasons to believe that there is a significant risk of imminent violence without immediate and further disciplines include:
  - Ongoing violent retaliatory statements or gestures.
  - Continued lack of remorse for violent activity.

A gang or hate group is defined as a group of two or more persons with identifiable leadership who regularly conspire and act in concert for criminal purposes.

Gang-related Behavior and Clothing
Groups that initiate, advocate, or promote activities that can potentially threaten the safety or well-being of people or property on school grounds and school environment will not be tolerated. Students participating in gang-related activities will be suspended.

It is possible that a student could innocently do, wear, or say something that could place him / her in danger. To reduce that possibility, Oakland forbids the following behaviors and dress:

- Graffiti – gang markings/symbols on book covers, books, notebooks, clothing, parts of the body or any school property.
- Clothing – sagging pants, hats, bandanas or bandana print, do-rags, types of jewelry or altered clothing with gang writing/symbols on them, etc.
- Language – using gang-related slang of any kind in speech or notes passed at school. Referring to other students as a “snitch” for notifying staff of potential problems.
- Hand gestures – hand gestures that indicate gang membership.
- Initiations or courting – participating in any activity designed to “initiate” or include others into a group of any kind. Meeting up in groups to fight or view a fight even when described as “playing” by the participants is considered gang-related behavior.

GRADES AND REPORT CARDS
Grades in each class are recorded as letter grades A, B, C, D, E. There is no A+, D-, or F grade. Students are expected to meet the standards outlined by the teacher and included in the course syllabus. 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. 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 to parents or guardians. Incomplete grades may be given on
quarter report cards. It is parent responsibility to expect to see student report cards and maintain accurate and current address information on file with our registrar in the Guidance Office.

GRADUATION
To be eligible to receive a diploma from Oakland HS, all students must have earned 23 appropriate credits, passed the various required courses, and paid all fines. Students must also pass all parts of the state mandated assessments. Courses required for graduation are waived only through the principal and only in the senior year according to district protocol. 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.

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

HATS, HEADGEAR AND HOODS
Hats, rags, head bands/sweat bands (hair bands are allowed), scarves (of any kind), combs, doo-rags, hoods, or any other headgear are not allowed during school hours or at school sponsored activities without administrative approval. Like electronics, all headgear must be “Off and Away”. Students are expected to remove headgear upon arrival to school and deposit it into their backpacks or lockers, not to be seen in the building at any time during the school day. Any student wearing, carrying, or displaying headgear will be asked to hand it over for confiscation until the end of the year. This handbook is the one and only warning students are expected to receive. Students who continue to violate this rule or refuse to abide by adult directions will be subject to disciplinary action. Hats may be picked after school on the last day of school or the next day after the last day of school. Unclaimed hats and clothing will be donated to charity beginning two days after the school year has ended.

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

Definition: 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.

**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 3.25 and above grade point average.

**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.

**I.D. CARDS/A.S.B. CARDS**
All students are photographed and receive a student I.D. Card that is also used as a school Library Card. Additionally, the I.D. Card is required to receive school lunch, and use school computers. To receive eligibility for ASB activities/athletics and various discounts or free admission for certain events, students must purchase an ASB card. When asked by staff, all students are required to show their I.D. Card/ A.S.B. Card and give their correct name. It is the student’s responsibility to report to the Office Manager in the main office to have their photo taken for an ID if they have missed picture day or have lost their card. Replacement cards cost $5.00 and it is the responsibility of the student and parent to pay the fee. ASB cards are required for all clubs and athletic activities. Students wanting to be a part of ASB sponsored events should plan to purchase an ASB.

**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.

Interfering with the discharge of the official duties of district staff by:

- 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.

**FALSE REPORTING**
False reporting is knowingly and maliciously reporting an incident (fight, harassment, etc.) or falsely corroborating misbehavior of others that did not occur, including spreading a false rumor maliciously at school, or school grounds, on school-provided transportation, or at a school-sponsored function. Spreading information that may be true, but hurtful to another is considered Harassment, Intimidation, and Bullying.

