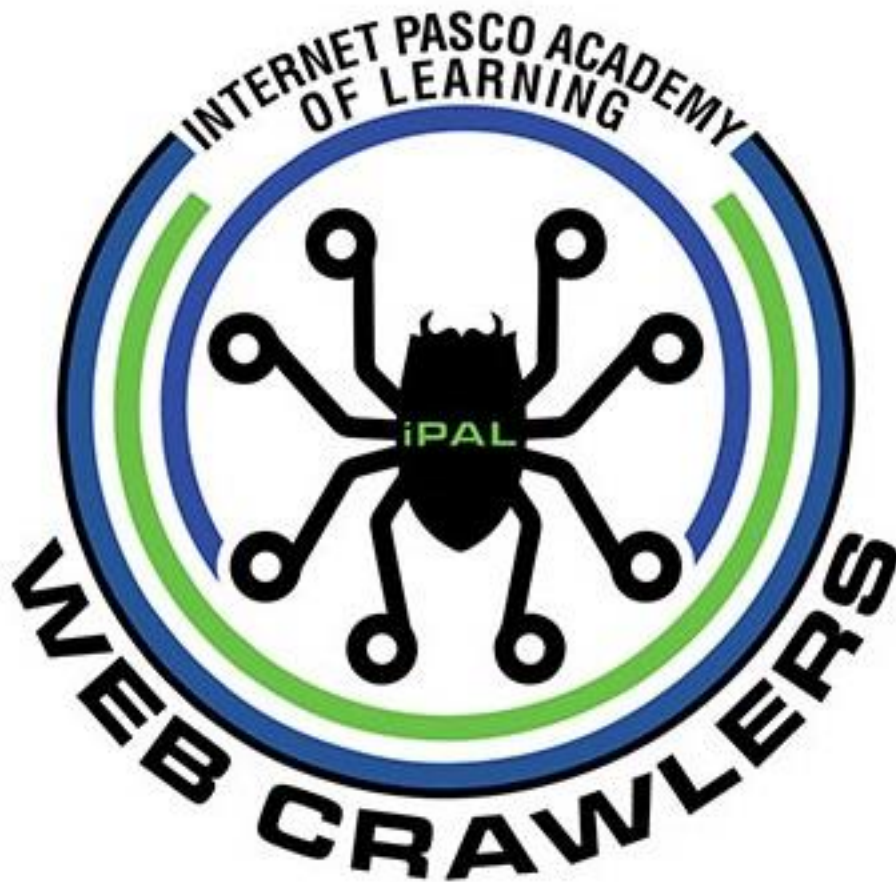


# Pasco School District

Internet Pasco Academy of Learning (iPAL)

Handbook





## Table of Contents

Table of Contents .....	2
Pasco School District Online Learning .....	2
Pasco and FuelEd Partnership .....	3
About FuelEd .....	3
Enrollment .....	4
Eligibility Criteria .....	4
Enrollment Process .....	4
Special Services .....	5
Course Costs .....	6
Student Support .....	6
Online Learning Facilitator .....	6
Student Computer Access .....	6
Curriculum .....	7
Granting of Credit .....	7
Student Conduct, Accountability, and Internet Safety .....	7
Student Conduct .....	7
Internet Safety and Accountability .....	8
Network Etiquette .....	8
Academic Integrity .....	9
Attendance .....	9
Parent/Guardian Expectations .....	10
Appendix A – Contacts and Computer Requirements .....	11
Appendix B - Student Expectations for MAC Campus .....	12
Appendix C – Pasco School District Calendar .....	13
Appendix D – Student Rights and Responsibilities .....	14



## Pasco School District Online Learning

The Pasco School District finds that it is in the best interest of students to provide a variety of learning opportunities. The district recognizes that the online learning environment provides students with opportunities to become a self-disciplined learner with life-long learning skills. Further, the district recognizes that online learning provides opportunities for students to access curriculum and specialized courses in a flexible learning environment that might not otherwise be available.

The district will facilitate access to a K-5 instructional model for online content course, middle and high school online original credit courses. Original credit online courses allow students flexible access to standard courses to meet education requirements.

The district contracts with a third-party provider to deliver its online program and offers both full-time and part-time placement.

