

# 2017-2018 STADIUM HIGH SCHOOL



## STUDENT/FAMILY HANDBOOK

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PRINCIPAL

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ASSISTANT PRINCIPALS

111 North "E" Street  
Tacoma, WA 98403

Main Office      253-571-3100  
Main Fax         253-571-3101

School Hours     7:35am – 2:05pm

School Website   [stadiumtigers.org](http://stadiumtigers.org)  
District Website   [tacomaschools.org](http://tacomaschools.org)

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## **PRINCIPAL'S GREETING**

Dear Stadium Tigers,

### **Welcome to the 2017-2018 school year!**

Stadium High School has a proud tradition of excellence in education. This excellence is exemplified through the commitment of developing each student to their fullest potential. Stadium was recognized by the US News and World Report as one of the top college/career prep schools in the nation. We were also recognized by the Washington Post as one of the more rigorous school in the nation. Our tradition of excellence started in 1906 with the opening of our school.

Being a Tiger means taking pride in learning, being active in a club or sport and providing community service in support of others. We want every student to explore with curiosity and wonder. We want every student to understand the world from a global perspective and to develop the skills necessary to apply knowledge, ask essential questions and seek the answers to why!

The journey begins now!

Please use this handbook to guide you through this year.

Sincerely,

Kevin Ikeda  
Principal

## **STADIUM STUDENT’S CREED (1931-32)**

As a student of Stadium High School,

**I believe** in Stadium High School as an institution founded in the interests of education and functioning in the spirit of democracy.

**I believe** that the spirit of Stadium lives according to the will of the students advised and encouraged by the teachers. Which will is: that we, the students, first maintain a high standard of scholarship; that we show sincere appreciation for all things said or done at all to our advantage; that we wisely apportion our time so that we may enjoy wholesome recreation when we have earned it; that we be sincere in friendship; that our conduct at all times and places be that of respectable young men and women; that we engage whole-heartedly in the activities of Stadium; that we compete only in the attitude of fair play and clean sportsmanship; that self-control become an established characteristic in all that we think, say and do.

**I believe** that by loyalty and cooperation in living up to these ideals and traditions we are making it possible for Stadium to mold men and women whom are thoroughly capable and worthy of inheriting our nation.

***“Remember the Other Fellow”***

## **HISTORY OF THE BUILDING**

Stadium High School, commonly referred to as the Brown Castle, is the home to over 1600 students. The building was originally intended by its financiers, the Northern Pacific Railroad Company and Tacoma Land Company, to be one of the finest luxury hotels on the Pacific Coast. Construction began in 1891, but due to the railroad’s financial failure, the hotel was never completed and was boarded up for a number of years before it was acquired by the Tacoma School District. In 1906, Tacoma High School, as Stadium was then called, opened its doors to 878 students and 38 teachers. Renamed Stadium High School in 1913, the Brown Castle has been host to many historical figures including: Presidents Teddy Roosevelt, Woodrow Wilson, and Warren Harding, Presidential candidate William Jennings Bryan, World War I hero General John “Black Jack” Pershing and John Phillip Sousa’s band. Being a part of a school with so rich a history (our Brown Castle is a registered historical landmark) is a source of pride for the students, parents, and staff of Stadium High School. The school celebrated its centennial year in 2006 and has been completely modernized. Stadium is also proud of its reputation for excellence in academics and the arts. Participation in extra and co-curricular activities is almost universal among the diverse student population. Community involvement is also an integral part of the school’s reputation. As a Stadium Tiger, you will make a commitment to honor our school’s rich traditions and to work toward preserving its superior reputation.

## **THE CASTLE: BUILDING ON TRADITION, REACHING FOR THE FUTURE**

Mission Statement: Stadium High School will provide all members of our community the opportunity to develop their potential and grow intellectually, socially, physically, and psychologically in a safe learning environment.

# SCHOOL SPIRIT

**School Mascot: Tigers**

**School Colors: Blue and Gold**

## School Song

*Oh, Gold and Blue,  
We are so proud to be of you  
traditions long tried and true  
Will be upheld and made anew.  
Oh, Gold and Blue  
Your colors may be lost from view,  
But ere we say adieu, the peak  
Will show the Gold and Blue  
(Repeat)*

## Fight Song

*Go Stadium Tigers,  
Fight the Blue-Gold way,  
We've the vim, we're here to win,  
For this is Stadium's day,  
Rah-Rah-Rah  
Go Stadium Tigers,  
Fight for you and me.  
We've got the spirit,  
You're going to hear it.  
Lead our team to victory!  
(Repeat)*

Cheer Advisor: Carrie Lorkowski  
Athletic Director: Melissa Hayes  
ASB Advisor: Lisa Wren

## Athletics

Athletic participation is completely voluntary and is a privilege. Involvement in the athletic program does require you to give a lot of yourself. You must be willing to make a commitment of your time and energy beyond the normal school day. Turning out for a sports team requires duties on your part. You must maintain a 2.0 GPA in order to participate in competition and attend all classes regularly. It is expected that your conduct will be appropriate at all times. To assume lesser standards would be an injustice to you and a disservice to Stadium High School.