**LIBRARY**
Oakland HS Library is open from 8:00 AM to 2:15 PM. Students are welcome to use the library on a drop-in basis before and after school and during lunches. Otherwise, students must have a written pass signed by the teacher to use the library during class time. The Oakland HS ID Card/ASB Card is required to check out books or use
computers. The circulation period for books is two weeks. Books may be renewed once. Overdue/unreturned books result in fines.

LOCK DOWN 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.
5. Students and Staff must remain absolutely silent.
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!

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 a staff member.

LOST AND FOUND
The school is not responsible for any personal items brought to school by students. Students should never leave personal belongings unattended. A lost and found area is located in the Cafeteria. Personal items left at school on the last day of the school year will be donated to the Goodwill.

LUNCH DUTY/CAMPUS CLEAN UP
Lunch duty/Campus Clean-up is a intervention designed to provide students with an opportunity to receive a sanction for poor behavior in lieu of after school detention or other corrective actions for minor infractions, when appropriate, as designated by administration or school security. The purpose of lunch duty is to provide students with a way to demonstrate productive citizenship, contributing to the overall cleanliness of the school, to rectify their poor choice of behavior. Lunch duty/Campus Clean-up is completed during the student’s free time only—lunch time, before or after school, not during class time. Failure to comply with proper Lunch Duty/Campus Clean Up expectations will lead to a stricter consequence, per progressive discipline. Proper Lunch Duty/Campus Clean Up rules are as follows:
1. Students eat lunch the first 10-15 minutes of their scheduled lunch time. Student cleans the cafeteria tables the last 15 minutes by wiping down counters, picking up trash from the floors, wheeling the trash bin from table to table, etc.
2. Student reports to their appropriate administrator or security personnel and the custodian to obtain gloves and get signed off as reporting in for documentation purposes.
3. Student cleans tables by picking up trash, sweeping floors and wiping down tables--without prompting. If a student is witnessed slacking off on his/her duties (at the discretion of the adult in charge of the cafeteria) he/she will move to the next level of consequence. Students should follow-through with expectations as listed without constant monitoring.

MAKE-UP WORK
Excused Absences:

• Students have the right to make up work for excused absences.
• Student should approach their teacher for missed assignments upon the day of return or at designated times designed by the teacher.
• For extended absences (more than 3 days), requests are made for homework through the Main Office, at 571-5100. Additional information may be obtained through the individual teachers and/or accessing the information online through the Tacoma School District Online Grading website. Additional information regarding classroom activities can be accessed through teachers’ individual school district websites as well.
• Teachers may assign after school tutorials to make up missing work/loss of class time.
• Teachers determine the amount of time allowed to make up missing assignments.
Unexcused Absences: Make up work for unexcused absences are offered per teacher discretion and not required.

MEDICAL/NURSE’S STATION
IMMUNIZATIONS REQUIRED: Washington State law requires that students enrolled in grades K-12 be fully immunized. Any student enrolling in a Tacoma School District school must show proof of immunizations before the enrollment process begins. 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 Mrs. Kaiser if your child has a life-threatening health condition at (253) 571-5103.

MEDICATIONS: If a student needs to take prescription or over-the-counter medication at school, the parent and student’s doctor must sign a permission form. This form is available at your doctor’s office, from our school nurse, or on the district website at tacomaschools.org. The medication must be sent in its original container and it must show student name, the dosage and the time medication should be given. The medication must be brought to school by the parent. Please provide an empty second prescription bottle with identical label for use on field trips. Any student in possession of over the counter or prescription medications without proper authorization will be disciplined according to the drug and alcohol policy.

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:
• Location of the misconduct (proximity to school grounds or to a school activity);
• 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);
• Effect on other participants or victims to the misconduct (did the misconduct involve or affect other students or school district personnel);
• 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
• 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.

**OFF CAMPUS EVENTS & ACTIVITIES**

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Students on suspension or expulsion from a Tacoma public school are not allowed to attend off campus school sponsored events. Students found at such events will be escorted from the premises by security/TPD.

