

**Quileute Tribal School**  
**PARENT/STUDENT HANDBOOK**  
**2021-22**



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**QTS**

**2021 -2022**

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Quileute Tribal School

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**QTS 2021 - 2022 Parent/Student Handbook**

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# Quileute Tribal School

## Mission Statement

***Our students will gain and retain knowledge and skills necessary to make them responsible, productive, citizens. They will develop problem solving skills, communication skills, and self-sufficiency skills that will allow them to interact at all levels of society. They will protect, preserve, and enhance the Quileute Language and Culture for future generations.***

**Quileute Tribal School  
Vision Statement**

***QTS is a positive place to learn, grow and develop into a productive citizen with the global skills needed for an ever-changing world and society. In pursuit of these goals we pledge to:***

***Be Safe***

***Be Respectful***

***Be Responsible***

**Regular Daily Schedule**

(These times are subject to change).

**Elementary**

**Middle School/High School**

8:00 – 8:30

Teacher Planning

8:00-8:30

8:30 - 8:55

Breakfast In-Class

8:30 - 8:55

8:55 – 11:30	Classes in Session	8:55 – 12:09
11:30 – 11:30	LUNCH	12:05 – 12:35
12:05 – 3:10	Classes in Session	12:39 – 3:10
3:10	Release Time	3:10

**Early Release Friday: All Students Released at 2:10**

## **Release of Student Records and Information**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that governs the maintenance of student education records. Under that law, parents of students, or students themselves if they are at least 18 years of age (“eligible students”), have both the right to inspect education records kept by the school about the student and the right to correct inaccuracies or misleading information in the record. Access to these records by other than the parents or the student is limited and generally requires prior consent by the parent or the student.

Access to education records is limited to: Parents of students under 18, parents of students over 18, if such student is dependent as defined in the Internal Revenue Code, the eligible student, officials of this school district who have a legitimate educational interest, federal, state, and local officials to whom information is required to be reported, certain test organizations, accrediting organizations, appropriate persons in connection with an emergency, pursuant to subpoena or court order, to any person, with the written consent of the parent or eligible student.

## **Student Assessment**

QTS believes it is important to offer students a variety of assessment opportunities. Assessments are included as a part of every class; however, students are also measured through a variety of alternative methods including: portfolios, demonstrations, presentations, and collaborative projects. This variety of assessments allows students and teachers to identify strengths and problem areas and respond to

them promptly. When problem areas are identified, teachers can develop strategies to correct the problem.

**Formal Assessments administered at Quileute Tribal School include:**

- **WCAS:** Washington Comprehensive Assessment of Science in grades 5 and 8.
- **SBAS:** Washington Smarter Balanced Assessment of ELA and Math in grades 3 – 8 & 10.
- **WaKids Inventory of Developing Skills:** Kindergarten students.
  - iReady at All Grade Levels (Diagnostic Formative Assessment)

**Optional Assessments administered as needed or upon request:**

**PSAT:** Administered to 9th Grade Students

**ACT:** Administered to 11<sup>th</sup> & 12<sup>th</sup> grade as needed for college readiness.

**SAT:** Administered to 11<sup>th</sup> & 12<sup>th</sup> grade as needed for college readiness.

**ASVAB:** Administered to 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade on voluntary basis (military readiness).

All standardized assessments are subject to change to meet state and federal requirements.

**Student Academic Progress Reports**

Progress reports will be provided to parents of all students, K-12, at the end of each month, except in the months that report cards are issued. All students are on a quarterly grading period, and parents will receive report cards in October, January, April, and June.

**The QTS Grading Policy**

### Grades K-2:

1: Developing	2: Basic	3: Proficient	4: Advanced
Little progress toward grade level expectations. Meets few or no grade level expectations.	Progressing toward grade level expectations. Meets some grade level expectations.	Consistently meets grade level expectations.	Consistently performs above grade level expectations.

### Grades 3-12:

<b>Performance Level</b>	<b>Description of Student Performance</b>
<p>"A" Level Performance</p> <p>90-100</p> <p>3.6 – 4.0</p>	<p>The student's work exceeds all the basic requirements of the challenge/task at a very high level of competence. It is clear, carried out with unusual precision and skill, and demonstrates an in-depth understanding and analysis of the content and the challenge itself. The work is presented in an original and creative manner that communicates either new insights or intriguing perspectives.</p>
<p>"B" Level Performance</p> <p>80-89</p> <p>3.0 – 3.5</p>	<p>The student's work exceeds all the basic requirements of the challenge/task at a high level of competence. It is complete, has no significant errors, and demonstrates a thorough grasp of the content and the challenge/task itself. In addition, the work is well presented, and facts and ideas have been combined in order to generalize or explain conclusions and interpretations of the ideas and concepts studied.</p>
<p>"C" Level Performance</p> <p>70-79</p> <p>2.0 – 2.9</p>	<p>The student's work satisfies the basic requirements of the challenge/task at an acceptable level of competence. It shows the required grasp of key ideas and concepts, is presented in an adequate manner, and conveys the key ideas of the challenge/task itself. Work at this level meets only the minimum level of performance and should be considered a point from which improvement should begin.</p>



<p>“D” Level Performance</p> <p>60-69</p> <p>1.0 – 1.9</p>	<p>The student’s work does not satisfy the basic requirements of the challenge/task and must show improvement. This work demonstrates a minimal understanding of key ideas and concepts, lacks clarity and precision in its presentation, and demonstrates little understanding of the challenge/task itself. This work meets only the minimum level of competence for granting credit.</p>
<p>“F” Level Performance</p> <p>Below 60</p>	<p>The student has not met the basic requirements for “D Level Performance” in the course. All strategies and/or time available to satisfy this academic requirement have been exhausted, and “No Credit” will be awarded for this course work.</p>
<p>Honor Roll</p>	<p>To qualify for the honor roll, a student must earn a 3.0 grade point average (GPA) for the semester.</p>

**Programs Available to Help Students**

QTS offers a variety of programs to assist students in reaching their personal and educational goals.