Student athletes must purchase an ASB card and have on file with the Athletic Director a current medical physical, parent permission and contract form. Student athletes must have medical insurance; submit an Emergency Medical Information form and a Concussion Information form. These forms are available in the main office.

## Activities/Clubs

ASL Club	National Honor Society
Art Society	NJROTC
Asian Culture Club	Pacific Islander Club
ASB/Student Council	Paws and Read (Book Club)
Band/Orchestra/Choir	Philosophy Club
Bowling	Photography Club
Cheerleading	Ping Pong Club
Dance Club	ProStart
DECA	Robotics
Environmental (Green) Club	Smash Club (Gaming)
Fall Play	Spring Musical
Gay-Straight Alliance (SAGA)	The Tahoma (Yearbook)
Jesus Club	Ultimate (Frisbee)
Key Club	Water Polo
Knowledge Bowl	Youth Leading Change
Lacrosse	

# STADIUM HIGH SCHOOL

## Regular Bell Schedule

Period 1            7:35-8:28 am

Period 2            8:34-9:27 am

Period 3            9:33-10:31 am

**First Lunch    10:37 am – 11:08 am**

Period 4            11:14 am – 12:07 pm

Period 4            10:37 am – 11:30 am

**Second Lunch 11:36 am – 12:07 pm**

Period 5            12:13 – 1:06 pm

Period 6            1:12 – 2:05 pm

*Bell schedules for late arrivals, early dismissals, assemblies, final exams and state testing will be implemented as needed.*

# Stadium High School Directory

111 North E Street, Tacoma, WA 98403

School Website [stadiumtigers.org](http://stadiumtigers.org)

Main Office 253-571-3100

Fax 253-571-3101

## Principal

Kevin Ikeda 253-571-3100

## Assistant Principals

Maryn Sage (A-G) 253-571-3122

Dwayne Folsom (H-O) 253-571-3121

Shannon Marshall (P-Z) 253-571-3120

## Main Office

Meagan Lopez, Office Coordinator 253-571-3102

Lorraine Harvey, Main Office Secretary 253-571-3103

Tamera Fowler, School Office Secretary 253-571-3111

## Attendance Office

Attendance Specialists 253-571-3130

Lani Martin and Connie McLeod

## Guidance Office

*Fax, Guidance Office* 253-571-3150

Mary Jo Harkness, Records Specialist/Registrar 253-571-3147

Calyn Kinney, Student Data Specialist 253-571-3147

Brian Nighswonger, Counselor (A-E) 253-571-3146

Lauren Sneden, Counselor (F-La) 253-571-3145

Shannon Schreiner, Counselor (Le-Ri) 253-571-3142

Nycole Kyle, Counselor (Ro-Z) 253-571-3144

Natalie Hart, Career Counselor 253-571-3153

Kay Thomsen, School Psychologist 253-571-3149

## Library

Colette Lease, Librarian 253-571-3030

Ryan Ecklund, A/V Technician 253-571-3034

## Health Room

Carol Bryant, School Nurse 253-571-3136

## Security

Ken Davidson, School Resource Officer, Tacoma Police Department

Billy Niuamoa, Campus Security Officer 253-571-3126

Bridgette Walker, Campus Security Officer 253-571-3124

## Athletics and Activities

Melissa Hayes, Athletic/Activities Director 253-571-3108

Lisa Wren, ASB Advisor 253-571-3116

# Offices and Services

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

## Main Office

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

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

## Attendance Office

***Attendance is the single-most important factor in determining academic achievement.  
Please schedule appointments and family vacations outside of the school day.***

When a student is absent:

- The parent/guardian emails [stadiumattendance@tacoma.k12.wa.us](mailto:stadiumattendance@tacoma.k12.wa.us) on or before the day of the absence. The email must include the student's first and last name, the date(s) of the absence, and the reason for the absence.
- If the parent/guardian was unable to email, the student brings a note from a parent/guardian to the Attendance Office following an absence. The note must include the student's first and last name, the date(s) of the absence, and the reason for the absence.

An absence will be considered unexcused if the parent/guardian does not excuse the absence within two (2) days following the student's return to school. The Becca process will be followed for unexcused absences.

## Early Dismissals

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

## Late Arrivals

- If a student arrives less than 10 minutes late for his/her first class of the day, the student will report directly to class. Students must comply with each teacher's policy for tardiness.
- If a student arrives to school more than 10 minutes late for his/her first class, he/she will report to the Attendance Office to check in to school. Parent/Guardian should provide a note, with the estimated time of arrival and a valid reason for the late arrival, to submit to the Attendance Secretary for the absence to be excused.
- If a student has been detained by a teacher and will be late to the next class, it is necessary to obtain a **hall pass** from the teacher who detained the student in order to be excused. If a student is late to class for personal reasons, it is required that the student comply with the teacher's class rules for tardiness. **Passes to class are not given out by the office if a student is tardy to a class.**

## Students with a Partial Schedule at Stadium

- Students who enroll for late arrival or early dismissal are to arrive no earlier than ten (10) minutes before their first class begins and/or leave campus no later than 10 minutes after their last class ends.
- Students must have written parent/guardian permission before signing up for late arrival and/or early dismissal.
- The school does not provide transportation for late arrival or early dismissal.

