



**CATS MISSION:**

THE VISION OF CATS ACADEMY IS TO BUILD ON STUDENTS' STRENGTHS AND TO PROVIDE MENTORS AND COMMUNITY SUPPORT WHILE CREATING OPPORTUNITIES FOR THE FUTURE BY HELPING STUDENTS MASTER CORE CONCEPTS, TO DEMONSTRATE KNOWLEDGE AND SKILLS, AND TO APPLY THEMSELVES THROUGH ADVANCED STUDIES.

**143 Ward Road  
Toppenish, WA 98948  
Telephone: (509) 865-3377  
[www.toppenish.wednet.edu](http://www.toppenish.wednet.edu)**

**ANNUAL NON-DISCRIMINATION STATEMENT**

The Toppenish School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. The Toppenish School District offers classes in many career and technical education program areas (Family & Consumer Science, Health Science, Agriculture, Business & Marketing, STEM, and Skilled & Technical Sciences) under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact CTE Director Bonnie Smith (141 Ward Road: Toppenish, WA 98948: 509-865-8051). Lack of English Language proficiency will not be a barrier to admission and participation in career and technical education programs. The following individual has been designated to handle inquiries regarding the nondiscrimination policies: Shawn Myers, Human Resource Director (306 Bolin Drive: Toppenish, WA 98948: 509-865-4455: [myerss@toppenish.wednet.edu](mailto:myerss@toppenish.wednet.edu)).

**STATEMENT OF NON-DISCRIMINATION**

The Toppenish School District does not discriminate in programs or activities, based on sex, race, creed, religion, color, national origin, age, military or veteran status, sexual orientation, gender, gender identity, disability, Or the use of a trained dog as a guide or service animal and provides equal access to Boy Scouts and other designated youth groups. The following employees have been designated to handle the questions and complaints of alleged discrimination:

**Title IX Coordinator**

Brett Stauffer, Athletic Director  
Telephone Number: 509.865.8034  
Email: [bstauffer@toppenish.wednet.edu](mailto:bstauffer@toppenish.wednet.edu)

**Section 504 / ADA Coordinator**

Sandra Birley, Director of Special Education and 504  
Telephone Number: 509.865.8148  
Email: [sbirley@toppenish.wednet.edu](mailto:sbirley@toppenish.wednet.edu)

**Coordinator of Civil Rights Compliance**

Shawn Myers, Assistant Superintendent  
Telephone Number: 509.865.4455  
Email: [myerss@toppenish.wednet.edu](mailto:myerss@toppenish.wednet.edu)

**GENERAL INFORMATION**

**Office Phone Number: (509) 865-3377**  
**Business Office Hours: Monday – Friday; 7:30 a.m. – 4:00 p.m.**

**SCHEDULES**

**Daily Schedule**

Period 1- 8:00 - 8:41  
Period 2 – 8:44 – 9:25  
Advisory - 9:28 - 9:48  
Period 4 – 9:51 – 11:13  
*Lunch - 11:13-11:43*  
Period 5 – 11:43 – 1:05  
Period 6 – 1:08 – 2:30

**Early Release**

Period 1 - 8:00 – 8:33  
Period 2 – 8:36 – 9:09  
NO Advisory  
Period 4 – 9:12 – 9:45  
Period 5 – 9:48 – 10:21  
Period 6 – 10:24 – 10:57  
***All School Lunch – 11:00 – 11:30***

# ~2020 STUDENT / FAMILY HANDBOOK 2021~

## Administration

Daniel Sanchez Principal

## Office Staff

Elizabeth Galarza Secretary  
Stephanie Marquez Para  
Brianna Luna Para

## Student Support Staff

Steve Romero Graduation Specialist  
David Strother Counselor  
Flor Viveros Chemical Dependency Specialist  
Andrea Compo Native American

## Teachers

Maria Rodriguez - Science  
Eva Briseño – Food Science  
Paulette Frank – Math  
Rigo Gonzalez – Computer Tech  
Rosemary Miller – Yakama Language  
Steve Robles - Construction

## STUDENT-LED CONFERENCES

Student-led conferences are held twice a year (once in the fall and once in the spring). Academic updates, behavioral/attendance reports, and the “student learning plan” are shared with families at the time of the conference. **Families are encouraged to schedule individual conferences anytime during the year.** Individual Parent/Teacher conferences may be scheduled during teacher planning times through the individual teacher or through the counseling center. **It is easier to meet with teachers if prior appointments are made.** To schedule an appointment, call 865-3377.

### FALL STUDENT-LED CONFERENCES

October 26, 2020  
October 27, 2020

### SPRING STUDENT-LED CONFERENCES

March 22, 2021  
March 23, 2021

## EARLY-RELEASE DAYS FOR PROFESSIONAL DEVELOPMENT

On “Early Release Days” the school day begins at 8:00 am and ends at 11:30 am. Early release days for professional development will occur on the following days:

September 25, 2020

March 10, 2021

October 14, 2020

April 21, 2021

December 9, 2020

May 19, 2021

January 13, 2021

## SCHOOL CLOSURE

In the event of an emergency, school closure, or a late start the local news and radio stations will be contacted. Please listen to the radio, watch the local news or be prepared for an automated phone call

from CATS for information. Limited information will be provided on the CATS Facebook page. If notification is not given over the radio or on television, then school is in session as normal.

### **SECURITY CAMERAS**

Students, staff, and visitors need to be aware that public areas are being videotaped in order to enhance school safety and security. For the safety and security of our students, recordings will not be shared with other parents without first obtaining the proper clearance from the district office.

### **VALUABLES AT SCHOOL**

It is very important that students do not bring valuables, as the school **cannot** guarantee security for personal items. The school will not replace personal items lost or stolen at school, so please leave valuables at home. School administrators will **not be** obligated to investigate lost or stolen valuables.

### **MEDIA RELEASE**

CATS is excited about sharing all of the awesome activities and positive connections our students experience throughout the year. We will use a combination of social media sites and public announcements to assist in this. If you wish not to take part in this, contact the office to have your name removed.

### **ELECTRONIC DEVICES “ON? It’s Gone!”**

#### **STUDENTS AND TELECOMMUNICATION DEVICES/CELL PHONE POLICY**

Students in possession of telecommunications devices while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- A. Telecommunication devices will be turned off during regular school day;
  - Students may use phones before school until 8:00 am, during their lunch and after school. **Phones are not to be used during class time!**
- B. Students will not use telecommunication devices in a manner that poses a threat to academic, integrity, disrupts the learning environment or violates the privacy rights of others including staff, students, visitors and/or community members;
- C. **Earbuds will not be allowed/visible during class time**
- D. Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;
- E. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student/parent according to consequence ladder;
- F. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will

## ~2020 STUDENT / FAMILY HANDBOOK 2021~

be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;

G. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction/damage of devices brought onto school property or to school sponsored events;

H. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and

I. Students who violate this policy will be subject to disciplinary action, including temporary/permanent transfer relocation, offsite, suspension and/or expulsion

J. Consequence ladder

- 1<sup>st</sup> Warning to put phone/earbuds away, refusal - go to office phone/earbuds given to Principal – student gets phone/earbuds at the end of the day.
- 2<sup>nd</sup> Warning phone/earbuds given to teacher, refusal - go to office phone/earbuds given to Principal – parent must pick up phone/earbuds from Principal.
- 3<sup>rd</sup> Warning 1-week phone/earbuds contract.
- Repeat offenders will be placed on a quarter/semester/yearly contract. Any student refusing to yield to the consequence ladder will be considered a repeat offender. (Skip class, not reporting to office, leaving campus, hiding phone, refusing to leave class)
- Final Warning, short/long term suspension

### **VISITORS**

We welcome all visitors to the CATS campus but the safety and security of our students and staff is our highest priority; therefore, *all visitors* are required to pick up an appropriate pass at the office upon arrival on campus. Parents wishing to contact their child must check in at the main office. **Students may not bring visitors to school to attend classes or wait while the student attends classes.** Visitors are defined as relatives, unrelated individuals, friends, and children (including babies).