**Athletics**

QTS encourages student athletes to participate in extracurricular activities at Forks Middle School and Forks High School.

Under the Washington Interscholastic Activities Association (WIAA) guidelines, students enrolled at Quileute Tribal School (QTS) have the right to participate on the Interscholastic teams at the Quillayute Valley School District (QVSD). QTS students are held to the same team responsibilities as the QVSD student-athletes and are held to the same standards of behavior and performance as other members of the team. The QVSD may not refuse to allow students from QTS to participate if the student(s) meet the WIAA and QVSD eligibility requirements.

### **Special Education:**

QTS offers Special Education services for students qualifying for additional educational support through the Individuals with Disabilities Act (IDEA) eligibility. Please see your teacher or the special education coordinator if you have any questions.

### **Section 504:**

Under the provisions of Section 504, Rehabilitation Act of 1973, public schools must make sure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). This provision applies to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility. For further information, contact QTS's 504 Coordinator, Peter Walchenbach (360) 374-5702.

### **Gifted and Talented Education (GATE):**

Students can be referred to the GATE program by a parent or staff if they show exceptional strengths in three areas: Leadership, Academic Performance, and/or Fine Arts.

### **ED2020:**

ED2020 (Edgenuity) is a computer - based program offered to middle school/high school students both as a means of earning credits of regular courses and as credit recovery. QTS will also utilize Edgenuity's new social and emotional support components throughout the year to support student, staff, and family needs.

### **Career and Technical Education:**

The following programs are available to students:

- Construction Trades
- Business and Computer Applications Technology

### **College Credits:**

- Running Start through Peninsula College – Grades 11-12

Advanced Placement Environmental Science -- Grades 11-12

**QTS Graduation Requirements**

Students must pass state mandated assessments in English Language Arts, Math, and Science or the assessments administered in their place to receive a diploma. Students who earn credits but do not meet the state mandated requirements may be eligible for a Certificate of Academic Achievement. Students will have to earn all their required course credits and meet the graduation requirements as stated by the Washington State Board of Education, in order to receive a diploma at graduation ceremony.

**Credit Requirements for Class of 2020 and Beyond**

<b><u>Classes</u></b>	<b><u>Credits</u></b>
<b>English</b>	<b>4</b>
<b>Mathematics</b>	<b>3</b>
<b>Science</b>	<b>3</b>
<b>Social Studies</b>	<b>3</b>
<b>Arts</b>	<b>2</b>
<b>Health and Fitness</b>	<b>2</b>
<b>Career and Technical Education</b>	<b>1</b>
<b>Electives</b>	<b>4</b>
<b>World Language or Personalized</b>	<b>2</b>

<b>Total Credits</b>	<b>24</b>
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### **Grade Classification**

A student's grade classification is determined by the number of high school **credits** earned.

**Minimum credit for the following grades at QTS are as follows:**

- **Freshman: 0-5 credits**
- **Sophomore: 5.5-11 credits**
- **Junior: 11.5- 16.5 credits**
- **Senior: 17+ credits**

### **Receiving Credit**

In order to receive a credit for a course, the student must earn a grade of 60% or higher during the marking period. There are rare occurrences that might require a student to need extra time to make up a credit. These will be handled on a case by case basis.

### **Transfer Policy**

A student who wishes to apply to transfer to QTS from Quillayute Valley School District must apply one (1) week on either side of a major grading period. The Principal may make a recommendation to the superintendent if there is a documented compelling reason (i.e. recent divorce requiring the student to move, court order, etc.) for the student to transfer. The Superintendent will make the final determination.

### **Students Must Earn A Certificate of Academic Achievement (CAA) OR A Certificate of Individual Achievement (CIA) to Qualify for Graduation from A Public High School**

All Washington state high school students must show they have key reading and writing skills by graduation. Most students will meet this requirement by passing a state exam. Some students with strong skills, however, may need to use an assessment to demonstrate their skills. For these students, **there are alternative assessments that allow students to meet graduation requirements.**

## **Objective Alternative Assessment Options**

- Grade comparison, provided the student has a sufficient grade point average;
- Earning a high enough score on the SAT or ACT;
  - gaining acceptance to a college or earning a college scholarship (new in 2020);
  - completing an approved career and technical education pathway (new in 2020);
- earning a high enough score on an AP/International Baccalaureate exam;
- earning college credit by completing a dual credit course in ELA or mathematics; and
- taking and passing a locally determined course and associated assessment.

## **QTS Responsibility**

It is the responsibility of the school to communicate graduation requirements to all students and families. The school counselor and the school principal will work with all students in preparation for high school graduation beginning with the 8<sup>th</sup> grade required High School and Beyond Plan. This high school graduation requirement asks students to identify career and education goals and staff, students, and parents will monitor, adjust, and adapt as students meet goals or change their future plans based on individual interest.

## **Additional Things You Need to Know**

### **Parent Contact**

Except for purposes of access to student records, QTS will contact and/or seek permission of the parent(s) of a student who has reached the age of 18 for emergency and other reasons set out in this Handbook, unless a statement signed by parent/legal guardian is on file.