## **Truancy**

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

## **Planned Family Activities**

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

## **Extended Illness/Absence**

- If a student is absent more than five (5) school days due to illness or other health-related issue, a doctor's note will be required along with the parent/guardian notification.

For any school absence, please email teachers directly and/or check the classroom websites for missed work.

## **Washington State Attendance Requirements**

State law and district policies and regulations require daily and punctual attendance of all students unless officially excused. Parents and students are both responsible for assuring attendance.

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

### **Becca Bill Attendance Requirements**

*Under Washington State Law, RCW 28A.225, parents are responsible for their student's full-time school attendance. Schools must take action to prevent unexcused absences. After one (1) unexcused absence, schools contact parents by letter or phone. After two (2) unexcused absences, the school will schedule a parent conference to discuss solutions. After five (5) unexcused absences within a 30 day period, Stadium and the District's Enrollment Services Office will file a petition with Juvenile Court. Court action is required if a student has seven (7) unexcused absences in a month or ten (10) in a year. Students with a current court order compelling school attendance on file will have a progress report filed with the courts with only one (1) additional unexcused absence.*

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

## **Excused Absence**

Parents must provide the school with a valid reason for an absence before it can be excused. The following constitute valid reasons for excused absences according to state law:

- Personal illness, health condition, or medical or dental appointment
- Appearance in court when required by law
- Disciplinary action, i.e., in-school, short-term, or long-term suspension
- Religious observance
- Family emergency, i.e., funeral, death, hospitalization
- School-approved activities, i.e., field trips
- Pre-arranged absence approved by administration

## **Health Services**

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

### **Immunizations**

All students in Tacoma Public Schools must provide proof of up-to-date immunization records before enrolling.

### **Medication**

District Policy allows only oral medication, specifically prescribed by a physician, to be given at school if there is no other way to schedule the administration of the medication. Medications which are traditionally viewed as over-the-counter products, such as Advil, Tylenol, Claritin, etc. may not be in possession of students at school, and must be dispensed through the Health Room.

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

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

## **Library**

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

Our library at Stadium High School provides direct services to students in a variety of media areas. The print collection consists of 14,000+ books, 35 magazine subscriptions and 2 daily newspapers. Materials may be checked out with a current Stadium ID card. Most books circulate to students for three weeks. Lost and damaged items are charged to the students.

Freshmen are scheduled for an orientation of the library and introduction to our web-based catalogue, software and subscription databases. The library is open before and after school (7:00 a.m. to 2:30 p.m.) and during lunches when the facility is not booked for a class. Students are required to have passes to come to the library during school hours. Absolutely NO gum, drinks or food are allowed in our library. We adhere to all Stadium rules and policies, i.e. dress code, no hats and no electronic devices.

Our Library has 30 computers in a lab setting complete with AV teaching technology plus 12 Public Access Catalogue computers for research. All technology is restricted to school related work and a discipline plan is in place to ensure appropriate use.

Students and staff are encouraged to use the library and related services.

## **Transportation**

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

For bus route information, visit the Tacoma Public Schools' website at [www.tacomaschools.org/transportation](http://www.tacomaschools.org/transportation). This will allow you to access the School Boundary and Bus Stop Web Query System. For other transportation information, call Durham Services at 253-475-0334. For information pertaining to students who ride special needs buses, please call 253-571-1855. If you have special needs bus concerns after regular hours, you may leave a message at 253-571-1906.

Student lists (manifests) will be generated for each bus based on the student's home address. Students will be assigned to ride the bus which picks up and drops off at the stop nearest their home address. ID cards will be required for identification purposes. Please read the information below pertaining to students departing the school bus.

### **WAC and District Policy 6600**

#### **WAC 392 145 020**

A school bus driver shall not order or allow a student to depart the bus other than at his or her boarding or alighting place except as provided in WAC 392 145 020 (7).

(7) a student may be permitted to leave the bus at other than his or her regular stop if permission is first obtained pursuant to district policy.

### **DISTRICT POLICY 6600**

A request to deliver a student to other than his or her regular stop is granted only if the student gives the bus driver a note signed by a parent/guardian and the school principal to ride a different bus or be dropped at other than his or her usual stop. Such notes are valid for **one day only**, and may not be obtained on a continuing basis. A note written by a student is not acceptable. **Any such written request must be approved by the administration or designee the morning of the date requested. No last-minute requests will be honored.**

### **Student Manifest for Sports or Field Trips Outside of the School Day**

In order to identify students and know which students are on a school bus after hours, all bus drivers will be required to obtain a list of the student's names from the coach, teacher etc., prior to the bus leaving. Teachers and coaches must provide a list to the driver and have a copy of the list on file at the school. The bus drivers are instructed not to depart until they have a complete manifest.

### **After School Activity (ASA) Bus**

ASA bus drivers will require student ID for those students riding their buses. Students who stay after school cannot ride the ASA bus unless they are involved in a supervised after-school sport or activity. The supervisor of that sport or activity will provide each student a bus pass so that they may ride the ASA bus.