## **ACADEMIC AND EXTRACURRICULAR INFORMATION**

### **FAMILY & STUDENT GRADE ACCESS**

Parents and students are encouraged to review information (grades, assignments, report cards, discipline, test scores and much more) regularly by accessing the Toppenish School District website at <https://www.toppenish.wednet.edu/> and going to the Skyward link on the bottom of the page. Parents and students will be able to sign up for the most current information by completing the necessary forms during registration. **Students who do not complete the course clearance slips will not be able to access any records.**

### **GRADE REPORTS**

Students' grades will be posted on the dates listed below. Interim grades will be mailed three days after being posted. Mid-term grades will be available for pick up during the Fall and Spring student-led conferences. **First semester final grades will be mailed on January 28, 2020. Spring semester grades will be mailed on June 10, 2020.**

### **GRADE POSTING SCHEDULE**

# ~2020 STUDENT / FAMILY HANDBOOK 2021~

## ***1<sup>st</sup> SEMESTER***

September 24, 2020 - Interim Grades  
October 21, 2020 - Mid-Terms  
December 7, 2020 - Interim Grades  
January 29, 2021 - Final Grades

## ***2<sup>nd</sup> SEMESTER***

February 26, 2021 – Interim Grades  
March 18, 2021 - Mid-Terms  
May 7, 2021 - Interim Grades  
June 11, 2021 - Final Grades

## **ATHLETIC AND ACTIVITY ELIGIBILITY AND SEASONS**

All athletes are required to have a parent permission form, pay an athletic fee, sign the activity code, and pass a physical within the last 24 months before they can be permitted to practice or play in a game. Only athletes who complete the season in good standing will be eligible to receive a .5 Physical Education credit for the particular sport. Students who plan to participate in athletics MUST complete the online final forms documents found in the office. (CATS is a member of the WIAA).

## **FIELDTRIPS**

Attending a field trip is a privilege at CATS, therefore students with excessive discipline referrals (3 or more) may not be allowed to attend field trips (administrative discretion), and misbehavior on a field trip may result in loss of all field trip privileges.

## **FUNDRAISERS**

CATS does not hold fundraisers frequently but at times we may utilize student help to build our Renaissance funds that help recognize staff and students. Students who volunteer to help can be awarded with community service if the time is not during school hours.

## **INTERNET & NETWORK USE**

Students are responsible for good behavior when using technology and parent permission is required to access the Internet from school. Students are responsible for securing their username and passwords. Access is a privilege, not a right, and students can lose the privilege of using equipment. The following activities are not permitted on any school owned technology:

- 1) Sending or displaying offensive messages or pictures
- 2) Using obscene language
- 3) Harassing, insulting or attacking others (bullying)
- 4) Violating copyright laws
- 5) Using someone's password(s)
- 6) Trespassing or theft of folders, work or files
- 7) Violating gang related behavior guidelines
- 8) Damaging computers, computer systems, or school owned technology
- 9) Use of games and music software to play on school computers is prohibited
- 10) Sending mass group emails without prior approval from administration

## **HEALTH SERVICES**

### **NOVEL CORONAVIRUS DISEASE (COVID-19)**

**What is COVID-19?**



COVID-19 is a respiratory illness caused by a new, or “novel” coronavirus that was not identified in humans before December 2019. Coronaviruses are a large family of viruses that usually cause respiratory illnesses.

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVID-19-Factsheet-English.pdf>

### **How does it spread?**

COVID-19 is most commonly spread from an infected person to others through:

- The air by coughing, sneezing, and talking
- Close personal contact such as touching or shaking hands,
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands

Some people who are infected with COVID-19 show no symptoms at all but they are still contagious and can spread the virus to others.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

### **What are the symptoms?**

Symptoms may appear 2-14 days after you have been exposed to the virus. Some people who are infected with COVID-19 show no symptoms.

People with these symptoms or combinations of symptoms may have COVID-19:

- Fever (temperature greater than 100.4) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

<https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/FrequentlyAskedQuestions#what-are-symptoms>

### **Who is at increased risk for severe illness from COVID-19?**

Everyone is at risk for getting COVID-19 if they are exposed to the virus it is just some people are more likely to become severely ill. Severely ill means that they may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die.

- Older adults
- People of any age who have other medical conditions such as
  - Chronic Kidney Disease
  - COPD (chronic obstructive pulmonary disease)
  - Immunocompromised state (weakened immune system from solid organ transplant)
  - Obesity
  - Serious heart conditions (such as Heart Failure, Coronary artery disease, or cardiomyopathies)
  - Sickle cell disease
  - Type 2 diabetes mellitus
- Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness than other children

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

### **How to prevent the spread of COVID-19**

There are a few simple things that everyone can do to help slow down the spread of COVID-19

- **Stay at home when you are sick**
- Frequently wash your hands with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60% alcohol if soap and water are not readily available
- Do not touch your face, nose, or eyes with unwashed hands.
- Physical (social) distance (stay 6 feet away from individuals that are not living with you)
- Wear a cloth face covering when around others that do not live in your household (they are currently required in the state of Washington to be worn in any public setting)
- Cover coughs and sneezes with a tissue or use the inside of your elbow if a tissue is not available
- Clean and disinfect frequently touched surfaces daily (this includes tables, doorknobs, light switches, counter tops, phones, keyboards, toilets, faucets, and sinks to name a few)

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

### **Hand Hygiene**

Washing your hands is one of the best ways to protect yourself and your family from getting sick. You can help slow the spread of germs by washing your hands with soap and water often, especially during these key times:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before and after** caring for someone at home who is sick with vomiting or diarrhea
- **Before and after** treating a cut or wound

- **Before** touching your eyes, nose, or mouth
- **Before and after** wearing a mask
- **After** using the toilet
- **After** changing diapers or cleaning up a child who has used the toilet
- **After** blowing your nose, coughing or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage

#### *Wash your hands the Right Way*

Follow these steps every time:

1. Wet your hands with clean, running water (warm or cold) and apply soap
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
3. Scrub your hands for at least 20 seconds. Hum the “Happy Birthday” song, “Twinkle, Twinkle Little Star” or another favorite nursery rhyme from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or paper towel

What you Need to know about Handwashing: <https://www.youtube.com/watch?v=d914EnpU4Fo>  
Proper Hand Washing steps: <https://www.youtube.com/watch?v=IisgnbMfKvI>

#### Hand Sanitizer

Use Hand Sanitizer when you can't use Soap and Water

Washing hands with soap and water is the best way to get rid of germs but is not always readily available. In this case use an alcohol- based hand sanitizer that contains at least 60% alcohol.