**OFF-LIMITS AREAS**

During school hours students are not permitted in staff work areas, the staff lounge, parking lots, private property adjacent to the campus, unsupervised classrooms, offices other than reception areas (unless approved by a staff member), local streets, and/or surrounding areas. Students in off-limits areas without permission are subject to questioning, and disciplinary action.

**PROFANITY/INAPPROPRIATE LANGUAGE**

Profanity is never acceptable at Oakland HS. 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 is also not tolerated. Students who use such language will be subject to corrective action.

**PUBLIC DISPLAYS OF AFFECTION/INAPPROPRIATE LIBERTIES**

In order to feel safe to learn, Oakland will maintain a standard of decorum and respectability. Inappropriate liberties by students on school district property will not be tolerated, even if the inappropriate liberties are meant as a “joke” or both parties are mutual participants. This type of behavior will result in severe consequences. Students engaging in inappropriate liberties will be suspended and a disciplinary letter will be placed in the student’s file.

Inappropriate liberties are defined as follows:

- Prolonged hugging
- Inappropriate touching
- Touching of breasts, buttocks or genitals
- Bra snapping
- Kissing
- Fondling
- Body rubbing
- “De-pantsing” or “mooning” (dropping or pulling down pants or shorts)
- Any behavior that is of a sexual nature or has sexual overtones

A full definition of “sexual harassment” is in the Sexual Harassment section of this handbook.

**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 document on file if there is an issue with release of student information to the other parent.

**RIGHTS AND RESPONSIBILITIES**
The rights, responsibilities and regulations of students of Tacoma School District No. 10 shall be prepared as adopted by the board of directors in a separate document entitled *Student Rights, Responsibilities and Regulations*. All students who attend Oakland are expected to comply with the written policies, rules and regulations of the school and District. According to District Board Policy and Washington Administrative Codes, students shall pursue the required course of studies, and shall submit to the authority of staff, and subject to such corrective action or punishment as the school officials shall determine.

**SAFETY AND CIVILITY**
Students and staff at Oakland 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.**

**SEARCH AND SEIZURE**
The Principal, Assistant Principal, and/or an authorized representative possess the authority to investigate and correct student misconduct. To maintain order 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. Strip searches are not conducted.

**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/toys are also not permitted.

**STAIRWAYS, DOOR ENTRANCES, HALLWAYS**
Except for normal traffic, stairways and door entrances are off-limits to students. Students are not allowed to sit or stand in those areas, hang over the edge of stairways, have food or beverages on stairways or in door entrances, or otherwise impede the smooth flow of movement up and down stairways and through doorways. **These areas are unsupervised and off limits before and after school, and during lunch.** During lunch, students are restricted to the cafeteria and courtyard. Students should not leave the confines of the school building at all during the school day.

**STUDENT LED CONFERENCES**
It is expected that every student at Oakland, grades 9-12 conduct a student led conference each year. Student Led Conference dates are located on the Tacoma Public School calendar and are arranged through the Futures classes.

**STUDENT RIGHTS AND RESPONSIBILITIES**
All students at Oakland HS, including those who are eighteen years old, are expected to know and abide by the rules and expectations of the school and the school district as outlined in this handbook and in the district’s *Student Rights and Responsibilities* pamphlet. Students will be held accountable for the rules outlined; claiming to not know about a rule does not excuse a student from the consequence.

**TELEPHONES**
The main office phone may be used in case of emergencies. Phones are only available for use before and after school, during lunch, and with staff permission and with supervision during class time. Students should limit phone calls to two minutes or less. Students are never excused from a class to make a phone call except by the teacher of the class.

**TEXTBOOKS**
Students are issued textbooks through the classroom teacher. When issued a book, students are to inspect it, report any damage, and sign off on the form provided to indicate they accept the book in good condition and are responsible to return it without damage. Students are responsible for returning the exact same text they checked out in the exact same condition issued.