### **Bus Discipline**

Riding the bus is a privilege, not a right. Proper behavior is expected on all busses at all times. Any student abusing the privilege of riding the bus could have his/her riding privileges revoked. (6605R) Students, as well as parents/guardians, will be notified of misconduct in the form of a "School Bus Incident Warning" from the Durham Services. This will serve as a warning. Further misconduct will result in the suspension of bus riding privileges. The term of the suspension will depend on the frequency and severity of the incident. If you have questions regarding this procedure, please contact the Durham Services Discipline Officer at 253-475-0334.

## **Security Office**

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

- Student parking
- Transportation and bussing
- Lost or stolen items
- Turning in items found on campus or belonging to Stadium students
- Confiscated items

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

## **The Career Center**

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

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

Every student must complete a High School and Beyond Plan to graduate from Tacoma Public Schools. Information regarding the High School and Beyond Plan can be obtained in the Career Center and/or found on the Stadium website. The Career Counselor is the point person for all High School and Beyond Plans.

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

## **Grading System**

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

Students must complete 18 weeks in a course with a minimum of "D" grade to earn 0.5 credit. Students who pass twelve semester (or six year-long) classes earn 6.0 credits for the year (3.0 credits per semester).

In general, GPAs are computed using the following numerical equivalents to letter grades:

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

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

## **Guidance Office**

Stadium High School has four guidance counselors and one career counselor who look forward to getting to know you personally. Students are assigned a counselor based on the first letter of their last name.

### **Last Name Begins With:**

A-E	Brian Nighswonger	253-571-3146	bnighsw@tacoma.k12.wa.us
F-La	Lauren Sneden	253-571-3145	lsneden@tacoma.k12.wa.us
Le-Ri	Shannon Schreiner	253-571-3142	sschrei@tacoma.k12.wa.us
Ro-Z	Nycole Kyle	253-571-3144	nkyle@tacoma.k12.wa.us

Career Counselor, Natalie Hart      253-571-3153      nhart@tacoma.k12.wa.us

The counseling staff provides the following services to all students:

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

Please be sure to call or email for an appointment when you would like to meet with a counselor.

### **Withdrawing from a Class**

Students may withdraw from a class up to the first fifteen (15) days of a semester without penalty. After this time, students who drop a course may receive an E in that course. Students must meet with their counselor to begin the process for withdrawing from a class.

### **Class Schedule and Schedule Changes**

Stadium students register for course selections in the spring, and will request classes for the full year (both semesters) of their upcoming year. These requests are entered into the student database that will assign class periods and teachers. Students are expected to follow their assigned schedule.

The administration and/or school counselors must approve any subsequent requests for class changes.

### **College Applications and Letters of Recommendation**

Many sources of college information are available in the Career Center or Guidance Office. The college search should begin early in the student's high school career, certainly by the junior year. Students are encouraged to seek guidance from the Guidance Office and Career Center in order to choose a college that suits their interests and to align their class choices at Stadium with admissions requirements. Please be aware that most, if not all, colleges and universities have moved to online admission applications. Stadium's counseling staff would like to support these applications to the best of our ability. Letters of Recommendation should be requested at least two weeks prior to any deadline to assure that the staff member has ample time to complete the request. A resume' of activities and achievements should accompany any request so the staff member can highlight positive characteristics effectively.

### **Requests for Transcripts**

Students must complete the designated form to request Official Transcripts. Please allow at least seven (7) days for processing these requests. Families are responsible for sending SAT, ACT, etc. scores directly to their desired institutions.

# 3 Components of Graduation

In order to earn a high school diploma at Stadium High School, students must meet all three components of graduation for the Tacoma Public Schools. Below is a list of those components and an explanation of credits needed. For the most up-to-date state assessment information, please visit [www.k12.wa.us/assessment/statetesting/](http://www.k12.wa.us/assessment/statetesting/)

## 1. Earn credits in the appropriate subject categories

SUBJECT	GRADE LEVEL	# of Sem. Classes	# of Credits required
English	9 <sup>th</sup> – 12 <sup>th</sup>	8 classes	4.0 credits
Social Studies	10 <sup>th</sup> - 12 <sup>th</sup>	6 classes	3.0 credits
Math	9 <sup>th</sup> – 11 <sup>th</sup>	6 classes	3.0 credits
Science (2018)	9 <sup>th</sup> and 10 <sup>th</sup>	4 classes	2.0 credits
Science (2019 and after)	9 <sup>th</sup> – 11 <sup>th</sup>	6 classes	3.0 credits
Arts	Non-specific	2 classes	1.0 credits
Health	Non-specific	1 class	0.5 credits
P.E.	Non-specific	3 classes	1.5 credits
Occupational Education	Non-specific	2 classes	1.0 credits
Electives	Non-specific	14 classes	7.0 credits

**TOTAL: 23 credits (Class of 2018)**  
**TOTAL: 24 credits (Class of 2019 and beyond)**

## 2. Meet State Assessment Requirements

Tests Required for Graduation		
Class of	Subject	Test
2018	ELA	Smarter Balanced ELA test (exit exam cut score)
	Math	<b>Choose 1:</b> <ul style="list-style-type: none"> <li>• Algebra 1/Integrated Math 1 EOC</li> <li>• Geometry/Integrated Math 2 EOC</li> <li>• Smarter Balanced math test (exit exam cut score)</li> </ul>
2019 & 2020	ELA	Smarter Balanced ELA test (cut score to be determined by State Board of Education)
	Math	Smarter Balanced math test (cut score to be determined by State Board of Education)
2021	ELA	Smarter Balanced ELA test (exit exam cut score)
	Math	Smarter Balanced math test (cut score to be determined by State Board of Education)
	Science	Test to be determined by State Board of Education