#### *How to use hand sanitizer:*

1. Apply the hand sanitizer to the palm of one hand
2. Rub your hands together
3. Rub the hand sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Proper way to apply Hand sanitizer: <https://www.youtube.com/watch?v=B3eq5fLzAOo>

#### **Physical/Social Distancing**

Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household.

To practice social or physical distancing

- Stay at least 6 feet (about 2 arms' length) from other people who are not from your household in both indoor and outdoor spaces.
- Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19

## ~2020 STUDENT / FAMILY HANDBOOK 2021~

- Including wearing cloth face coverings,
- Avoiding touching your face with unwashed hands,
- Frequently washing your hands with soap and water for at least 20 seconds.

English: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

Spanish: <https://espanol.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

### **Cloth Face coverings**

Using cloth face coverings in addition to social distancing and everyday preventive actions (hand washing, cleaning and sanitizing high touch surfaces) helps slow the spread of COVID-19. At this time, all students, staff, volunteers, and guests must wear cloth face coverings in Toppenish School District buildings. They should also be worn in all public settings where 6 feet of social distancing is not easy to maintain.

Cloth face coverings are used to help protect others from your germs and they wear theirs to protect you from their germs

*Face coverings should fit the following requirements:*

- They fit snugly but comfortably against the side of your face and under your chin along the bridge of your nose
- It covers your mouth and nose completely
- Include multiple layers of fabric
- Allows for breathing without restriction
- Is appropriate per the Toppenish School District dress code

*How to make face coverings:*

English: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>

Spanish:

<https://espanol.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>

Children 2 and older should only wear face coverings with adult supervision

*Who should NOT use cloth face coverings:*

- Children under the age 2
- Those with a disability that prevents them from comfortably wearing or removing a face covering
- Those with certain respiratory conditions or trouble breathing
- Those who are deaf or hard of hearing and use facial and mouth movements as part of communication

*Wear your face covering Correctly:*

- Wash your hands before putting on your face covering
- Grab your face covering by the ear loops or ties
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily with it on

Don't

- Put the covering around your neck or up on your forehead
- Touch the face covering, and if you do, wash your hands

*Taking off your face covering correctly:*

- Grab the ear loops and stretch them or untie the strings behind your head
- Handle only the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine if cloth if disposable throw in the trash
- Wash your hands immediately after removing

English: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

<https://www.youtube.com/watch?v=dy9TzRwVWoA>

Spanish:

<https://espanol.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

*Cleaning your cloth face covering:*

Washing machine:

- Include your face covering with your regular laundry
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering

Wash by hand:

- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water
  - OR
  - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection.
  - Ensure the bleach product is not past its expiration date.
  - NEVER MIX household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.

Make sure to completely dry cloth face covering after washing.

How to Dry

Dryer:

- Use the highest heat setting and leave in the dryer until completely dry.

Air dry:

- Lay flat and allow to completely dry.
  - If possible place the cloth face covering in direct sunlight.

English: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

Spanish: <https://espanol.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

### **Covering your Cough and Sneezes**

Covering your mouth and nose properly is also a way to help slow the spread of germs to others around you.

- Cover your nose and mouth with a tissue every time you cough or sneeze
- Throw the used tissue in a waste basket.
- If you don't have a tissue, cough or sneeze into your sleeve
- After coughing or sneezing, always wash your hands with soap and water or an alcohol-based hand sanitizer

English: <https://www.doh.wa.gov/Portals/1/Documents/1400/CoverYourCoughSmPoster.pdf>

Spanish: <https://www.doh.wa.gov/Portals/1/Documents/1400/CoverYourCoughSm-SP.pdf>

### **Cleaning and Disinfecting**

Each day, clean and disinfect high-touch surfaces and items to help slow the spread of germs. Cleaning surfaces reduces the number of germs, dirt and impurities on these surfaces. Disinfecting kills germs on surfaces.

Routine Cleaning and disinfecting

- If surfaces are dirty clean them first using soap and water prior to disinfecting these surfaces.
- Once clean then use a household disinfectant on the surface.
- High-touch surfaces include:
  - Tables
  - Countertops
  - Light switches
  - Doorknobs
  - Cabinet handles
  - Desks
  - Phones

## ~2020 STUDENT / FAMILY HANDBOOK 2021~

- Keyboards
- Toilets
- Faucets
- Sinks
- Wear reusable or disposable gloves for routine cleaning and disinfection
- Always read and follow the directions on the label to ensure safe and effective use.
- Ensure you have enough airflow when using disinfectants
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should NEVER eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.

DON'T wipe or bathe pets with these chemicals or any other products that are not approved for animal use

### *When someone is sick*

It is important if someone is sick with COVID-19 symptoms/COVID + to separate from other people in the home as much as possible.

- Keep a separate bedroom and bathroom for a person who is sick (if possible)
- If you have a separate bedroom and bathroom
  - Wear disposable gloves and only clean the area around the person who is sick when needed- This helps limit your contact with the person who is sick
  - Provide personal cleaning supplies to the person who is sick to clean up their own space when appropriate
    - Personal cleaning supplies include:
      - Tissues,
      - Paper towels,
      - Cleaners,
      - Disinfectants
- If shared bathroom
  - The person who is sick should clean and disinfect after each use.
  - If not possible, wait as long as possible before cleaning and disinfecting the space

English: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

Spanish: <https://espanol.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

### **ILLNESS AT SCHOOL**

When a student is to be sent home ill, the student's parents/guardians or the person designated on the student's emergency card will be contacted by the school nurse and will be asked to arrange for the child to be taken home. Students are not allowed to leave school unless parents/guardians have been contacted. A medical referral may be sent home when school health care personnel feel that the child should be seen by a physician.

### **IMMUNIZATIONS**

Washington State Law requires that Measles, Rubella, Polio, Diphtheria, Tetanus, and other immunizations are current. These records must be on file in prior to attending school is permitted. For more information about immunizations, contact the Yakima County Health District Office at 575-4040 or your family physician.

### **INJURIES**

Injuries at school should be reported to a teacher or coach immediately. Students who feel too ill to continue in classes should let their teacher know and follow their instructions.

### **MEDICATIONS AT SCHOOL**

Parents/guardians are required by law to contact the CATS office for students requiring medication at school. All medicine must be kept in the nurse's office in its original container. (School personnel are not responsible to administer dosages.)

It is important to inform the school about a child's allergies, special problems, diet requirements, or serious illnesses that might require special attention. The Washington State Legislature requires the following on the first day of school to help your child in the event of an emergency:

- Doctor's orders (written directions) for medicine or treatment,
- Medicine (for the emergency) at school, and
- Emergency plan that will tell school staff exactly how to help your child if a medical emergency occurs.
- Parents must provide the CATS office with current emergency contact numbers.