### **Legal Forms**

Parents with legal documentation such as court custody orders and restraining orders need to leave a copy of the executed document at the main office. These papers will be kept in confidence. Having these papers will allow the staff to be updated of current custody situations and court orders that may arise and will also allow for the safety and protection of your children.

### Health and Wellness

No medicine, either prescription or over the counter, may be carried by the student on campus. There are two exceptions. A metered dose Asthma inhaler and emergency injections for severe allergic reactions may be carried by the student only if we have the appropriate forms completed by the doctor and parent. These forms will be kept on file in the office.

#### **Students caught in possession of either prescription or over the counter medications during the school day may be subject to disciplinary measures.**

Students who either give or sell prescription drugs, over the counter medications or “look-a-likes” to other students on campus will be subject to disciplinary measures under selling, distributing or exchanging an illegal substance, with an automatic police referral. It is imperative to understand that both over the counter and prescription drugs have different effects on individuals and could cause great harm or even death when given to someone it was not intended for.

Medications will not be kept year to year. Parents must pick up the medications in the health office by the last day of school. Medications will be discarded if left in the health office at the end of the year. **All permission forms expire at the end of the school year.**

QTS follows the state guidelines regarding immunizations. Students must be up to date with their immunizations in order to register for school and to remain at school. If you have questions about this, please call the office.

### Visitors

**All visitors to the campus must check in at the front desk** located in the office of the Main School Building and receive a Visitor’s Pass before entering the classrooms or touring the campus. Because QTS is a closed campus, QTS will not allow unsupervised student visitors.

### **Background Checks/Fingerprinting/Waivers**

Parents, chaperones or volunteers are welcome at QTS events and in QTS classrooms. All visitors must make prior arrangements with a classroom teacher and the principal at least 24 hours in advance of a classroom visit or attending a field trip.

If any event requires that a visitor is alone with children, the visitor must complete a background check before being allowed to supervise children.

Parents/legal guardians attending school lunches, visiting classrooms, meeting students at field trip sites, attending assemblies, school community meetings, and parent/teacher conferences, etc. do not need a background check or fingerprinting.

### **Closed Campus**

QTS has a closed campus policy for all students K-10. Students are not permitted to leave the school campus during the school day.

Junior and Senior students might be allowed off-campus privileges during the school day. If Junior and Senior students are in good standing at the school (passing all classes, and receiving no disciplinary referrals), they may be granted permission from staff to walk to the store or to the restaurant during lunch. This privilege will be revoked if students miss class as a result of the ability to leave campus or if there are disciplinary issues while students are off campus.

### **Check-Out Policy**

Students must be checked out by a parent, guardian, or designee on the approved check-out list. Telephone calls are not permitted to check out a student. The request must be in person by the parent or approved person for pick-up. **18-year-old students must follow the check-out policy of having a parent or guardian provide permission to check out.** Administration reserves the right to approve the request as per the QTS guidelines for Excused Absences.

### **Code of Conduct and Student Consequences**

A major goal of the Quileute Tribal School is to provide a high-quality education to all students in a safe environment free of disruptions that interfere with the educational process. In pursuit of this goal, the following Code of Conduct has been adopted:

1. Students are expected to abide by all rules and directives of teachers, staff, and administrators.
2. Students and staff are expected to treat all others with civility and courtesy. This means using appropriate and respectful language and gestures.
3. Students are expected to refrain from any activity that interrupts teaching and learning in the classroom.
4. Students and staff are expected to be safe, responsible, and respectful always.

Violations of this code are subject to disciplinary actions. QTS employs a progressive discipline system as outlined in WAC 180 – 40, in which the consequences of misbehavior will increase with the severity of the infraction and the number of repeat offenses.

Infractions of this Code of Conduct are grouped into three levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences.

<b>Reflection Time</b>	<b>Refocus Room</b>	<b>In-School Suspension ISS or Out-Of School Suspension (OSS)</b>
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<p>Students needing to take a time-out will visit the designated safe place designated for reflective time for minor infractions. The student will complete a safe place or an active calming activity until he or she is ready to rejoin the class.</p>	<p>Students needing to be removed from class for disruptive and/or unsafe behavior will be sent to the Learning Center for the remainder of the class period or until the student has refocused and can rejoin class.</p>	<p>Students who are serving in school suspension will not be permitted to attend classes or lunch. Students must remain in the ISS room and lunch will be delivered to them.</p> <p>Students who are suspended from Quileute Tribal School (OSS) are prohibited from being on the campus or in attendance at any school activity or event for the duration of their suspension.</p>
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**Classroom Management, Corrective Actions, and Consequences**

QTS believes that the goal of any disciplinary system is to teach students to self-regulate their behavior in order to increase learning opportunities for all. In pursuing this goal, behavior expectations will be taught, modeled, and enforced by all staff at QTS.

Classroom management is the first step in fostering a safe and productive learning environment. It is the responsibility of each teacher and begins with setting clear behavior expectations and consequences for misbehavior. It is therefore expected that most corrective actions will take place in the classroom. However, some infractions may be considered exceptional misconduct and warrant interventions outside the classroom.

**Exceptional Misconduct**

The following activities are prohibited by school district regulations as identified and recommended by the QTS Leadership Team. Students who violate the proscribed activities are subject to the following range of corrective actions: probation\*, in-school suspension, out of school suspension, or expulsion. Prohibited activities which can result in expulsion may also warrant reporting to law enforcement. For the most serious infractions, reporting to law enforcement is mandatory. \*Probation will be defined by the Principal on a case by case basis.