## Pasco and K12-FuelEd Partnership

Pasco School District has partnered with K12-FuelEd Learning to deliver its online instruction. FuelEd Learning delivers online courses to grades K-12 students in partnership with districts throughout the country. Teachers employed by Pasco School District will be used to assist students through the FuelEd curriculum.

### About FuelEd

FuelEd Learning uses the Brightspace learning management system to deliver instruction to its students. Brightspace allows a flexible medium that works around the student's schedule, allowing the student to work from any location that has internet access at any time.

FuelEd delivers curriculum aligned to the Washington State Standards and meets the graduation requirements of the Pasco School District. FuelEd offers over 100 courses in Math, Social Studies, Science, and Language Arts. For those students who would like to receive college credit while in high school, FuelEd Learning offers Advanced Placement courses which have been authorized by the College Board. Each course offers the option to test out of material previously mastered, helping students succeed more quickly.

Courses offered through the Pasco Academy of Learning (iPAL) may be limited based on student demand and the availability of subject-area qualified teachers.



## Enrollment

### Eligibility Criteria

The K-5 alternative learning experience offers a blend of on and off-site instruction with certificated teacher support, online courses, and traditional curriculum to meet the unique and individual needs of students.

In order for grade 6-12 students to succeed in an online learning environment, students must be self-motivated, have good reading and writing skills, display time management and organizational skills, and be comfortable with technology. Students must have completed any required course prerequisites and confirm that he/she possesses the academic level needed to function effectively in an online learning environment. Participation in iPAL will be granted based on a recommendation from a student's school counselor and/or administrator. If a seat is available in an on-campus course, it's not guaranteed that a student will be allowed to enroll in the online course equivalent. In the case that Online Program seats are limited, priority will be given to full time online students and upperclassmen requiring credits for on-time graduation. In addition, students and their families must also consent to the iPAL Agreement, which outlines expectations for students and their families.

It is also required that students have regular access to a computer with internet capabilities. See Appendix A for minimum computer system requirements.

### Enrollment Process

Elementary and middle school students grades K-8 who wish to enroll in iPAL part time while attending a Pasco School District school will do so through the school counselor. The counselor/Administrator will contact iPAL to arrange a parent meeting and complete the necessary forms. The Online Learning Facilitator will schedule the student for an iPAL orientation and complete the required course specific Student Learning Plan. The Student Learning Plan will include course dates, a description of how the required weekly direct personal contact will be fulfilled, a description of learning goals and objectives, an estimate of the number of hours the student will engage in learning activities, a description of the instructional materials necessary to complete the plan, and a description of the timelines and method for evaluating student progress.

Elementary and middle school students grades K-8 who wish to enroll in iPAL full time and are residents of Pasco, will be able to fill out the registration packet available on the Pasco School District website. Once the registration information is complete, the Online Learning Facilitator will schedule the student for an iPAL orientation and complete the required course specific Student Learning Plan. The Student Learning Plan will include course dates, a description of



how the required weekly direct personal contact will be fulfilled, a description of learning goals and objectives, an estimate of the number of hours the student will engage in learning activities, a description of the instructional materials necessary to complete the plan, and a description of the timelines and method for evaluating student progress.

Secondary students grades 9-12 who wish to enroll in iPAL part time while attending a Pasco School District school will complete the initial iPAL Agreement in their school counselor's office. The counselor, parent/guardian, and student must sign this agreement. The school counselor will add the course to the student's schedule and inform the Online Learning Facilitator of the student enrollment. The Online Learning Facilitator will schedule the student for an iPAL orientation and complete the required course specific Student Learning Plan. The Student Learning Plan will include course dates, a description of how the required weekly direct personal contact will be fulfilled, a description of learning goals and objectives, an estimate of the number of hours the student will engage in learning activities, a description of the instructional materials necessary to complete the plan, and a description of the timelines and method for evaluating student progress.

Secondary students grades 9-12 who are currently attending, but wish to attend iPAL as a full time student, will be referred to the Online Learning Facilitator by their school counselor and/or administrator. The Online Learning Facilitator will contact the student and ensure all the proper registration forms and agreements are completed. Once registration is complete, the student will be enrolled into iPAL under their boundary school. The Online Learning Facilitator will work with the school counselor to coordinate all counseling, scheduling, and ensure all academic and/or graduation requirements are being met. The Online Learning Facilitator will schedule an online orientation, enroll the student in online courses, and develop an individualized Student Learning Plan.