### **NURSE'S OFFICE**

A health room is available for administering medication, medical emergencies, student illnesses, or for those students who are unable to reach a parent/guardian. Parents must provide the CATS office with updated/current emergency contact numbers.

### **VISION, HEARING, AND SCOLIOSIS SCREENING**

Students are screened annually in order to identify problems with vision, hearing, and scoliosis. If health concerns are identified through these screening measures, parents/guardians will be notified so that medical care can be obtained.

## **STUDENT SERVICES**

### **CATS COUNSELING PROGRAM**



The purpose of our counseling program is to help each student in his/her social, educational, and personal development. Mr. Dave Strother is available between 7:30 a.m. and 3:00 p.m. daily. Counselors can be contacted by calling 865-3370 and asking for the desired counselor.

### **GRADUATION SPECIALIST**

At CATS, all students will graduate as life-long learners, productive citizens, and problem-solvers. Students at CATS are assigned a teacher advisor that will be with them for all four years. Your student's credits are reviewed constantly by their advisor, counselor, and graduation specialist. Steve Romero, CATS Graduation Specialist, meets with our students to review credits earned and ensure student achievement goals are met for graduation. If you would like to meet with Steve to review the progress of your son/daughter, please call (509) 865-1236 or email sromero@toppenish.wednet.edu.

### **RESOURCE MANAGEMENT TEAM**

The "Student Assistance Program" is designed to help and support our students in dealing with alcohol, tobacco and drug issues. The crisis intervention specialist is Flor Viveros. She can be reached at (509) 949-9829.

## **TRANSPORTATION**

### **CLOSED CAMPUS**

CATS is a closed campus, which means students cannot leave school grounds once they arrive in the morning until the end of the school day at 2:30 p.m. A closed campus violation will result in disciplinary action, including, but not limited to confiscating their parking pass. Students should not be in the parking lot at any time throughout the school day; however, if a student needs to get an item from his/her car, then the individual will need to be escorted by a staff member. Students wishing to leave campus (doctor/dentist appointments, family reasons, etc.) can do so only by bringing a note from a parent/guardian and by checking out of school with office personnel. **REFERENCE: TSD School Board Policy 3242.**

### **PERSONAL VEHICLES**

Driving to school is a privilege, and observing the following rules are essential in order to maintain that privilege. Each student must register his/her vehicle with the office at the beginning of every school year. All students must have a valid driver's license, insurance and parking permit to use the school parking facilities, and vehicles must visibly display the approved CATS parking permit around the rearview mirror so that the registration numbers are visible.

In order to maintain a safe environment, CATS conducts K9 surveillance of our parking lot. In the event that a vehicle is identified as potentially containing unlawful substances or paraphernalia, administration will ask to search the vehicle. If the student and/or parent refuse, the student will lose their parking privileges for the remainder of the school year.

### **STUDENT PARKING AREA**

The parking areas provide ample parking for student vehicles. All vehicles must be parked within designated marked areas and parked by being driven into front first. Students are not allowed to park anywhere but in the student section parking lot (gravel lot behind office). Driving a car or truck to school, and parking on campus is a privilege, and negligent or reckless driving, peeling out, or

parking in unauthorized areas (fire or loading zones, faculty parking, or in the back of the school) may result in loss of driving and parking privileges on school property and/or other disciplinary actions. Additionally, students are not allowed to loiter in the parking lot or in cars at any time during the day. Toppenish School District reserves the right to search any students' vehicle parked on school grounds for the purpose of safety issues.

### **BUS ETIQUETTE**

Riding the school bus is a privilege not a right. Student misbehavior while on board a school bus carries consequences that can result in injury and perhaps endanger the lives of students. A student of high school age should already know how to behave on the bus, and is therefore allowed a relatively short period of time to change a pattern of disruptive behavior. The bus driver, the school district supervisor of transportation, and the administration will handle bus infractions – ongoing bus misbehavior can result in loss of bus privileges temporarily, for the year, or even permanently.

Bus drivers expect students to observe classroom conduct, be courteous, not use profane language, not eat or drink on bus, keep the bus clean, cooperate with the driver, not use tobacco or tobacco like products or illegal drug, not be destructive, stay in seat, and keep head, hands, and feet inside of the bus. (Reminder: The bus driver is authorized to assign seats.)

### **BUS DISCIPLINE PROCEDURES**

The bus driver will attempt to work out problems/situations on the bus as they occur. If problems cannot be worked out, then disciplinary steps will be taken with notification to all parties involved.

1<sup>st</sup> Offense: Verbal Warning.

2<sup>nd</sup> Offense: Documented Warning. Student may be assigned a seat on the bus.

3<sup>rd</sup> Offense: Loss of bus privileges for 3 days.

4<sup>th</sup> Offense: Loss of bus privileges for 5 days to the rest of the semester.

5<sup>th</sup> Offense: Loss of bus privileges for the remainder of the school year.

### **BICYCLES, SKATEBOARDS & ROLLERBLADES**

Skateboards and Rollerblades are not allowed on Toppenish School District property at any time. At this time, CATS does not have a designated bike rack for storing bicycles. If you would like to ride your bike to school, please speak with the administration regarding where to store and secure your bicycle while you are at school. However, CATS and its staff members will not be responsible for any damages that incur.

## **ATTENDANCE INFORMATION**

### **ATTENDANCE**

*Student attendance plays a critical part in student success.*

CATS faculty endeavors to provide the greatest possible learning opportunities for students. Students who are absent from school miss the guidance of teachers in learning new materials and skills, and they miss the interactions of peers in discussions, activities, and presentations. Consistent attendance is the first step to achieving excellence in education. Teachers will submit their classroom attendance records within the first ten minutes of class. Students who are

not in class by the sound of the tardy bell will need to be “swept” or see the attendance clerk for an admit slip to class. REFERENCE: Toppenish School Board Policy 3122 Excused and Unexcused Absences

### **EXCUSED ABSENCES**

Assignments and/or activities not completed because of an excused absence or tardiness may be made up. The following are valid excuses for absences and tardiness:

1. **Participation in a school-approved activity or instructional program**– To be excused, this absence must be authorized by a staff member. All of the student’s teachers must be notified prior to the absence.
2. **Absence due to illness, health condition or medical appointment (including but not limited to medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible for** – If a student is confined to home or hospital for an extended period, then the school may arrange for the completion of assignments at the place of confinement (whenever practical). If the student is unable to do his/her schoolwork, or there are major requirements of a particular course, which cannot be accomplished outside of class, then the student may be required to take an Incomplete grade and will be afforded the opportunity to complete missed work before the next grading period. Failure to complete missed work will result in an “F” in the class. The parent/guardian is expected to notify the school office of the student’s absence by telephone, written note or email within 48 hours. Without this note, the absence will be recorded as an UNEXCUSED ABSENCE.
3. **Family emergency, including but not limited to a death or illness in the family** – The parent/guardian is expected to contact the office regarding the length of absence. The student will be granted an opportunity to complete the work missed. If the student is unable to do his/her schoolwork, or there are major requirements of a particular course, which cannot be accomplished outside of class, then the student may be required to take an Incomplete grade and will be afforded the opportunity to complete missed work before the next grading period. Failure to complete missed work will result in a failing grade for the course.
4. **Religious or cultural purpose including observance of religious or cultural holidays or participation in religious or cultural instruction**- The parent/guardian is expected to notify the school office of the student’s absence by telephone, written note, or email within 48 hours.
5. **Court, judicial proceeding or serving on a jury** – The parent/guardian is expected to notify the school office of the student’s absence by telephone, written note, or email within 48 hours.
6. **Post-secondary, technical school or apprenticeship program visitation, or scholarship interview** – The parent/guardian or student must provide proof of such scheduled visit within 48 hours of student’s return to school.
7. **State-recognized search and rescue activities consistent with RCW 28A.225.055** – For more information regarding the definitions under such provision visit <http://tinyurl.com/RCW-28A-225-055>.
8. **Absence directly related to the student’s homeless status** – Please refer to the Toppenish School District McKinney-Vento eligibility document.
9. **Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010**