**TECHNOLOGY**
Oakland HS allows students access to computers throughout the building. On-line access to the Internet requires that students sign off that they understand their responsibility to work in cyberspace, following rules and expectations laid down by the Tacoma School District in the *Internet Code of Conduct Contract*. The computers should be used strictly for academic purposes, supervised by staff only. The computers should not be used for checking personal email or downloading unauthorized programs, music, or photos, and no student is allowed to access my space or any other unauthorized website, blogs, or chat rooms from a district computer. Misuse of school computers will result in disciplinary actions; including potentially failing a class relying on computer use as a requirement and losing computer access through the end of the year.

**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.

If a parent/guardian does not wish their student to participate in the use of Internet access, the parent must sign a “Student Internet Restriction” form. Copies of the “Student Internet Restriction” form shall be retained in appropriate locations as well as in the student’s cumulative folder. This form is only valid for the student’s stay at a particular school. A new “Student Internet Restriction” form must be signed when moving from one school to another or upon reentry to a school previously attended.

**TOBACCO VIOLATIONS**
It is against State Law and School District policy to be in **possession of or use** any tobacco product on school district property or at any school sponsored activity. Additionally, minors in possession of tobacco may be subject to criminal sanctions and a fine and court appearance. School discipline will be imposed for violation of the tobacco policy.


1. **Any person who sells or gives, or permits to be sold** or given to any person under the age of 18 any Cigar, cigarette, cigarette paper or wrapper, or tobacco in any form is guilty of a gross misdemeanor. Persons who violate this policy are subject to fines up to $1500.00.
2. Any person other than a Licensee who commits an offence may be fined. Individuals under 18 who purchase, possess, attempt to purchase or obtain any tobacco product are guilty of a class three civil infraction, punishable by a fine not to exceed $50.00, participation in up to four hours of community service, or both. The court may also require participation in a smoking cessation program.
   - **1st offense**—Short-term suspension (1-3 days)
   - **2nd offense**—Short-term suspension (3-5 days) + parent conference prior to return
   - **3rd offense**—Short-term suspension (5-7 days) + parent conference prior to return
   - **4th offense**—Short-term suspension (7-10 days) + parent conference and proof of treatment prior to return
   - **5th offense**—Long-term suspension

The above rule applies to electronic cigarettes and cigarette look-alikes also.

Translation
Oakland values its diversity. As a district policy (2110) we will make every effort to ensure an equal educational opportunity for every student. Oakland will do its best to provide translation for students and parents from different cultural backgrounds whose primary language is not English or may be hearing impaired.

**TRUANCY/SKIPPING/UNEXCUSED ABSENCES**
In addition to the BECCA bill requirements, students will be given a sanction by the school per progressive discipline for truancy. **Truancy means a student is out of class without permission; on campus or off. Students are expected to be in their assigned supervised class when at school. By the time the second bell rings, students should be IN THE CLASSROOM-- not planning to go to class, thinking about going to class, or still in the process of getting to class.** As a result, students who come late to class are required to sign-in when they arrive to the classroom with the accurate name, date and time of arrival and expect to receive a classroom level discipline if they do not have a note. Students who fail to go to class at all will be considered **Absent Unexcused** and are also considered truant if parent documentation outlining an excused absence is not provided. Not all reasons are excused (see ATTENDANCE section of this handbook). Students should expect to receive office level discipline for unexcused absences and truancy.

Other truancy situations are as follows:
   - The student is out of class without an authorized hall pass.
   - The student is out of class in the wrong or unauthorized area (pass or not).
   - The student is absent from school/class and a parent note has not been turned into the attendance office.

**THURSDAY SCHOOL**
Thursday School is a lower level intervention assigned to students for a variety of disciplinary reasons, particularly excessive tardiness, truancy, or minor school infractions. It is required that students assigned Thursday School bring work to complete on their scheduled assigned day. Failure to serve Thursday School, arriving late to Thursday School, not completing work during Thursday School, or engaging in disruptive behavior will result in an additional Thursday School re-assignment or Suspension (at least two days) for Failure to Comply with Directions/Defiance of Authority per progressive discipline.