Students who wish to attend iPAL as a full time student, and are not currently enrolled in the district, need to contact the Online Learning Facilitator for further information. iPAL is only offered to students who reside in the Pasco School District. To clarify, a student must be enrolled in their boundary high school and their high school will manage all guidance, academic requirements, etc.

## Special Services

Students receiving special services assistance will have a meeting with their Individual Educational Plan team to determine if online courses are an appropriate placement.



## Course Costs

The district will not enroll students in courses that do not meet graduation or instructional hour requirements. The district will not pay for courses in which the student has previously received credit.

In cases where the district will not pay for a student's online course and the student still wishes to take an online course, the district will allow the student to purchase online courses for \$325, plus the cost of any required consumable course materials, for each .5 credit.

## Student Support

### Online Learning Facilitator

In addition to the instruction students receive from their online learning teacher, Pasco School District assigns an Online Learning Facilitator to each student. The Online Learning Facilitator provides additional support and acts as a liaison between Pasco School District, FuelEd Learning, and students and their family. The Online Learning Facilitator is employed by Pasco School District and ensures students are successful in the online learning environment. The Online Learning Facilitator provides guidance, enrolls students in online courses, familiarizes students with the online learning environment, monitors student progress, coordinates with counselors and case managers, and assists with proctoring exams. The Online Learning Facilitator facilitates all Alternative Learning Experience State requirements, including developing individualized Student Learning Plans, assessing students' adequate monthly progress and, when necessary, creating academic intervention plans.

### Student Computer Access

The district will offer computer lab and office hours for students to receive additional assistance and complete coursework. However, in the event that computer access is no longer available or inconvenient for the student's schedule, maintaining access to an Internet enabled computer will be the student's responsibility. Students can use public resources, such as libraries and community centers, to access online learning coursework.



## Curriculum

iPAL uses the FuelEd curriculum, which is accredited through the Northwest Association of Accredited Schools and aligned with Washington State Standards. For a complete list of courses, refer to Appendix C.

Depending on the course and the student's online teacher, some mid-terms and finals may be proctored. In addition, students may be required to provide evidence of study to the test proctor before taking the exams.

## Granting of Credit

Credit for online courses will be granted in the same manner as other course offerings in the district. For students transferring credit from OSPI approved online courses or programs taken while enrolled outside of the district, credit will be granted according to the district transfer credit policy. If course credit is earned for eligible courses, the course will be recorded on the student's transcript. If a student's family chooses to independently enroll their child in an online learning course, the district recommends notifying the student's school prior to enrolling to ensure the student's academic plan is being followed.

## Student Conduct, Accountability, and Internet Safety

### Student Conduct

Students participating in iPAL are expected to abide by the Pasco School District Student Code of Conduct. The following is an excerpt from the Pasco School Board policy addressing student conduct.

#### Board Policy 3240 - Student Conduct

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

- *Conform to reasonable standards of socially acceptable behavior;*
- *Respect the rights, person and property of others;*
- *Preserve the degree of order necessary for a positive climate for learning; and*
- *Submit to the authority of staff and respond accordingly.*



Students are expected to actively make progress on a regular basis showing evidence of that academic progress. Detailed reports are derived with time logged into the computer, course progress percentage rates and course grades. These reports document how much time a student is actively engaged. Pasco School District requires all students to show the evidence of progress of 27 hours and 45 minutes per week, which can be a combination of online and at home work with the parent or guardian verifying such work as well as reports derived through the online reporting system with Fuel Ed. These reports are available for students and parents at any time as a part of the online environment.

## Internet Safety and Accountability

Students enrolled in iPAL should be aware of the following guidelines and expectations for safe and responsible participation. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct. Failure to follow these guidelines could result in disciplinary action or removal from iPAL.