10. **Absence due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services as provided under RCW 28A.600.015 and chapter 392-400 WAC** – As required by law, students who are removed from a class as a disciplinary measure (students who have been placed on short-term suspension) shall have the right to make up assignments or exams missed. Work missed due to suspension may be picked-up in the office between 2:45 pm and 3:30 pm on the day following the suspension upon parent request. A twenty-four (24) hour advanced parent request is required in order to provide the homework in a timely manner.
11. **Absences due to student safety concerns, including absences related to threats, assaults, or bullying.**
12. **Absences due to a student’s migrant status.**
13. **An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.**
14. **Excused absence for chronic health concern** – Students with a chronic health condition that interrupts regular school attendance may qualify for placement in a limited attendance participation program. The student and his/her parents/guardians should consult with the principal or counselor, and a limited educational program may be deemed appropriate. The principal (or designee) shall approve the recommendation of a limited educational program. In such case, staff would be informed of the student’s needs.

REFERENCE: TSD School Board Policy 3122

### **UNEXCUSED ABSENCES**

Unexcused absences fall into the following categories:

- Submitting a signed excuse which does not meet the guidelines of an excused absence as previously defined.
- Failing to submit any type of excuse statement approved by the parent/guardian. This type of absence on an ongoing basis is also defined as truancy.

\*Any student who presents false evidence in order to wrongfully qualify for an excused absence will be subject to disciplinary action.

### **SKIPPING CLASS**

Students who fail to attend their scheduled class without prior approval are considered to be “skipping class”. Students who skip class will be subject to disciplinary action and may include a petition to the Yakima County Juvenile Courts.

**All Washington State Schools are required by State statute to file a petition with the juvenile court when students accumulate five unexcused absences in a month or ten in a year (RCW 28A.225.015).**

### **Procedures for full day unexcused absences**

**Step 1:** 1 unexcused absence – Phone call to parent. Documented in Student File.

**Step 2:** 2 unexcused absences – Phone call to parent. Documented in Student File.

**Step 3:** 3 unexcused absences – Administrative Conference. CATS Attendance Success Plan.

Parents and student will be informed that the student will participate in a Washington Assessment of the Risks and Needs of Students.

**Step 4:** 4 unexcused absences (within one month) – Administrative Conference or Community Truancy Hearing.

**Step 5:** 5 unexcused absences (within one month) - Referral to Yakima Juvenile Court or Yakama Tribal Court. Possible penalties enforced include: \$25 fine per day missed, 100 Community Service Hours for Parents and Child, and/or 1 week in Juvenile Detention.

**The following will occur in an effort to improve the student’s attendance:**

Inform the child's custodial parent, parents, or guardian by a notice in writing or by telephone whenever the child has failed to attend school after three unexcused absences within any month during the current school year. School officials shall inform the parent of the potential consequences of additional unexcused absences. If the custodial parent, parents, or guardian is not fluent in English, the preferred practice is to provide this information in a language in which the custodial parent, parents, or guardian is fluent;

- A conference or conferences with the custodial parent, parents, or guardian and child at a time reasonably convenient for all persons included for the purpose of analyzing the cause of the child's absences after four unexcused absences within any month during the current school year. An attendance agreement will be signed by all three parties.
- Take steps to eliminate or reduce the child's absences. These steps shall include, where appropriate, adjusting the child's school program or school or course assignment, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, requiring the child to attend an alternative school or program, or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school. If the child's parent does not attend the scheduled conference, the conference may be conducted with the student and school official. However, the parent shall be notified of the steps to be taken to eliminate or reduce the child's absence.
- In accordance with state law, students will be referred to juvenile court after five (5) unexcused absences in a month or ten (10) unexcused absences in any school year. The parents will be asked to sign an Agreed Order.
- After twenty (20) consecutive school days of unexcused absences, the student will be considered to have been withdrawn from school by the student’s parents. The school will file a Petition for a Contempt Hearing with the Yakima Juvenile Courts or Tribal Court.

**EARLY DISMISSAL / LATE ARRIVAL**

Parents/guardians are required to “sign-out” their child prior to taking them home during school hours. Students are required to “check-out” through the attendance office when leaving campus and must have an “off-grounds pass,” which is obtained by parent/guardian permission (telephone or note).

\*Parents/guardians: For liability reasons, we appreciate your cooperation in notifying the attendance office any time your child comes and goes off campus during regular school hours.

**HALL PASSES**

When a student is on campus and not accompanied by an adult, then he/she must properly have the CATS teacher issued hall pass at all times.

**TARDY POLICY**

“Tardiness” is defined as failing to be in the room and properly seated before the tardy bell rings. In order to maximize the use of instructional time students are expected to arrive to class on time with materials needed to learn. Students who are late due to a request by the teacher of the previous class must submit that note to the attendance clerk. Failure to do so will result in the student being marked tardy. Consequences for “unexcused tardiness” may include after school tutoring, after lunch garbage pickup or other planned consequence.

\*Failure to attend tutoring will result in a success plan that will encourage students to be on time.

### **STUDENT WITHDRAWAL FROM SCHOOL**

Parents/guardians may withdraw a student from school only by parental contact with building administration. Parents need to state in writing the intention and the reason for withdrawal. The student will be given a withdrawal form to be signed by all teachers and it must be returned to the office. All student records will be mailed upon request of the new school if there are no “holds” placed on records (book fines, uniforms, etc.).

## **STUDENT DISCIPLINE PLAN AND PROCEDURES**

### **DISCIPLINE**

In order to assist students in understanding the relationship between their behaviors/decisions and their success in school, CATS has implemented a progressive discipline plan. The plan begins with each teacher’s classroom rules and incorporates both building and district regulations, plus federal and state laws. Consequences range from “on the spot” re-teaching (telling a student to take his/her hat off or to move from an inappropriate place), after school tutoring, suspension, or even expulsion from school. A student’s progressive discipline will relate directly to the severity or repetition of the offenses. That is, a student may be suspended or expelled from school for one violent or criminal act (bringing a weapon to school) or a series of disruptive actions. A wide range of interventions will be offered in an attempt to alter a student’s behavior before exclusion from school becomes necessary. Parents are notified early and often and are consulted regularly when their child’s behavior interferes with the instructional process or with the learning of the other students.