Thursday School is held from 2:15-3:00 PM. This is the one and only warning expected for failure to comply with Thursday School guidelines. Students are expected to know and abide by the rules governing Thursday School. See also detention.

Pre-arranged changes to serving Thursday School must happen with parent documentation prior to the day of the Thursday School and must be approved by administration. Transportation is student/parent responsibility.

**UNSUPERVISED/OFF-LIMITS AREAS**
(See STAIRWAYS, DOOR ENTRANCES, and HALLWAYS)

**VANDALISM**
Vandalism is defined as destruction of property and is considered Malicious Mischief and will be disciplined as Exceptional Misconduct. Suspensions and restitution may be imposed.

**VIOLENCE and DISRESPECT**
(See also FIGHTING/VERBAL CONFRONTATION)

**VISITORS**
Visitors are not allowed during the school day, including lunches and before and after school, unless approved through the Main Office. Guests at dances and other identified school functions are allowed with permission of the administrator in charge of activities and must be approved seven days prior to the event. Students with babies or small children are not allowed to bring them to school or to dances.

**VOLUNTEERS**
Oakland recognizes the valuable contribution made to the total school program through the volunteer assistance of students, parents and other citizens. Individuals interested in volunteering must complete the appropriate application and receive Washington State Patrol background clearance.

Volunteers are expected to abide by school and district policies, including those relating to Boundary Invasion and Employee Conduct Rules.

**WEAPONS – ZERO TOLERANCE!**
Regulation 4210 Regulation of Dangerous Weapons on School Premises states that it is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities. Students who violate this policy are subject to district discipline, including the due process provisions regarding notification of parents.

Under state and federal law, a student shall be expelled for not less than one year for possession of a firearm on school premises, school-provided transportation or other areas of facilities being used exclusively by public schools.

The Board of Directors of the Tacoma School District has declared its intent not to tolerate possession of weapons by students on District property or at District-sponsored events.
Students who possess a weapon or who carry, exhibit, display or draw any weapon or any item apparently capable of inducing harm in a manner that, under the circumstances, manifests intent to intimidate another or warrants alarm for the safety of others, shall be subject to discipline up to and including expulsion.

“Possession” includes, but is not limited to, having a weapon on District property or at a District-sponsored event located: (1) in a space assigned to a student such as a locker or desk; (2) on the student’s person or property (such as on the student’s body, in his/her clothing, purse, backpack, gym bag or vehicle); or, (3) under the student’s control or is accessible or available, such as hidden by the student.

District-defined dangerous weapons include, but not limited to: 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, bullets, and pepper gas/spray.

The definition of a dangerous weapon also includes any object 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.

Consequences –
Possession of a firearm, air gun or “look alike” will result in disciplinary action up to and including expulsion from any Washington state public school for no less than one year.
Any type of knife will result in a minimum of 5 days suspension.

In addition to being expelled or suspended from school, it is a crime under Washington state law for a person (not just students) to knowingly carry a dangerous weapon on school premises, as authorized by RCW 9.41.280. The penalty for conviction could be up to a year imprisonment and a fine. (RCW 9.41.280) Policy 4210, Regulation 3240R.

Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the superintendent. If a student acts with malice and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of other facilities while being used exclusively by a school, the student may be suspended or expelled for up to one year. The district shall also comply with federal protections for disabled students in the application of this policy. School officials shall notify the appropriate law enforcement agency of known or suspected violations of this policy. See Exceptional Misconduct section regarding discipline for possession of a weapon. See Policy 4210. Reg.3240R. RCW 9.41.280 and RCW 9.94A.602

WITHDRAWAL FROM SCHOOL/CLASSES
Students withdrawing from Oakland HS are required to turn in all books and school-owned items, pay all fines owed, and withdraw, with a parent, through the Attendance Office. No student is allowed to drop from a class except through the Counseling Office. Attempts to resolve class issues is required prior to dropping a class, including parent/teacher conference and approval by administration. Once the process has been completed, and it has been determined a class change is necessary, counselors will assist students in making proper changes. Any
student who attempts to drop a class by simply not attending is subject to the BECCA BILL and disciplinary action
for truancy. Students and parents should be aware that dropping or changing a course is the last resort. There
could be negative academic impacts that result from changing or dropping a course depending on the situation or
timing of the change.