- Posting anonymous messages is not permitted unless authorized by the course's online teacher.
- Students must use only their own usernames and passwords, and must not share these with anyone.
- Students may not interfere with other users' ability to access the FuelEd Learning site or disclose anyone's password. Impersonating another person is strictly prohibited. Students are responsible for all activity that is associated with their usernames and passwords.
- Students must not publicly post their, or anyone else's, personal contact information (e.g. address, phone number).
- Students must not publicly post any messages that were sent to them privately.
- Students cannot agree to meet in person anyone they have met only on the Internet and who is not affiliated with iPAL.

## Network Etiquette

Online learning students are expected to follow the rules of network etiquette.

- Establish usernames and e-mail addresses that are appropriate for the school setting.
- Avoid sarcasm, jargon, and slang; swear words are unacceptable.
- Avoid using abbreviations or inappropriate contractions. For example: "u" rather than "you" and "ur" rather than "your".
- Never use derogatory comments, including, but not limited to, those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, and physical or mental health.





- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful. Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy. Do not broadcast online discussions and never reveal other people's e-mail addresses.

## Academic Integrity

All work submitted is assumed to have been completed only by students. Students are responsible for observing the standards on plagiarism and properly crediting all sources in the composition of their work. Any attempt to cheat, plagiarize, falsify information, or receive credit for work the student did not do will be considered dishonest behavior and will be dealt with accordingly by the course instructor and the Online Learning Facilitator.

The following are a few examples of acts that are considered dishonest behavior.

- Representing another's ideas, words, expressions, or data in writing or presentation without properly acknowledging the source.
- Submitting work using another person's password/login. Student logins/passwords are confidential information that should not be shared with others. Any assignments, work, or projects posted while using another student's login will be considered plagiarism.
- Performing work for another student or having another student perform work or take an examination for you.
- Falsification and/or misrepresentation of data (submitting fake data or sources).

## Attendance

Minimum participation requirements will be outlined in each student's Student Learning Plan and will be dependent on the student's course load. Attendance reports will be available for students, parents, teachers, and the school district to verify participation. The district's Online Learning Facilitator and online teacher will regularly check attendance and communicate with students to make sure that the student is fulfilling their Student Learning Plan.

Students who are not making satisfactory progress, as outlined in their Student Learning Plan, will be put on an Intervention Plan. Students who fail to meet participation and coursework requirements outlined in their Intervention Plan will be removed from online courses and earn a failing grade.



## Parent/Guardian Expectations

Parent/Guardian participation and support is one of the key components to students succeeding in online coursework. Online learning is a student-parent-teacher partnership. Students have a high degree of success when parents stay involved in making schedules, familiarizing themselves with course material, checking on assignments and grades, and communicating with teachers. The following are suggestions on how parents can ensure their child will be successful in online courses.

- See to it that appointments and login times are met.
- Ensure that satisfactory progress is being made according to the goals outlined in the Student Learning Plan.
- Maintain a learning environment that supports academic progress.
- Maintain contact with the district Online Learning Facilitator and assure the school district that the online program is being followed.
- Monitor their student's performance and make certain that their student contacts the Online Learning Facilitator should problems arise.

**NOTICE OF NONDISCRIMINATION:** Pasco School District does not discriminate in any programs or activities on the basis of sex, race, creed, age, religion, color, national origin, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of trained guide dog or service animal. Pasco School District provides equal access to the Boy Scouts, Girl Scouts, and other designated youth groups. Questions and complaints of alleged discrimination should be addressed to the following designated employees: Title IX and Civil Rights Compliance Officer-Sarah Thornton; 1215 W. Lewis St., Pasco, WA 99301, 509-543-6700, [sthornton@psd1.org](mailto:sthornton@psd1.org); and Sec. 504 Coordinator-Kristi Docken, 1215 W. Lewis St., Pasco, WA 99301, 509-543-6700, [kdocken@psd1.org](mailto:kdocken@psd1.org).