The following table describes a range of actions that may be taken for each infraction. In all instances, the range of actions may be mitigated at the discretion of the principal or designee.

**Proscribed Activities and Definitions**  
**Action That May Be Taken**

	Minimum	Maximum
1. Arson or Attempted Arson – Setting fire to or attempting to set fire to a building or property.	Up to a 5-day suspension	Expulsion
2. Assault/Battery – Unlawful physical attack on another. Attempt or threaten to do bodily harm.	Up to a 10-day suspension	Expulsion
3. Bomb Threat – Threaten to bomb or damage any school building, facility, or property.	Expulsion	Expulsion

<p>4. Bullying/Harassment/Intimidation – Any intentional written, verbal, or physical act to hurt or frighten a person. To persistently disturb, torment, or pester. To force into or deter from action by inducing fear.</p>	<p>Up to a 5-day suspension</p>	<p>Expulsion</p>
<p>5. Cheating/Plagiarism – Intentional deception in the preparation or completion of any school assignment, examination, or project.</p>	<p>Probation</p>	<p>Up to a 3-day suspension</p>
<p>6. Continual Willful Disobedience/ Defiance – Open or willful disregard or contempt for lawful authority of a staff member and refusal to follow school rules and regulations. Students must comply with reasonable requests or directions from any school employee and must identify themselves when asked. Students must treat staff, visitors, and parents with respect, and shall not display open disregard for school authority.</p>	<p>Up to a 3-day suspension</p>	<p>Expulsion</p>

**Proscribed Activities and Definitions**  
**Action That May Be Taken**

	Minimum	Maximum
<p>7. Cruelty to Animals – purposely causing pain and suffering to an animal.</p>	<p>Probation</p>	<p>Expulsion</p>

<p>8. Damage or Destruction of Property/Vandalism – deliberate destruction or damage of private or public property. Parent or legal guardians will be liable to the school district for all damages to school district property. Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a student responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil’s parent or legal guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in for or until directed otherwise by the superintendent.</p> <p>When the pupil and parent or legal guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil shall be released. The parent or legal guardian of the pupil is liable for damages.</p>	<p>Probation</p>	<p>Expulsion</p>
<p>9. Disruptive Conduct – Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption or obstruction of</p>	<p>Probation</p>	<p>Up to a 5-day suspension</p>

any lawful mission, process, or function of the school.		
10. Disruptive Dress and Appearance – Dress or appearance which is disruptive to the educational process and/or which threatens the health and safety of the student or others.	Probation	Up to a 5-day suspension
11. Extortion – taking a person’s money or property without consent by the use of threat or violence.	Probation	Expulsion
12. False Accusations or Defamation – Untrue charges of wrong-doing and/or the making of defamatory statements.	Probation	Up to a 5-day suspension
13. False Alarm – Activating a fire alarm for other than the intended purpose of the alarm.	3-day suspension	Expulsion

**Proscribed Activities and Definitions**

**Action That May Be Taken**

Minimum                      Maximum

14. Falsification or Forgery of Documents – Altering or falsifying times, names, dates, grades, addresses, or other data on school related documents.	Probation	Expulsion
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<p>15. Fighting or Inciting a fight – Mutual combat in which both parties have contributed to the situation by verbal or physical action. Arranging, encouraging, or promoting a fight.</p>	<p>Probation</p>	<p>Expulsion</p>
<p>16. Gangs, Gang Activity – Generally, any act, omission, speech or gesture, or the wearing possessing, distributing or displaying of any clothing, jewelry, sign or any other thing on school property or in any place involving a school-related activity in furtherance of or to evidence membership in any group involved in illegal, intimidating or harassing conduct likely to cause a disruption in the school environment or present a threat to the health and safety of students or school personnel. Students shall also refrain from inciting, provoking, soliciting or pressuring others to engage in such conduct.</p>	<p>Probation</p>	<p>Expulsion</p>
<p>17. Hazing – Participating in, or conspiring to engage in, or conspiring for others to engage in harassing acts that injure, degrade or disgrace, or tend to injure, degrade or disgrace other individuals.</p>	<p>Probation</p>	<p>Up to a 5-day suspension</p>
<p>18. Inappropriate Discrimination – Harassment or differential treatment of an individual or group of people, on the basis of age, disability, national origin, race, marital status, gender, or socio-economic status by written or spoken word, gestures or action. Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitutes discriminatory harassment and is prohibited when such conduct creates an intimidating, hostile or offensive school environment or is a threat to the health or safety of students or employees.</p>	<p>Probation</p>	<p>Expulsion</p>

19. Intentional Misuse of School Equipment Supplies or Facilities – Deliberate abuse and/or misuse of school equipment, supplies, or facilities, including failure to follow safety rules established for laboratory instructional areas.	Up to a 3-day suspension	Expulsion
20. Interference or Obstruction – Any action taken to attempt to prevent a staff member from exercising his or her lawfully assigned duties.	Probation	Expulsion
21. Initiating or participating in the dissemination of inappropriate messages or images including transmitting, viewing or possessing images of a sexually explicit nature on an electronic device.	Short-term suspension, law enforcement notified	Expulsion, law enforcement notified
22. Lewd Behavior or Sexual Misconduct – Indecent or obscene acts or expressions of inappropriate sexual behavior.	Probation	Expulsion

**Proscribed Activities and Definitions**

**Action That May Be Taken**

Minimum                      Maximum

23. Occupation of School Property – Occupying a school building or school grounds in order to deprive others of its use or blocking normal pedestrian or vehicular traffic on school property.	Up to a 3-day suspension	Expulsion
24. Occupying Unauthorized Area – Being present in an area(s) without permission of school authorities.	Probation	Up to a 5-day suspension