## 3. Complete a High School and Beyond Plan (Required elements must be met.)

**In addition to the 3 Components, students must have taken and passed Washington State History.**

# Communication

It is important that we communicate with our students and families. At Stadium High School, accomplish this by:

- Tacoma Public Schools Website – [www.tacomaschools.org](http://www.tacomaschools.org)
- Stadium High School Website – [www.stadiumtigers.org](http://www.stadiumtigers.org)
- Planners – are vital for student success. We encourage all students to develop an organizational system to track their scheduled activities and homework. Please check with your student on a regular basis in regards to their management system.
- Report Cards – are mailed home at the end of each semester. Final grades are computed at the end of each semester. Semester grades appear on student transcripts and generate the official Grade Point Average (GPA).
- Progress Reports – are mailed home mid-semester (November and April). These grades are informational and are not final grades.
- Home Access Center (HAC) – is available for students and families to view and continuously monitor academic process. To obtain login information, please contact the Guidance Office.
- Low Mark Calls – are sent by Tacoma Public Schools every Sunday night to inform you if your student is at a C- or below in any of his/her classes.
- Attendance Calls – are sent home if and when your student has any unexcused absences over the course of the day. Please make sure to excuse an absence by emailing us at [stadiumattendance@tacoma.k12.wa.us](mailto:stadiumattendance@tacoma.k12.wa.us) on or before the day of the absence to avoid attendance calls.
- Conferences – for students with their families will be held twice a year. Conference dates and times will be posted on our website.
- SWIFT Sites – are available for viewing classroom information, obtaining homework items, and reading information posted by the teacher. Individual SWIFT sites can be accessed through the Stadium website by clicking on “Classroom Websites.”
- Email – is the most effective way to reach our teachers. Each teacher’s email address can be accessed through their SWIFT site or by the contact list on the Stadium website.
- Telephone – calls may be made directly to the classrooms, where each teacher has voice messaging. Please remember that teachers are instructing during the school day and may not be available to talk or return calls while they are in class. Teachers will make every attempt to contact parents/guardians to inform them of any concerns they may have regarding their student.
- SchoolMessenger – weekly reminders will be made every Sunday. The principal will alert families to key events and happenings in the upcoming week. Verify that your contact information is current and correct in our system. Updates can be made through HAC or by calling our Guidance Office.
- Stadium Boosters – is a vital part of the Stadium High School community. Important school events and issues are discussed at monthly meetings. Check out Boosters at [stadiumboosters.org](http://stadiumboosters.org). Become a member and get involved!

# General Information

## Address or Telephone Changes

If for any reason a student's telephone number or address changes, even temporarily, please notify the Guidance Office at 253-571-3147 or make the necessary changes through Home Access Center (HAC). The office must have current information for emergency purposes.

## Closed Campus

All Tacoma Schools operate on a closed campus policy. When students arrive at school, they must remain on campus until dismissal, unless excused through the Attendance Office. Students must bring a written parent/guardian request to the attendance office before leaving campus for early dismissals. Students are subject to disciplinary action for going into the parking areas without permission during the school day or leaving campus without permission.

For the safety and security of our students, staff and the community, visitors to Stadium must check in at the Main Office and be approved to visit campus during the school day. Students are not allowed to loiter in groups on sidewalks around the businesses or residences near Stadium High School before, during or after school. Students must depart school by 2:15 p.m. daily unless they are in a supervised activity with a Stadium staff member.

## Fines/Fees

Students will be using items such as tools, books, instruments, and locks that belong to the school. If school equipment or property is damaged, lost or stolen it is the student's responsibility. There will be a fine issued to cover repair or replacement. Fines must be paid in full before we will issue official transcripts and diplomas. All fees and fines are to be paid at the Business Office.

## Flag Salute

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

## ID Cards and ASB Membership

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

Students may purchase an ASB membership annually. The membership provides free admission to regular season athletic contest and reduced admission to dances and other ASB activities. An ASB membership is required for all students participating in club, activities, or sports. Designation of the ASB membership will be on the student's ID card.

## Insurance

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

## Lockers

Individual lockers are available for all Stadium students upon request. Malfunctions should be reported to the main office. **Do not use your locker to store items of significant value.** For personal security, students should not tell anyone their combination. Students are requested to keep their belongings in their own lockers.

**Stadium High School and Tacoma Public Schools are not responsible for lost or stolen items.**

### **Lost and Found**

Students who find a lost article should turn it into the Security Office at their earliest convenience. To ensure prompt recovery, lost or stolen articles should be reported immediately to security.

### **Nutrition Services**

Lunch Money Now is a convenient, easy to use system that allows parents to pre-pay for meals, access meal card balances and check recent meal purchases. Parents are able to check account balances 24-hours a day and receive email notification when the account falls below a specified balance. Visa and MasterCard transactions through Lunch Money Now are charged a convenience fee. For more information, please contact Nutrition Services at 253-571-3370. Free or reduced lunch applications are available online through Meal App Now. Meal App Now eliminates the paperwork by offering a secure, online system for free and reduced meal applications. Create an account or login, then follow the simple steps to complete a meal application for the current school year. If you need assistance, please contact Nutrition Services at 253-571-3370.