## Appendix A – Contacts and Computer Specifications

### Pasco School District

**Administrator:** Deb Thurston

509.546.2810

### iPAL

**Online Learning Facilitators:** Jaki Gosch K-8 and Dawn Bastin-Hernandez 9-12

**Secretary/Clerk:** Tana Beeghly

509.543.6765

### Chiawana High School

Student Services

509.543.6786 Ext. 5756

### New Horizons School

Counselor

509.543.6796 Ext 2365

### Pasco High School

Student Services

509.547.5581 Ext. 3801

**COMPUTER REQUIREMENTS:** Internet Pasco Academy of Learning (iPAL) is web-based and students can access online courses hosted by FuelEd from any computer that is connected to the internet and meets the following specifications:

<b>Browsers</b>	Firefox final release channel Internet Explorer 9 or higher Safari 5 or higher Google Chrome stable channel  Popup blocking disabled JavaScript enabled
<b>Operating Systems</b>	Windows XP or higher Macintosh OS X 10.5 or higher
<b>RAM</b>	1G for optimal experience
<b>Resolution</b>	1024 X 576 of higher
<b>Media</b>	Soundcard and speakers/headphones Microphone required for certain courses
<b>Plugins</b>	Sun Java 7 Flash Player version 10 or higher QuickTime version 7 or higher Real Player required for some courses

## Appendix B– Student Expectations for MAC Campus

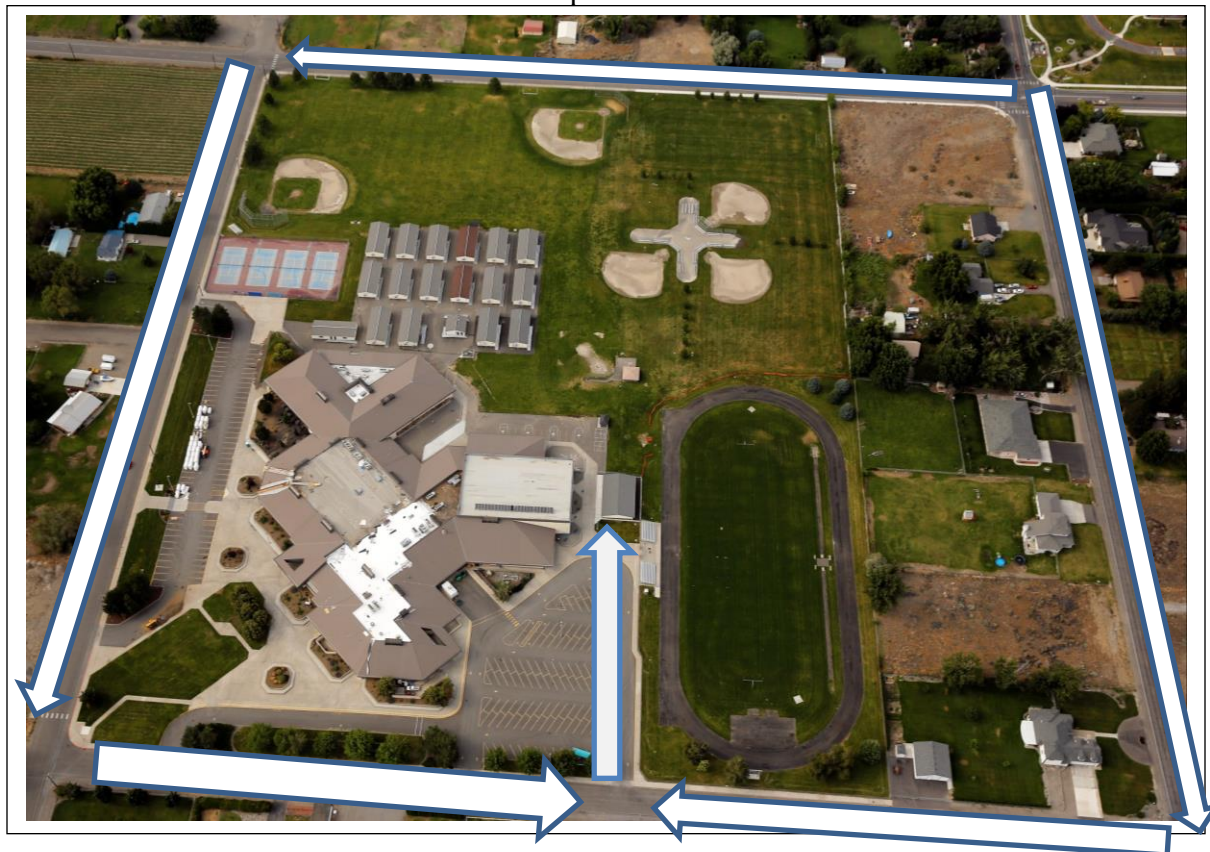
While attending the iPAL Lab classroom, students are asked to enter and exit from the Livingston Street access. Please see the red area on the map below for areas students may come and go from (inside red lines). Students enrolled in iPAL who go beyond the boundary map shown on McLoughlin Middle School campus other than using the restroom near the gym may be subject to trespassing by school authorities.