<p>25. Offensive Social Behavior – Activities that violate standards of acceptable social conduct.</p>	<p>Probation</p>	<p>5-day suspension</p>
<p>26. <b>Unauthorized</b> Use of Cellular Phones or other communication devices – Using cellular phones or other communications devices in an unapproved manner.</p>	<p>Probation</p>	<p>Up to a 5-day suspension</p>
<p>27. Possession or Use of Drugs/Drug Paraphernalia, or Alcoholic Beverages – Possessing, using or being under the influence of any illegal substance, narcotic or hallucinogenic drug, noxious inhalant, alcoholic beverage or other intoxicant, drug paraphernalia, prescription drug prescribed to another, or any item purported to be such. Nor shall a student attempt to do so or knowingly remain in any area where such activity is taking place.</p>	<p>30-day suspension Or waived until enrolled in a rehab program with weekly documentation and certificate of pass.</p>	<p>Expulsion</p>
<p>28. Possession or Use of Explosives – Possessing or using anything tending or serving to explode, such as firecrackers or bullets.</p>	<p>Up to a 3-day suspension</p>	<p>Expulsion</p>
<p>29. Possession or Use of Tobacco Products – Possessing or using any kind of pipe, vape, cigar, cigarette, other lighted smoking equipment or material, any tobacco product, or any product that looks like tobacco. Also, any product that could reasonably be considered a tobacco product.</p>	<p>Up to a 3-day suspension</p>	<p>Up to a 5-day suspension</p>
<p>30. Profanity or Vulgar Language – Language that is disgusting to the senses/repulsive. The use of vulgar or profane language by students whether spoken, written, or gestured.</p>	<p>Probation</p>	<p>5 – day suspension</p>
<p>31. Reckless Driving – Driving a motor vehicle on or about school property in such a manner to endanger others.</p>	<p>Probation</p>	<p>Expulsion</p>



32. Robbery – The taking of the property of another by violence or intimidation.	Up to a 5-day suspension	Expulsion
33. Sale or Delivery of Drugs or Alcohol – Distributing and/or selling or attempting to distribute and/or sell any illegal substance, narcotic or hallucinogenic drug, noxious inhalant, alcoholic beverage or other intoxicant, including drug paraphernalia.	60-day suspension	Expulsion
34. Self – Identity – Failure to identify self on request to school district personnel or public officials, including giving a false name. Students must correctly identify themselves with a first and last name when asked.	Probation	Up to a 3 day suspension

**Proscribed Activities and Definitions**  
**Action That May Be Taken**

Minimum                      Maximum

<p>35. Sexual Harassment – Sexual harassment is defined as unwelcome sexual advances that are so severe, pervasive and objectively offensive that they deny or limit the student’s ability to participate in or benefit from the school’s program. Sexual Harassment includes conduct by adult to student, by student to student, by male to female, by female to male, by male to male and by female to female. Sexual harassment occurs when:</p> <ul style="list-style-type: none"> <li>· Submitting to the harasser’s sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;</li> </ul>	Probation	Expulsion
	Probation	Expulsion

<ul style="list-style-type: none"> <li>· Submission to or rejection of sexual demand is a factor in an academic, work or other school-related decision affecting an individual; or</li> <li>· Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.</li> </ul>		
36. Theft and/or Possession of Stolen Property – Stealing or possessing the property or money of another person or the school district.	Up to a 5-day suspension	Expulsion
37. Trespass – Unauthorized entry into or upon the property of the school district.	Up to a 3-day suspension	Up to a 5-day suspension
38. Truancy – The absence from class without an official excuse, or the violation of a closed campus rule.	Probation	Up to a 3-day suspension
39. Unauthorized Gatherings – The assembly or meeting of students and/or non-students on school property without permission of school authorities.	Probation	Up to a 3-day suspension
40. Unauthorized Use of School Property – The unauthorized or illegal use of owned, operated, or leased school property for non-school sponsored activities.	Probation	Up to a 5-day suspension
41. Verbal Abuse and Profanity – Disrespectful, offensive, and/or threatening language to another student or staff member. The use of obscene, offensive, or vulgar language and hand gestures.	Up to a 3-day suspension	Expulsion
42. Violation of Suspension - Physical presence on a school campus or at a school activity while on suspension.	Up to a 3-day suspension	Expulsion