### **LEVEL 1 VIOLATIONS (DISRUPTIVE BEHAVIOR)**

- 1.01 Level 1 Offense– Refusal of a student to follow common classrooms rules.
- 1.02 Inappropriate place/time – Failure to follow directions or schedules as designated by school personnel. This includes actions that may be appropriate in another setting but not acceptable for setting at hand
- 1.03 Failure to Possess Materials – Student failing to arrive to class with the necessary materials needed for success.
- 1.04 Failure/Course of study – The act of refusing to participate in coursework or failing to partake in the educational process.
- 1.05 Bikes, Skateboards, Scooters, Roller Blades – The riding of bikes, skateboards, scooters, roller blades or “heelies” on campus.

**Level I** violations are the lowest level of student misconduct and are normally handled in the classroom, hallways, or the cafeteria by the teacher, paraprofessional, or other staff member. The range of misconduct may vary from breaking general school or classroom rules (i.e. coming unprepared to class), making disrespectful comments to other students, to taking cuts in the lunch-line. A wide range of interventions may be taken by staff members to modify the student’s conduct

and maintain a positive learning environment on campus. (Examples of interventions: making the student aware that his/her actions are noticed and may be inappropriate, parents/guardians contact, an electronic referral as documentation only.) Students whose conduct does not improve after a number of different documented interventions will move up levels in the progressive discipline plan and could eventually be suspended.

**LEVEL 2 VIOLATIONS (DISRUPTIVE CONDUCT)**

- 2.01 Dangerous Items – Students are not to bring items to school that are potentially dangerous to themselves or others. To include accessories, i.e. pendants/knives, blades, toy gun or toy weapon look alike.
- 2.02 Skipping Classes – The compulsory attendance law of the State of Washington requires that students attend all classes unless excused by the school.
- 2.03 Insubordination – The conscious choice of the student to fail or refuse to act as instructed by the teacher or other adult. This includes not reporting to an administrator when requested.
- 2.04 Academic Dishonest/Plagiarism – Knowingly submitting the work of others represented as the student’s own or assisting another student in doing so, or using unauthorized sources.
- 2.05 Forgery or Misrepresentation – Impersonating a parent/guardian on the telephone. Signing for a parent/guardian, teacher, counselor, medical personnel, etc.
- 2.06 Inappropriate Dress – The wearing of clothing that is revealing, vulgar, anti-social, gang-related, that advertises tobacco, alcohol, drugs or sends an inappropriate message. See page 16-17
- 2.07 Disregard for Safety of Others or Self - Committing acts that endanger others, i.e. throwing dangerous objects, food fights, lighting matches and lighters, encouraging/promoting a fight, etc.
- 2.08 Violation of Closed Campus – Leaving campus while school is in session without proper permission.
- 2.09 Disrespect/Name Calling – The use of verbal and nonverbal communication to ridicule or make another student feel inferior. NOTICE: Any person who insults or abuses a teacher may result in disciplinary action including in out of school suspension. RCW 28A.635.010
- 2.10 Pornographic Materials – Possession, use and/or dissemination of such materials.
- 2.11 Computer Misuse – Using the computer to disrupt the educational process. Changing another person’s document, erasing data without permission, sending or receiving inappropriate e-mail, searching and/or viewing inappropriate sites, etc.
- 2.12 Profanity – Use of vulgar language or cursing. Includes profanity in writing, gestures, pictures, and drawings. Any expression that does not conform to the standards the community expects for public usage.
- 2.13 Graffiti – Writings or drawings inappropriate in a school setting.
- 2.14 Electronic Equipment – The inappropriate use of electronic equipment (see computer misuse).
- 2.15 Permanent Markers – The possession of any type of permanent marker on campus, school bus, any District property, or any site being used for a school or District activity.
- 2.16 Failure to serve detention – The act of knowingly failing to serve detention without prior approval.
- 2.17 Unexcused Periods Tardy – Not in the student’s seat or location as directed by the teacher at the start of class.

**Level II** offenses are for more serious behavior issues and are subject to higher- level consequences. The teacher or staff member who witnesses the behavior will give the student an electronic referral. When a referral is issued, the administrator will meet with the student, process the behavior, and determine the appropriate consequences for the offense. The parent/guardian will be notified. The reporting teacher or administrator will notify the parent/guardian of the offense. The administrator will communicate with the parent/guardian regarding consequences.

**LEVEL 3 VIOLATIONS**

## ~2020 STUDENT / FAMILY HANDBOOK 2021~

- 3.01 Failure to report to Saturday school – The act of not attending Saturday school without prior approval.
- 3.02 Arson -Lighting a fire on school property.
- 3.03 Sale/Use/Possession of a Controlled Substance –Sale, possession, use, or under the influence of marijuana, alcohol, or other controlled substances on school property. Reference: RCW 69.50.401, RCW 9.47A.020, RCW 28A.170.075
- 3.04 Possession of Drug Paraphernalia – Possession of drug paraphernalia.
- 3.05 Tobacco – Possession of and including the smoking, vaping, sniffing and/or chewing of tobacco, by students on school property.
- 3.06 False Alarm/Bomb Threat – The setting off of an alarm without due cause. The act of setting off a false fire alarm either by use of flame or pulling the alarm lever. Students who cause a false alarm will be fined a \$250 charge.
- 3.07 Fighting (Battery, Assault) – The violent attacking and beating of another person.
- 3.08 Explosive Device/Fire Crackers/Fireworks - Possession or igniting explosive devices.
- 3.09 Possession of Dangerous Weapons/Look A Likes – Possession (on person, clothing, in locker, or property of a student) of weapons as defined by RCW 9.41.250.
- 3.10 Destruction/Defacing of Personal or School Property – Includes graffiti, damage to building, etc.
- 3.11 Computer Hacking/Internet Violations – Entering the school records for any reason.
- 3.12 Serious False Accusations about Self/Students/Adults – False accusations and/or statements against students and supervisors.
- 3.13 Lewd Behavior/Sexual Misconduct – Actions pertaining to inappropriate behavior.
- 3.14 Bullying (Harassment, Intimidation, Etc.) - The unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time. Bullying RCW 28A.300.285, Cyberstalking RCW 9.61.260, Malicious Harassment RCW 9A.36.078.
- 3.15 Sexual Harassment/Hazing – The uninvited, unwanted, and nonreciprocal behavior that offends or intimidates others.
- 3.16 Stealing – The actual taking or possession of stolen articles.
- 3.17 Gang Related Activity – The writing, display, or promotion of words, dress, or symbols related to gang affiliation. RCW 28A.600.455, RCW 9A.46.120, RCW 9.94A.030,
- 3.18 Pushing, & Shoving – Any inappropriate and/or aggressive physical contact including “play fighting.”
- 3.19 Trespassing – Trespassing on school property or school transportation at a time or place the student’s presence is not permitted.
- 3.20 Extortion – Defined as the crime of obtaining money or property by threat to a victim’s property or loved ones, intimidation, or false claim of a right.
- 3.21 Threats – Threats of violence to other students or staff.