Students with a valid driver’s license are allowed to drive to school. The Pasco School District considers this a privilege, not a right. Therefore, students must adhere to the following guidelines:

- All vehicles must park only in the parking lot adjacent to the iPAL Lab building or use street parking on Livingston Street where designated.
- Parking on school property is on a first come, first served basis as the lot is shared with staff.
- Students may only park in designated areas as shown on the map below.
- All drivers must comply with driving laws, which include proof of insurance, valid registration, and adherence to posted speed limits.
- Reckless driving on school grounds will result in a loss of parking privileges on campus.

The following procedures will be used to enforce the above parking policy:

- Vehicle will be reported to the iPAL administrator. An attempt to notify the student to request adherence to the policies and procedures will be made.
- Vehicle will be towed at student’s expense.





## Appendix C – Pasco School District Calendar



## Appendix D — Student Rights and Responsibilities

### iPAL MISSION & GUIDING COMMITMENTS

**Our Mission:** Our mission is to create a caring collaborative community that promotes student success in an environment of emerging technologies; giving students' skills that lay a foundation for a lifetime of learning and productivity.

**Vision:** Our shared vision is to prepare students academically with self-efficacy skills to meet the challenges of the future. Through a variety of learning platforms, students experience significant challenge and support in a safe environment where citizenship and diversity are valued and individuals are respected.

**Beliefs:** iPAL is devoted to advancing the quality of learning to the students of Pasco. The online learning environment provides students with opportunities to become self-disciplined instilling life-long learning skills. Further, the district recognizes that online learning provides opportunities for all students to access curriculum and specialized courses in a flexible academic environment.

We are committed to:

- Developing relationships that are at the core of learning for our students and staff.
- Collaborating for the purpose of improved student learning.
- Teaching kids as if they were our own, providing unrelenting coaching until clear and rigorous standards are met.
- Making certain that student and staff human needs are being met by filtering our decisions through the following list of human needs:
  - ◆ **Safety** from fear of embarrassment or physical harm.
  - ◆ **Belonging** through valued inclusion, respect, and sincere caring.
  - ◆ **Freedom and Independence** through the power and the option to make meaningful and valued decisions.
  - ◆ **Success** through challenging and successful accomplishment and recognition of the continued growth in valued creativity, competence, skills, and knowledge.
  - ◆ **Valued Purpose** through knowing and believing that what is being done is fulfilling a need, solving a problem, or serving a purpose that is valued by the learner.
  - ◆ **Fun and Enjoyment** through an environment that honors people's need to enjoy what they are doing.



## STUDENT RIGHTS AND RESPONSIBILITIES

iPAL students, as citizens of the school community, are entitled to all the rights and privileges granted by our democratic society. The right to an education, however, does allow that schools may legitimately expect students to accept certain responsibilities. It is important that both students and parents read this document, as they are responsible to know the information.

When students come to school to learn, they arrive with work to be done to the best of their ability. Students present themselves in attire that is not distracting to the learning of others. Students who want to better themselves ask their peers and teachers for help when necessary and will give help to others. Role modeling healthy behavior develops leadership skills and lifelong habits that can increase the number and quality of opportunities.

All students who attend iPAL shall comply with the written policies, rules, and regulations of the Pasco School District; shall pursue the required course of studies; and shall submit to the authority of school staff, subject to such corrective action(s) as identified in the Pasco School District/iPAL Student Discipline Codes. As afforded by Washington Administrative Code, all students have the right to due process.

### OVERVIEW OF STUDENT RIGHTS

Each student attending iPAL has the right to:

- ◆ An equal educational opportunity, free of discrimination because of national origin, immigration status, race, religion, sexual orientation, gender, pregnancy, marital status, or an identified learning need.
- ◆ Be secure in his or her person, papers, and effects from unreasonable search and seizures.
- ◆ Free expression and assembly subject to reasonable limitations and identified procedures for exercising such rights.
- ◆ Be free from unlawful interference in his or her pursuit of an education while in the custody of a school authority.