<p>43. Weapons – The possession, use, transferring or transporting of any object that is, or that could reasonably be considered to be, a firearm, air gun, mace or pepper spray, nun-chu-ka stick, throwing star, club, dagger, spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by gravity, or by an outward, downward or centrifugal thrust or movement, any other illegal knife, taser, or any other dangerous weapon; and the possession of any exploding item or device that would be capable of producing bodily harm, damage or property or disruption of the educational process.</p>	<p>Up to a 5-day suspension</p>	<p>Expulsion</p>
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<p>43. (Con't) (For the purposes of school policy, a “weapon” is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose that has a potential violent use. Additionally, defined as a “weapon” is any “look-a-like object that resembles an object that has a potentially violent use, if, under the surrounding circumstances the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.)</p>		
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<p>44. Weapons-Firearm – as defined in RCW 9.141.010 and for the purposes of mandatory expulsion from school and reporting requirements, the terms firearm and/or weapon are defined by state and federal law in partially overlapping terms, as follows:</p> <ol style="list-style-type: none"> <li>1. RCW 9.41.010(1) defines a firearm as "[A] weapon or device from which a projectile may be fired by an explosive such as gunpowder."</li> <li>2. The federal definition of a firearm and/or weapon includes firearms as defined by state law and, in addition, certain firearm parts and various explosive devices. <ol style="list-style-type: none"> <li>a. Any weapons which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive.</li> </ol> </li> </ol>	<p>Expulsion for one calendar year, notification to law enforcement</p>	<p>Permanent expulsion</p>
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<p>b. The frame or receiver of any weapon described above.</p> <p>c. Any firearm muffler or firearm silencer.</p> <p>d. Any explosive, incendiary, or poison gas:</p> <p>(1) Bomb.</p> <p>(2) Grenade.</p> <p>(3) Rocket having a propellant charge of more than four ounces.</p> <p>(4) Missile having an explosive or incendiary charge of more than one-quarter ounce.</p> <p>(5) Mine or similar device</p> <p>e. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.</p> <p>Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.</p>	<p>Expulsion for one calendar year, law enforcement notified</p>	<p>Permanent expulsion</p>
<p>45. Violation of an internet use agreement – The violation of an internet usage agreement between the student and the school district</p>	<p>Probation</p>	<p>5-day suspension</p>

**Other Things You Need to Know About Discipline and Behavior**

**DISCIPLINE FOR STUDENT INFRACTIONS ON THE SCHOOL BUS**

Riding the bus is a privilege. Students must follow all school behavior expectations and understand that all school rules apply when riding school buses.

A meeting will be scheduled with the student's parents in any case in which the student will lose bus privileges. The right to ride the bus is not absolute. Any student may have these privileges removed at any time. The school bus is an extension of the school when dealing with disciplinary guidelines.

The following types of infractions will result in:

Loss of bus privileges for up to 5 days (1<sup>st</sup> offense will be parent contact and student contact).

Disrespect, profanity, or public displays of affection • Standing while the bus is in motion • Throwing trash while on the bus or throwing items at others • Getting off at the incorrect stop without prior authorization by parent and administration.

Loss of bus privileges for up to 10 days, and may include other school

discipline procedures. Verbal harassment or intimidation • Failure to ride the appropriate assigned bus route • Smoking • Throwing items out the bus window • Entering or exiting the bus through the back door • Passing or walking behind the bus • Using bus equipment without authorization.

Loss of bus privileges for up to 15 days, or removal from the bus for the remainder of the semester and/or year.

Theft or vandalism – restitution is mandatory • Sexual harassment or misconduct, including indecent exposure • Gang signs • Written or verbal threats to a passer-by (pedestrian or in a vehicle) • Starting a fire or lighting matches • Failure to follow directives of bus driver, administrator or adult supervisor • Verbal harassment/profanity directed toward bus driver • Intimidation of peers on the bus or at any bus stop • Habitual behaviors (2 or more bus referrals).

Loss of bus privileges for an indefinite period of time, with possible hearing. Use or possession of illegal substance • Threat or physical harassment/assault toward the driver or a peer • Possession of a weapon • Throwing items out of the bus at a person or object.

### **Searches**

For the protection and security of individuals and property on the QTS's campus, Board policy authorizes the search of individuals, including students, their personal effects, lockers, desks and vehicles on school property, as permitted under federal and state law. Such searches may be conducted without prior parental consent or the presence of a parent. In certain circumstances random searches of personal effects, district property (such as lockers, backpacks, jackets, desks and vehicles on campus may occur, including random searches with the assistance of canines. Any illegal or unauthorized objects found in any search are subject to seizure.

### **Electronic Devices**

Students will be permitted to listen to music through headphones before the start of the school day. Students will be permitted to use electronic devices before school starts and during lunch time. Students will be allowed to use electronic devices at the discretion of the classroom teacher. **Parents/students will sign a Use of Electronic Devices Agreement at the beginning of the school year.** QTS will not be responsible for loss or damage of any personal electronic device. Inappropriate use of a camera cell phone or any electronic device will result in disciplinary consequences.

### **Skateboards/Rollerblades/Scooters/Roller-shoes**

Because of concerns for safety and security, skateboards, roller-shoes, rollerblades and any wheeled shoes or shoes considered a possible safety hazard are not to be used on campus. Bicycles shall be dismounted once on campus and secured to one of the bike racks provided. QTS is not responsible for any loss or damage of skateboards, rollerblades, bicycles, etc. brought onto campus. Skateboards are not allowed on buses. Students wishing to ride a skateboard to school can leave it in the office or with a staff person upon arrival at school and then pick it up after the last bell.

### **Habitually Disruptive Behavior**

Habitually disruptive behavior can be defined as a student who fails to comply with consequences or is a disruption in the classroom, on school grounds, in school vehicles, at school activities or events at least 5 times during the school year for behavior which is initiated, willful and overt and which requires attention of school personnel to deal with the disruption.

### **Sexual Harassment**

Sexual harassment between students or students and adults means unwelcome or unwanted conduct of a sexual nature (verbal, nonverbal, or physical). Any sexual harassment should be reported to a staff member immediately. Consequences are listed in the Discipline Matrix.

### **Public Display of Affection (PDA)**

Students are expected to exercise self-control, proper judgment, and respect for the reputation of themselves and others. Inappropriate public displays of affection can be embarrassing and disrespectful to adults and other students. The school building, school grounds, school bus, or school activities are inappropriate places for public displays of affection. Embracing and kissing are not permitted on school property. Students who do not follow this expectation are subject to disciplinary action, including parent contact.