### **School Telephone Use**

Students may use school phones with staff permission. Office telephones are available for student use before school, after school, and during lunch. Phone messages for students are accepted from parents/guidance through the main office.

### **Student Drop Off and Pick Up**

Students may be dropped off or picked up in the round-about by the flag pole. North Stadium Way/North 1<sup>st</sup> Street is our designated bus zone for loading and unloading of school busses only.

### **Textbooks**

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

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

### **Visitors/Volunteers**

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

When visiting Stadium during the school day, please park on North 2<sup>nd</sup> Street, between the Performing Arts Center/Gym and the parking garage. Handicap accessible spaces are available in this location. Parking in the garage during the school day is RESERVED for those with parking placards only. Visitors may park in the garage after 2:30pm.

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

### **Yearbooks**

Yearbooks may be purchased online and/or at Stadium through the Business Office. Ordering information and prices will be available throughout the school year. Yearbooks are distributed near the end of the school year.

# **Stadium High School**

## **Expectations and Discipline Policies**

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

### **Security Officers**

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

### **Search and Investigation Policy**

The principal, assistant principal, and/or an authorized representative possess the authority to investigate and correct student misconduct. To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student and his/or her effects and may seize any illegal or unauthorized materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, any item considered disruptive to the functions and mission of the school, or any item described as unauthorized in the school rules cited in this handbook.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive. In other words, a student's person and personal effects are searched only when a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

### **The Discipline Referral Process**

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

### **Discipline Transfers**

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

## **Possible Consequences for Inappropriate Behavior**

Discipline at Stadium High School is progressive, which means that consequences get tougher as the situation becomes more severe or if you don't follow through with the consequences assigned for prior offenses.

- **Classroom Extended School Day Detention**
- **Office Assigned Extended School Day Detention**
- **Single class suspension** – The student is removed from a particular class for a pre-determined amount of time. This may require either late arrival or early dismissal each day for the remainder of the semester.
- **Short term suspension** – Administered by the building principal, assistant principal or designee. The student is removed from school up to 10 consecutive school days.
- **Long term suspension** – Administered by the building principal, assistant principal, or designee. The student is removed from school for 11 or more consecutive school days.
- **Emergency expulsion** – Imposed when a student is considered a danger to 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.
- **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.

## **Cafeteria Expectations**

All students are required to clean their lunch areas by placing trays and waste in the trash cans. Each student at a table is responsible for that table. Throwing food or other items will not be tolerated. Consequences will be progressive for cafeteria misbehavior and could be severe, even for a first offense, depending on the nature of the situation. Generally, all food is to remain in the cafeteria and not be consumed in other areas of the building.

## **Electronic Devices**

Stadium High School is not responsible for the loss or theft of electronic devices. Staff may confiscate items during regular school hours. Regular school hours are 7:35am until the student's lunch time, and after the student's scheduled lunch time until 2:05pm. Students may use electronic devices before school, after school and during lunch. Students may use electronic devices during class time only when approved to do so by their teacher.

Students must comply with staff to maintain a safe and orderly learning environment. If this does not happen, insubordinate behavior demonstrated by the student may result in consequences. Administration may immediately impose serious consequences when necessary.

## **Exclusion from School Activities**

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

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

## **Loitering**

A student shall leave the school campus at the official close of the school day unless permission to do otherwise has been granted. Offenders will be disciplined accordingly. Law enforcement may be notified.

## **Internet/Computer Use by Students**

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

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

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

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

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

## **Dance Code of Conduct**

School dances are an important part of the high school experience, but attendance at these events is a privilege, not a right. Please help Stadium High School continue to provide dances for our students by acting in an appropriate manner.

- Attire must conform to Stadium Dress Code. Students wearing inappropriate attire will not be admitted to the dance. If students are seen wearing inappropriate attire while at the dance, they will be required to immediately change into acceptable clothing or be removed from the dance.
- Overtly sexual behavior on or off the dance floor is not permitted and will not be tolerated.
- Sexually suggestive dance moves are not allowed.
- Both dancers must remain vertical/upright at all times.
- Obey the authority of all chaperones at all times. They determine unacceptable dance behavior.

Failure to comply with the dance code of conduct and/or reasonable requests from chaperones may result in removal from the dance and exclusion from future dances without reimbursement.

## **Dress Code**

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

**If a student is out of compliance with the Stadium Dress Code, he/she will be asked to remedy the situation to become compliant with the following expectations.**

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

***In order to minimize disruption and loss of instructional time, students should have extra clothing items, especially if they believe they may be asked to change. Please check your student's attire on a daily basis to assure that students maximize their learning opportunities and avoid attire that is not compliant with the Stadium Dress Code.***

If a student has failed to comply with the Stadium Dress Code, the student may be referred to an administrator and may be denied entrance to class until the dress code violation is resolved.