SUSPENSIONS

- **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.
- **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 the student, other students or
school personnel, or is considered an immediate and continuing disruption of the educational process.
The student is removed from school and the principal / assistant principal arranges a parent conference,
usually within three days.
- **Expulsion** – The student loses the right to attend District schools, classes and programs and the right to be
admitted onto District property.
- **NOTE: A student suspended from school is denied the right to be on any Tacoma School District
property or to attend any district or school sponsored events, such as dances, sporting events, evening
activities, etc.**

The Discipline Referral Process

Most Level I discipline and some Level II discipline is handled by the classroom teacher or supervisor. If a student
fails to correct his or her behavior, a student is then referred to the office.

Level III discipline is addressed by the building administrator or designee. Once a student has been referred to the
office, it results in a discipline consequence unless the student is found to be mistakenly accused.

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.

**Special Education Student Discipline** will conform to all IDEA laws and regulations and may differ in degree, type
or severity if the behavior in question is determined in an MDR (Manifestation Determination Review) to be a
function of the student’s disabilities.

**Policy No. 4314  Notification of Threats of Violence or Harm**

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific
individual or individuals, communicated directly or indirectly by any means. Building-directed threats of violence
or harm are direct or indirect communications by any means of the intent to cause damage to a school building or
school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons or visitors.

The district will address threats of violence or harm in a manner consistent with the district’s safety policies and
comprehensive safe-school plans. Students and school employees who are subjects of threats of violence or harm
shall be notified of the threats in a timely manner. Timing and details of the notice will be as extensive as
permitted by the federal Family Educational Rights and Privacy Act (FERPA), other legal limitations and the
circumstances.
Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies which may include law enforcement and mental health services. District staff shall work with in-district and community-based professionals and services in all relevant disciplines to address threats of violence or harm, those threatened and those making the threats.

Necessary information about the person making the threat shall be communicated by the principal to teachers and staff, including security personnel. State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who knowingly make a false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution.

Cross References: Policy 3200 Student Rights and Responsibilities
Policy 3205 Safety and Civility in Schools
Policy 3210 Nondiscrimination
Policy 3240 Student Conduct
Policy 3241 Classroom Management, Corrective Actions or Punishment
Policy 5281 Disciplinary Action or Discharge
Policy 6513 Workplace Violence Prevention
Daily Schedule

Warning Bell 8:00
1st Period 8:05 – 9:20
2nd Period 9:25 – 10:50
Lunch 10:55 – 11:25
3rd Period 11:30 – 12:50
4th Period 12:55 - 2:15
School Dismissed 2:15
Oakland High School
Student/Parent Handbook & Classroom Expectations Verification Form &
Academic/Behavior Standards Contract

We are proud of our school. The school community is committed to providing you with a safe and orderly
environment where you can learn and practice good choices and habits that will ensure success. No one is
allowed to interrupt your education nor will you be allowed to interrupt another’s. We invite you to join the
Oakland High School staff by committing yourself to success.

Student Name (print) _________________________________         Grade ___

Parent / Guardian Name ____________________________

Home Phone ____________ Work Phone___________ Cell Phone___________
E-mail__________________________________

By signing this contract, I understand and accept the expectations and responsibilities required to pursue and
complete my High school education at Oakland High School.

By signing this contract, I understand that I am responsible to read and accept the Academic Standards and
Behavior Standards set forth in the Student/Parent Handbook and class syllabi.

By signing this contract, I assure Oakland High 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 Oakland High 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 Oakland HS 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 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 __________