**Level III** violations are much more serious misconduct and are subject to higher-level consequences. Such offenses supersede teacher interventions and are addressed immediately by administration. The principal will document the violation and will notify the parent/guardian of the offense/consequence.

**\*If a student receives a Level II or III violation, he/she may be placed on any step of the progressive discipline process according to the severity of the violation and may be suspended or expelled.**



## ~2020 STUDENT / FAMILY HANDBOOK 2021~

Students who break school and/or classroom expectations (or commit any level I, II, or III violations) will move through the school wide progressive discipline plan, as determined by the school administration. Once violations are documented by the classroom teacher or other staff member, then the following steps can occur:

**STEP ONE:** Student/administrator conference, parent notification by administration. Up to 1 hour of tutoring may be assigned. If a student is miss detention they will be assigned tutoring during an early release day or Saturday school.

**STEP TWO:** Student/administrator conference, parent notification (by administration and/or student), 5 days of after school tutoring or school service work assigned (early release detention, Saturday school, or in-house may be included, assigned counselor will be notified, and additional interventions may be initiated).

**STEP THREE:** Parent notification by administration. Conference requested with parent, teacher, student, and administration. One to five days of out-of-school suspension (WAC 180-40-245 through WAC 180-40-255). A Success Plan may be required by administration at this step or any subsequent step.

**STEP FOUR:** Parent notification by administration. Out-of-school suspension for three to ten days enacted (WAC 180-40-245 through WAC 180-40-255). Success Plan required, with consideration of change of school placement.

**STEP FIVE:** Parent notification by administration and Success Plan required. A long-term out-of-school suspension for a minimum of ten and a maximum of twenty school days (WAC 180-40-260 through WAC 180-40-270) will be enforced. Change of school setting to CATS Academy.

### FORMS OF DISCIPLINE

#### *Other Forms of Discipline*

Responses to behavioral violations short of classroom exclusion, suspension, expulsion, or emergency expulsions. Other forms of discipline may include but are not limited to: exclusion from transportation, suspension from sports team, apology letter, before or after school detention. (*Staff members are not restricted to the above list and may use any other form of discipline compliant with WAC 392-400-025(9).*)

#### *Classroom Exclusions*

Exclusions of a student from a classroom or instructional/activity area for behavioral violations that disrupts the educational process.

#### *Detention*

Administrators will assign detention for referrals given for discipline issues. Teachers or an administrator may assign a student detention for classroom management issues, before school, at lunchtime, or after school. A student's failure to serve detention without prior arrangements with the staff member who assigned the detention may result in a suspension. Transportation arrangements are the responsibility of the student and parents/guardians. Detention will include a variety of school campus activities such as picking up trash, washing windows, etc.

#### *Saturday Tutoring*

"Saturday tutoring" will be held at the CATS Lab from 8:00 AM to 12:00 PM. Dates are scheduled as needed.

**Short-term Suspension**

A short-term suspension is exclusion from school for more than one (1) day, but no more than nine (9) consecutive school days. Suspended students will be provided the opportunity to make up assignments and tests. During suspension periods, students will not be allowed on school district property and may not attend any school functions.

**Long-term Suspension**

A long-term suspension is ten (10) or more consecutive school days. During suspension periods, students will not be allowed on school district property and may not attend any school functions.

**Expulsion**

Expulsion (exclusion from school) remains in effect until rescinded by the superintendent through appeal or hearing. Expelled students will not be allowed on school district property and, therefore, may not attend any school functions during the time of their expulsion. Local authorities will be notified to enforce this rule, if necessary.

**Emergency Expulsion**

Emergency exclusion from school when it is believed that the student's presence poses an immediate and continuing danger to the student, other students, school personnel, or is a substantial disruption to the educational process. The expulsion will continue until rescinded by the principal or other administrators. Students on emergency expulsion will not be allowed on school district property and may not attend any school functions during the period of the emergency expulsion.

**Behavioral/Attendance/Academic Success Plans**

Only administrators and/or the Principal's designee may place students on a student success plan. Once a student is placed on a plan and fails to make good decisions regarding the agreed requirements, an alternative placement may be considered.

**Offenses Resulting in Suspension**

Any level three offense or repeated level two offenses may result in disciplinary action including suspension or reassigning the student to an alternative location. CATS will comply with the rules and guidelines referenced in Chapter 28A.600 in the Washington State Revised Code.

**DRESS CODE**

Students who are not dressed appropriately will be given the option of changing clothes and/or being required to call their parent(s) to bring appropriate clothes to school. Those who are dressed inappropriately will not be admitted into class, and repeated violations of the dress code will be considered an offense resulting in progressive discipline. Student appearance, dress or accessories shall not be disruptive nor interfere with the educational process, nor the general health and safety of the students. The following guidelines are intended to help parents and students ensure **that they are dressed in an appropriate manner at school or school related activities:** \*Any item deemed by the administration as disruptive to the educational process or in current use of local gangs will be prohibited. *REFERENCE: Toppenish School Board Policy 3224*

- Any apparel which implies gang membership/affiliation (see following page) or which displays inappropriate language, sexual innuendo, or advertisements for drugs/alcohol/tobacco is prohibited (administrative discretion will apply).
- No group of students (three or more) may wear the same color of clothing, (ex: red shirt, red sweats, red shoes, blue shirt, blue sweats, blue belt, etc.) Zero tolerance on dressing with the same color emulating gang activity/affirmation is prohibited, unless they are associated with school activities or administrator approved.
- Undergarments shall not be visible-this includes, but is not limited to, see-through clothing, any part of the bra (including straps), boxer shorts or the elastic waistband of underwear.
- Tops and dresses shall completely cover the torso (the stomach and lower back) and cleavage at all times. No cleavage shall be visible at any time. ***These clothing items are not allowed at school or at school functions.*** Sleeveless tops and tank tops shall not have extremely large armholes, which will unnecessarily expose undergarments or bare skin. Tank tops must have at least a one-inch strap.
- Sagging, or the wearing of pants/shorts below the waist and/or manner that allows underwear or the bare skin to show, and the wearing of excessively baggy pants/shorts with low-hanging crotches are prohibited.
- Shorts, skirts and skorts must have a minimum length from waist to mid-thigh or longer (administrative discretion will apply).
- The guidelines for tops and skirts shall be applied to dresses.
- Wearing hoods, hats, beanies, baseball caps, bandanas, hairnets, rags, and other head apparel worn on school property are prohibited during school hours including breakfast time unless otherwise pre-approved by school administration.
- Sunglasses at school or at school activities are prohibited (except for school-defined, special occasions).
- Clothing that compromises modesty at school or at school-related functions is not allowed (administrative discretion).
- Wallet chains, dog chains, chain belts or other similar chains and dangling belts are prohibited.