***If you have reason to believe an item may not be school appropriate... it probably isn't.*** ©

**In all cases, school administrators will make the final determination regarding specific dress code violations. Students are expected to be cooperative whenever their attire is determined inappropriate. Argumentative, hostile or defiant behavior will be subject to other disciplinary action and progressive consequences.**

### **Spirit or Special Event Days**

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

## **Student Parking**

We regret that our parking facility cannot accommodate all students who wish to drive to school. However, we are able to grant parking privileges to approximately 75 students. Stadium convenes a parking lottery to determine these students.

Seniors may apply to the lottery, but because our parking is so limited, we will only consider student drivers that are able to demonstrate, through the following criteria, that they are low-risk, safe and responsible.

- Valid Washington State Driver's License
- Proof of insurance
- Permanent Washington license plate number
- Current Stadium Student ID with ASB Membership
- Limited/No discipline history
- Credits on track for graduation
- Good attendance

Students selected in the lottery will be required to take Parking 101 and pay the required fee. Parking lotteries will happen throughout the year when space is available. It is important to read and understand the Parking Protocols, Principles, and Policies prior to applying for the lottery. Excessive absences or disciplinary problems may result in the suspension or revocation of parking privileges. The administration makes the decision to grant, suspend, or revoke parking privileges. Decisions are final and will not be open for appeal. Parking fees will not be reimbursed when parking privileges are revoked.

### **Stadium High School Parking Protocols, Principles & Policies (PPP)**

The Stadium High School garage is reserved for registered vehicles driven by Stadium teachers, staff and students. Garage parking is a privilege for students, not a right. Parking garage violations, disciplinary issues, excessive absences, off campus violations and excessive tardies are grounds for revoking parking privileges.

1. Park only in your assigned parking space and post your parking placard so that it is visible through the windshield. Parking in another space or failing to display your placard will subject you to fines, booting, towing, and/or loss of parking privileges. All vehicles must be registered with the security office. Students may not share or transfer parking permits or placards. A fee will be charged for replacement placards. Placards must be returned prior to graduation.
2. Students are not permitted to leave the parking garage during school hours.
3. Do not use a cell phone while driving in the garage or on campus.
4. The parking garage is off limits during all emergency drills/evacuations, unless administrative approval is given. In an actual emergency, students may not access their vehicles until the proper authorities have cleared the area.
5. Student drivers must inform the office immediately (within 24 hours) of any changes in vehicle, license plate, or insurance.
6. Loitering in the parking garage is prohibited. Students are expected to lock their cars and leave the parking garage immediately after arriving at school. Students must have written permission from an administrator, security or the SRO to be in the parking garage during school hours.
7. Students cannot possess or stow drugs, alcohol, weapons, tobacco products or other contraband in vehicles at any time while on Stadium's campus. Students are responsible for any contraband found in their vehicles.
8. Students who temporarily change vehicles must immediately (defined as the same day the car is driven) inform security of the new vehicle's make, model and license plate number in writing and must post the assigned placard.
9. Do not speed in or near the parking garage. Speed violations or other acts of reckless driving may result in school discipline, ticketing, towing, and/or loss of parking privileges.
10. Students must follow all Tacoma Public Schools' policies and regulations regarding parking on campus.

Vehicles will be towed at the expense of the owner. Transact this expense with Bill's Towing, not Stadium High School.

### **BILL'S TOWING INFORMATION**

1210 South Sprague Avenue  
Tacoma, WA 98405-2926  
(253) 272-9393

If you have further questions or concerns about parking at Stadium, please call our Security Office.

# **Tacoma Public Schools**

## **EXCEPTIONAL MISCONDUCT**

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

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

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

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

### **ALCOHOL**

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

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

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

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

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

## **ARSON**

Arson is intentionally setting a fire or causing an explosion.

### **Careless Burning**

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

## **ASSAULT**

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

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

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

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

## **BOMB THREAT**

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

## **DISRUPTIVE CONDUCT**

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

### **Gambling**

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

### **Lewd Conduct**

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

### **Obscene/Explicit Material**

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

### **Inappropriate Liberties**

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

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

## **Technology Tampering and Misuse**

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

**Misuse or tampering with any district technology is against Tacoma School District policy.**

Improper use of district technology includes but is not limited to:

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

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

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

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

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

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

## **EXTORTION/BLACKMAIL/COERCION**

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

## **FALSE ALARM**

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

## **FIGHTING**

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

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

Fighting includes, but is not limited to:

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

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

## **FIREWORKS, EXPLOSIVES, CHEMICALS, AND INCENDIARY DEVICES**

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

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

## **GANGS AND RELATED BEHAVIOR**

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

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

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

## **HARASSMENT**

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

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

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

## **Threats/Intimidation**

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

## **Threats toward Staff**

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

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

## **Hazing**

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

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

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

## **Prohibition of Harassment, Intimidation, and Bullying**

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

## **Sexual Harassment**

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

### **DEFINITIONS**

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

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

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

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

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

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

#### **EXAMPLES OF SEXUAL HARASSMENT**

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person;
7. Displaying offensive or inappropriate sexual illustrations on school property;
8. Making sexual propositions or pressuring a person for sexual favors;
9. Touching of a sexual nature;
10. Writing graffiti of a sexual nature;
11. Displaying or distributing sexually explicit drawings, pictures, or written materials;
12. Circulating or showing e-mails or web sites of a sexual nature;
13. Making sexual jokes, suggestive remarks, sexual rumors, or derogatory comments;
14. Physical interference with movements, such as blocking or following someone; or
15. Acts of physical violence, including rape, sexual assault, sexual battery, and sexual coercion.