### **Bullying Policy**

Bullying and harassment will not be tolerated. When students are afraid to attend school/classes, they cannot learn. Bullying prevention programs can help to provide a safe environment in which teachers can teach and students can learn. When a student is bullied, his/her ability to participate in and benefit from the school's educational programs or activities is adversely affected.



The goal of this policy is to ensure that procedures are in place to prevent bullying, limit the prevalence of bullying, and to make consequences salient to everyone involved. Therefore, The QTS Bullying Policy will be enforced.

Quileute Tribal School believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. **Therefore, harassment, intimidation or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.**

In some cases, bullying or harassment is a crime, and may be reported to the police. State law requires that the school act, and this can include consequences up to and including expulsion. This also includes before and after school hours, on the bus, and on the internet or phone.

**Any type of bullying will not be tolerated i.e. Verbal, Social (i.e. Facebook, Twitter, etc.) and Physical.**

### **Consequences for Bullying**

1. Students found to have engaged in hazing/bullying shall be subject to discipline by school administration according to applicable procedural requirements. Such discipline may include suspension or expulsion. Verified acts of bullying shall result in intervention by the building principal or designee that is intended to ensure that the prohibition against bullying behavior is enforced. **Bullying is considered an Exceptional Misconduct offense at QTS.**

2. Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one response to bullying. While conduct that rises to the

level of “bullying” as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

### **Attendance Policies**

Students who attend school regularly and attend classes on time afford themselves more learning opportunities than those who are frequently absent or tardy. Regular and prompt attendance helps students experience continuity in lessons, make connections to other work, and develop a strong work ethic. In addition, the State of Washington mandates that students attend school regularly and on time – a policy that QTS fully supports.

As a result of House Bill 106, the following sanctions are imposed for truancy by the State of Washington for non-compliance. In addition to the process outlined below, school consequences are also imposed for truancy.

### **Washington State Law (RCW 28A.225.020, RCW 28A.225.025) requires that the school:**

- Inform the child’s custodial parent/guardian in writing or by telephone whenever the child has failed to attend school after one unexcused absence within any month.
- Request a conference with the custodial parent/guardian and student after two (2) unexcused absences within any month during the current school year at which time a plan must be made to improve the student’s attendance.
- File a truancy petition with the county juvenile court not later than the seventh (7<sup>th</sup>) unexcused absence by a child within any month during the current school year or not later than the tenth (10<sup>th</sup>) unexcused absence by a child within the current school year.

- Require a health care provider's verification of illness whenever a student is absent for a total of ten (10) or more days in a semester whether these absences are excused, unexcused, or a combination of both.

**Excusing Absences** - To request that an absence be excused, the parent or legal guardian must call 374-5648 or send a handwritten note signed by the parent/guardian stating the date, student's name, and reason for the absence (as listed below). Parents/guardians should contact the office to excuse a partial day absence, prior to the absence. **Students who are emancipated (or are at least eighteen [18] and have provided a notarized statement signed by the student and parent/legal guardian that parental approval is not required to excuse a student's absence from school are required to obtain approval from the school.** The administrator may require documentation or other verification to confirm the student's reason for the absence. A doctor's slip for any excused absences longer than 3 days may also be requested.

Absences *may be excused* for the following reasons:

- Doctor / counseling appointment
- Illness (A doctor's note may be required after the third consecutive absences or for excessive absences as determined by the administration)
- Death in the family
- Family emergency
- Religious commitment
- Diagnostic testing
- School sponsored activity
- **Participating in a school or tribe sponsored cultural event**
- Extenuating circumstances, as agreed by the school administration prior to the absence.

**Extended Absences** - Parents requesting extended absences (five days or more) for family needs must have prior principal permission and obtain homework from teachers for an extended period. Completed homework must be returned as per teacher specifications.

**Excused Absences** - If a student has an excessive amount of excused absences, the principal may require documentation from a medical professional.

**School-Related Absences** – In accordance with state guidelines, students will be granted a maximum of seven absences per term for school-related activities provided appropriate documentation is provided to the administration. Students are responsible for all work missed during school-related absences. Seniors are allocated two additional days for college visits.

**Unexcused Absences** – An unexcused absence is defined as an absence for which no contact has been made by the parent to the school that explains the student's absence or in which no appropriate excuse is given by the student's parent/legal guardian. A student with excessive unexcused absences will be subject to disciplinary action. Unexcused absences include, but are not limited to:

- Sleeping in
- No ride
- Missing the bus
- Student employment (that is not considered a school work-study program)
- Arriving to class more than 40 minutes late
- Working on homework

**Truancy** – Truancy includes skipping all or part of a class, unauthorized absences from school, leaving school without permission or checking out, and absences with forged notes. A parent conference is required after two unauthorized absences in a month. The school will enter into an agreement with the parent and student by the fifth truancy in a month and will set expectations for attendance, involve the tribal truancy officer, and/or file a petition with the juvenile court.

**Documentation of Absences** – A computerized list of absences and tardies is maintained for every student. Parents who would like a copy of their child's attendance should request a copy from the secretary.

## **Tardy Policy**

**Tardy To School** – Students arriving at school (late) tardy must report directly to the office. Any unexcused arrivals before 9:00 will be considered tardy.

## **Computer Use**

QTS computers and equipment may only be used for educational activities. Students and parents will need to sign a Computer User Agreement. Violations of this agreement may result in disciplinary action and/or removal of computer privileges.

## **School Activities**

To get the most out of school, students must be involved at school. The more students work with school activities, the better their grades and performance will be.

**Field Trips:** Students must be present at school the day of the event to participate in the activity. Students must have acceptable attendance, behavior, and grades to attend. All parent volunteers may be required to have a current background check depending on the activity / event.