### **GANG RELATED BEHAVIOR**

The following actions are considered to promote or indicate gang membership. Students wearing gang-related clothing or exhibiting gang-related behavior may be in violation of the exceptional misconduct rule and could be subject to emergency expulsion from CATS. The following list is not all inclusive and is intended to serve as a guide to help students stay within the expectations of the school to keep all gang related activity out of CATS (other restrictions may be imposed as need arises):

- Any other behavior of action which indicates gang representation
- Bandanna or hair nets
- “Dickies” with or without tags or clothing that looks like “Dickies” or “Ben Davis”
- Belt buckles with initials
- Buttoning only the top button on a shirt
- Chains/jewelry depicting “13” or “14” or any gang affiliation
- Dark lipstick or liner
- Extremely oversized clothing
- Frequent and excessive wearing of the color blue or red or other color identified with a gang (Administrative Discretion)
- Gloves worn in the building

- Groups of students (3 or more) wearing red or blue or any other color
- Hand signs
- Hanging belts, suspenders, overall straps
- Hazing, intimidation
- Hoods worn in the building
- Hoods zip closed (hiding the face) on school grounds
- Initiation invitation, inquiry, or activities
- Marks, tattoos, graffiti, body art (Must be covered)
- Old English style lettering
- Pants sagging below the waist line
- Red or blue shoe laces
- Solid red, brown or blue shirts/clothing (or gang affiliated colors)
- Use of a tag name
- Wearing the numbers “13”, “14”, “21”, “34” (includes roman numerals)
- Hair styles (tails, block patch behind the head, any design deemed inappropriate by staff, security or admin.
- Any style Rosaries exposed shall be prohibited (red, blue, black, brown, etc.)

**\*Any item deemed by the administration as disruptive to the educational process or in current use of local gangs will be prohibited.**

### **APPEAL PROCESS FOR DISCIPLINARY ACTION**

A student or the parent(s) may appeal a suspension, expulsion, or emergency expulsion to the Superintendent or designee orally or in writing. For suspension or expulsion, the request to appeal must be within five (5) school business days from when the district provided the student and parent with written notice. For emergency expulsion, the request to appeal must be within three (3) school business days from when the district provided the student and parent with written notice.

### **DRUGS, ALCOHOL, AND TOBACCO POLICY**

The Toppenish School District is a drug-free school district. It is the policy of the Toppenish School Board to recognize alcohol and other drug use/abuse as a societal problem, and that substance abuse and drug dependency is a disease process that may be successfully treated. The District actively supports abstinence from drugs, alcohol, and mind-altering substances for all students in order that their development can reach full intellectual, emotional, social, and physical potential.

**First Offense:** In lieu of a 20-day suspension, and in order for the student to be readmitted into a district educational program, the following requirements must be agreed to by the student and parents/guardians:

- Five (5) day minimum suspension.
- A student may return early if proof of a completed substance abuse assessment administered by a chemical dependency agency is provided.
- Students readmitted into school may be required to participate in a substance abuse assistance program, and will be subject to unannounced searches of student backpacks, purses, containers, and clothing.
- A district success plan agreement must be written for a period of two years (24 months) from the date of the conference or hearing.

**Second and Subsequent Offenses (including distribution of drugs, alcohol, illegal substances and paraphernalia):**

The following disciplinary action will be imposed:

- The student may be given up to a ninety (90) day suspension or a suspension until the end of the current semester, whichever is greater, from the home school.
- A student may return early if proof of a completed substance abuse assessment administered by a chemical dependency agency is provided.
- Students readmitted into school may be required to become involved with a substance abuse assistance program, and will be subject to unannounced searches of student backpacks, purses, containers, and clothing.
- A district success plan agreement must be created for a two-year period or, if such an agreement is already in place, it must be extended by two additional years (24 months) from the date of the second or subsequent conference or hearing.

**BULLYING**

*The Toppenish School District declares that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Therefore, harassment, intimidation, or bullying is prohibited. Harassment, intimidation, or bullying means any gesture or written, verbal, or physical act taking place on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that:*

Physically harms a student or 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 environment; or has the effect of substantially disrupting the orderly operation of the school.

**Other distinguishing characteristics can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refer to the individual's choice to engage in the act rather than the ultimate impact of the action(s).**

**CYBER BULLYING**

Cyber-bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs.

**In situations in which the cyber-bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school.** Such conduct includes, but is not limited to threats made on or off school grounds, to kill or hurt a staff member or student. Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school administrator. The administration shall fully investigate all reports of cyber-bullying.

Disciplinary action may include: the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber-bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials.

### **SEXUAL HARASSMENT / HAZING**

Sexual harassment is defined as being disturbed persistently by someone because of your gender. Hazing is defined as to oppress, punish, or harass by forcing to do ridiculous, humiliating or painful things. It can vary from annoying glances, attempted or actual physical assault, or threats to withhold advancement. It may be male to female, female to male, or towards a member of the same gender. You must remember that in order for the conduct to be considered sexual harassment/hazing, it must be **uninvited, unwanted, and non-reciprocal**. If sexual harassment/hazing happens to you, act promptly to stop it. Toppenish School District is responsible to ensure that acts of sexual harassment/hazing against district employees do not occur. Under the Title IX of the Educational Amendments of 1972 and under Title VII of the Civil Rights Act of 1964, sexual harassment/hazing is an illegal and a form of discrimination. Toppenish School Board Policy 3207, 3207P regarding rules and regulations.

### **WEAPONS – ZERO TOLERANCE POLICY**

The Toppenish School District enforces a zero-tolerance policy for the possession of weapons on school property or at school-sponsored events or activities. Students who possess firearms on school grounds or at school events or activities will be expelled for not less than one (1) year. We take all threats of violence very seriously and have demonstrated that they will not be tolerated. The District has also adopted and provided information about the District's zero-tolerance stance on "hit lists" and assaults involving threats to kill another person. Threats of this nature will be considered assaults and will result in appropriate disciplinary action.

### **COMPLAINT/GRIEVANCE PROCEDURES**

Parents, guardians or students who feel that they have been discriminated against, sexually harassed, or bullied have a right to file a complaint with the Toppenish School District. All such complaints should be directed first to the building principal. If no resolution is reached through that process, the complaint may be forwarded to Shawn Myers, the District's Executive Director of Personnel and Human Resources at 306 Bolin Drive, Toppenish, WA 98948, (509) 865-4455.

### **SEXUAL HARASSMENT**

The Toppenish School District Board of Directors seeks to provide an environment within the District that is free from all types of discrimination, including sexual harassment. Sexual harassment can occur adult to student, student to adult, student-to-student, adult to adult, male to female, female to male, male to male and female to female.

Any staff member, student or other person who has been found, after appropriate investigation, to have sexually harassed a District employee, volunteer, parent, or student will be subject to disciplinary action up to and including discharge (for an employee), expulsion (for a student), or other appropriate sanctions permitted under applicable state and federal laws and consistent with applicable collective bargaining agreements.

~2020      **STUDENT / FAMILY HANDBOOK**      2021~

The District pledges to investigate promptly any complaint received and to take immediate and appropriate corrective action where warranted.

The signatures below indicate the Student/Family Handbook was read and agreed on.

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Las firmas a continuación indican que se leyó y aprobó el Manual del estudiante / familia

Alumna/Alumno \_\_\_\_\_ Fecha \_\_\_\_\_

Padre(s) \_\_\_\_\_ Fecha \_\_\_\_\_