#### **TITLE IX COORDINATORS**

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

#### **RESPONDING TO COMPLAINTS OF SEXUAL HARASSMENT**

The District will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the District, either formally or informally.

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

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

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

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

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

### **PROHIBITION ON RETALIATION**

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

### **FALSE REPORTING**

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

### **DISTRIBUTION, EDUCATION, AND BOARD MONITORING**

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

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

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

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

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

### **DISCRIMINATION COMPLAINT PROCEDURE**

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

1. **Purpose:** This procedure is to secure at the lowest possible administrative level equitable solutions to discrimination complaints.
2. **Definition:** A complaint is a claim based upon an alleged violation of Policy 3111, 5265, 5266, and/or state or federal laws, executive orders or regulations prohibiting discrimination based on race; religion; creed; color; national origin or ancestry; sex; gender identity or expression; sexual orientation; age; pregnancy; marital or veteran status; the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. The District also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment.

3. **Procedure:** Complaints shall be processed as rapidly as possible. The number of days indicated at each step shall be considered as maximum and every effort shall be made to expedite the process. Time limits may be extended by mutual consent. A letter confirming any extension will be sent. If mutual agreement to a timeline extension is not reached, the complainant may immediately appeal to the next level. In addition, in the event the District's representative fails to provide an answer at any level within the time limits prescribed, the complainant has the right to proceed immediately to the next level. The complaint will be considered abandoned and the matter settled in accordance with the District's official last answer if the complainant fails to appeal the decision to the next level within the designated appeal period.
4. **Representation:** At any level in the procedure, the complainant and/or responding party may have a representative present.

### **Informal Process for Resolution**

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

### **Formal Process for Resolution - Level One**

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

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

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

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

### **Formal Process for Resolution - Level Two - Appeal to Board of Directors**

If a complainant disagrees with the Superintendent's written decision or if the Superintendent fails to respond, the complainant may file a written notice of appeal with the Secretary of the Board (the Superintendent) by the 10th calendar day following:

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

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

### **Formal Process for Resolution - Level Three - Complaint to OSPI**

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

- A description of the specific acts, conditions, or circumstances alleged to violate Chapter 392-190 of the Washington Administrative Code or District Policies prohibiting discrimination and harassment and the facts on which the complaint is based;
- The name and contact information, including an address, of the complainant;
- The name and address of the school district subject to the complaint;

- A copy of the school district complaint and appeal decisions under WAC 392-190-065 and 392-190-070 (this Regulation);
- A proposed resolution of the complaint or relief requested; and
- If the allegations regard a specific student, the complaint must also include:
  - The name and address of the student, or in the case of a homeless child or youth, contact information for the student; and
  - The name of the school and school district the student attends.

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

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

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

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

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

**Preservation of Records**

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

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

- Office for Civil Rights, Region X  
Henry M. Jackson Federal Bldg.  
915 Second Ave., #3310, Seattle, WA 98174-1099
- Equal Employment Opportunity Commission  
Federal Office Bldg.  
909 First Ave., #400, Seattle, WA 98104-1061;
- Superintendent of Public Instruction  
Old Capitol Bldg.  
Mail Stop FG-11, P.O. Box 47200, Olympia, WA 98504-7200.

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

Questions or complaints of alleged discrimination may be directed to the following individuals at Tacoma Public Schools:

- Civil Rights, Lisa Nolan, (253) 571-1252,  
lnolan@tacoma.k12.wa.us
- Section 504, John Page, (253) 571-1126,  
jpage@tacoma.k12.wa.us
- Americans With Disabilities Act (ADA), JoEllen Redmond, (253) 571-1083, jredmon@tacoma.k12.wa.us
- Title IX, Jennifer Kubista, (253) 571-1123,  
jkubist@tacoma.k12.wa.us
- Equal Access, Stephen Murakami, (253) 571-3300, smuraka@tacoma.k12.wa.us

## **INTERFERENCE WITH SCHOOL AUTHORITIES**

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

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

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

### **Conspiracy**

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

Examples of conspiracy include, but are not limited to:

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

### **False Reporting**

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

### **Misrepresentation**

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

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

### **Plagiarism**

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

Plagiarism includes, but is not limited to:

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

## **THEFT AND VANDALISM**

### **Theft**

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

## **Robbery**

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

## **Burglary**

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

## **Possession of Stolen Property**

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

Property includes:

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

## **Malicious Mischief**

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

## **TOBACCO AND RELATED ITEMS**

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

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

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

## **TRESPASSING**

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

## **WEAPONS**

A weapon includes, but is not limited to:

- (1) a firearm
- (2) an airgun or any item which appears to be a realistic firearm or 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.

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

## **Firearm – One Year Mandatory Expulsion**

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

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

### **District Identified Dangerous Weapons**

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

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

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

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

### **Personal Spray Devices**

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

## **OFF CAMPUS BEHAVIOR**

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

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

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

## **ADOPTION OF RULES BY TACOMA SCHOOL BOARD**

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