**Sports:** Students must be present at school the day of the event to participate in the activity. If students miss part of the day because of a medical appointment, a note from the doctor must be brought to the attendance office before the students will be allowed to perform. To participate, students must have acceptable attendance, behavior and grades according to the QTS handbook.

## **Student Dress Code**

- A. Quileute Tribal School students are to come to school dressed appropriately and ready to learn. The dress code is designed to provide a safe and healthy environment that promotes positive behavior and learning.
  
- B. Students are to dress in a manner that will not:
  1. Interfere with classroom instruction
  2. Be a safety hazard to self or others (including inappropriate P.E. shoes such as flip flops or sandals).
  3. Embarrass self or others

C. Wearing sagging clothing below the hips is not permissible. Pants are to fit at the waist. Clothing that is designed to be worn outside must be properly fitted. Overalls are to be over the shoulders and fastened on both sides. Midriffs and underwear should not be exposed. Sunglasses are not to be worn indoors. Spaghetti strapped shirts, low-cut tops, see-through clothing, and bare midriff clothing will not be allowed. Sunglasses are inappropriate in school. If a student must use sunglasses for medical reasons he/she must have a note signed by the administrator for the day they are to be worn. Students must always wear footwear. Students are not permitted to walk about the school in stockings or socks without shoes or in bare feet unless given permission by a staff member.

Graphics on clothing, extra-long belts and other items of clothing that have been determined to be gang related by the Quileute Police Department are not allowed. Clothing should not exhibit drug, alcohol, and/or cigarette messages or emblems, illegal substances and other inappropriate symbols as determined by administration.

D. Quileute Tribal School administration reserves the right to prohibit the wearing of any clothing or accessory (i.e. colors, styles, logos, etc.) that is considered gang-related or counter-productive to a positive learning environment.

E. Should a student come to school wearing prohibited clothing, the principal or designee may:

1. Take the prohibited items (i.e. headgear, sunglasses, T-shirts, etc.) and store it in the principal's office to be picked up at a later time and taken home:

2. Give the student an appropriate article of clothing to wear during the school day, which he/she can return on the following day;

3. Have a conference with the student and the parent to discuss appropriate

clothing standards.

F. If any student continues to violate the above dress codes, the principal or designee may deem this as defiance of Board policy and can refer to the disciplinary policy for further disciplinary actions.

## **Beverage Policy**

Power or energy drinks such as Red Bull, Monster, etc. are always prohibited on campus during the school day.

## **Parent(s)/Guardian(s) Procedures, Disciplinary Actions, Referral(s), and Follow-Up Process**

It is inevitable that there will occasionally be a disagreement with how school employees handle a situation. The School Board has adopted procedures to follow in hopes that matters can be resolved directly with the employee(s) involved. The procedures apply to all areas of the school, including the lunch room, hallways, classrooms, playground, and field trips regardless of severity. The procedures are listed below.

Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the employee for the purpose of resolving the matter. This shall be done by:

1. Contacting the employee directly and scheduling a time to meet to discuss the matter. Sometimes, the matter can be resolved over the phone so a meeting may not always be necessary.
2. If you don't feel comfortable meeting alone with the school employee, ask if it would be OK to bring a third party to the meeting or ask another school employee to attend.
3. During the meeting, be open, honest, and calm. Treat everyone with respect. Deal with the issues and not personalities. Share what you know and ask the employee to share what he/she knows about the matter. The matter is sometimes resolved when both sides have all the information about what occurred.
4. At the end of the meeting, thank the employee for meeting. If the matter isn't resolved and you want to pursue the matter further, you may submit a written appeal to the Principal within two school business days from the date of the meeting or the matter will be considered resolved. The appeal must include as much detail as possible about

the issue, a description of the efforts to resolve the matter, and the specific remedy you are seeking. If the appeal is filed within two school business days from the date of the meeting, the Principal will refer the appeal to the proper supervisor. If the meeting or appeal has been at the Principal level, the appeal will be submitted to the Superintendent. If it is not resolved to your satisfaction at that level, it may be submitted to the School Board through the Superintendent.

When an appeal or complaint is submitted to the administration of the school, the student, parent, or guardian shall be subject to questioning and shall be entitled to question school personnel involved in the matter being grieved. Subsequent to the building level grievance meeting, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the Principal/Superintendent of the school or designee. If the grievance is not resolved, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the school board during the board's next regular meeting. The school board shall notify the student, parent, or guardian of its response to the grievance within ten school business days after the date of the meeting. The discipline action shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his or her designee elects to postpone such action.

5. When a complaint is submitted to the School Board, they decide whether to hear the complaint. If the School Board elects to hear the complaint, it will be heard at their next regularly scheduled board meeting. The Superintendent or designee will notify the parties involved of the meeting date, time, and location.

6. If the School Board desires, they can review the written documentation and render a decision without hearing from the parties involved. The School Board will have twenty (20) days from the date they either hear the complaint or review the written documentation to render a written decision. If the School Board decides not to hear the complaint or read the documentation, the Superintendent shall notify the parties involved in writing within two (2) business days after the decision is made by the School Board.

Links to Mandatory State Required Policies and Procedures:

[Sexual Harassment of Students Prohibited](#)

[Informal Complaint Process](#)

[Formal Complaint Process](#)



[Training and Orientation](#)

[Anti-Discrimination Complaint Process](#)

[Complaint/Concern Against A Staff Member](#)

[Superintendent Policy and Procedure Review](#)

**Have a wonderful school year!**