### OVERVIEW OF STUDENT RESPONSIBILITIES

Each student attending iPAL has the responsibility to:

- ◆ Attend/Log-in to school daily and work the allotted hours on courses to meet Learning Plan Agreement and State Attendance Requirements.
- ◆ Know and obey the rules of the district and the school.
- ◆ Accept reasonable consequences for violating school or district rules.
- ◆ Display the school identification badge and correctly identify him or herself when asked to do so by school employees.
- ◆ Respect the rights of others, as not to disrupt or deprive others of their right to an education.
- ◆ Respect the property of others, of the school, and the district; and be willing to make restitution for property damaged.





## GRADING/CREDIT

### Dropping Classes:

Students choose to drop their class within 20 days of enrollment will not receive a withdrawal (“W”) or failing grade (“F”) on their transcript. The only policy exception is an unusual circumstance which may be approved by the administration.

### Grades and Class Expectations:

Students are required to complete all courses with a minimum of 70% cumulative grade and 100% completion of all assignments within each course. Failed or incomplete courses are not recorded on official transcripts of home school. Password protected course exams must be taken in the lab on a district computer or under the supervision of an approved adult proctor in an educational setting. Weekly Progress Reports are sent to Student and Guardian Accounts to provide feedback on student pacing and completion of coursework. It should be used as a tool for completing courses on time. Monthly Progress Reviews are sent to Students and Guardians every four weeks. If students are behind schedule by more than 10% they will meet with Facilitator for an Intervention Plan. **Students with 3 months of consecutive non-progress/change will be withdrawn from program due to state mandates.** Grades are recorded on the student’s transcript either at their home school or iPAL K-8.

### Incomplete Grades:

There are no “Incomplete” grades issued on report cards or transcripts. Students have 1 calendar year from initial start date to return and complete course without loss of completed work within original course attempt.

### Records:

Test Information, grades, credits and other information are maintained in each student's cumulative record (Grades K-8 only). We abide by the rights and privacy law and will not release any information on any student unless requested by the parents or guardian of a student under the age of 18.

### Requirements for Graduation:

In order to be eligible for a High School Diploma a student must complete Washington State and Pasco School District requirements. Due to many changes in Washington State graduation law, requirements vary from class to class. Please refer to your campus high school course Guidebook for a full explanation of minimum requirements as well as those needed to enter 4-Year Colleges/Universities, Career/Technical and Community Colleges, or apprenticeships and Military Services. Please note that we highly encourage taking full advantage of your education and the doors that open to you to further your opportunities for learning.





## GENERAL POLICIES AND PROCEDURES

### **AIDS/HIV Instruction:**

Washington State Law requires all students to receive an hour of instruction in AIDS-HIV. We will have this mandated instruction every year. Parents may review the materials at any time should you request. Contact the Pasco School District Curriculum Office if you have questions.

### **Cheating/Plagiarism:**

The Pasco School District community takes student academic honesty very seriously. Academic dishonesty includes, but is not limited to, the following types of misconduct:

- ◆ Copying from or allowing another student to copy from a test, homework, paper, project, lab report or other course work that is not intended to be collaborative in nature.
- ◆ Sharing papers with another student.
- ◆ Looking at another student's test, answer sheet, or other materials.
- ◆ Using unauthorized material including textbooks, notes, calculators, smartphones, computer program, or outside help during an examination or other assignment.
- ◆ Using writings, passages, or ideas of others and passing them off as your own (including, but not limited to, faxing, duplicating, file sharing, or transmittal using any technology).
- ◆ Sabotaging or destroying the work of others.
- ◆ Illegal or unauthorized entry into school computer programs.
- ◆ Submitting material (written or designed by someone else) without citing the source (e.g., plagiarizing or submitting work created by family, friends, or tutors).
- ◆ Texting questions or answers related to course material.

Plagiarism is defined as “Borrowing someone's ideas, information, or language without documenting the source and/or documenting the source but paraphrasing the source's language so closely without using quotation marks to indicate that words and phrases have been borrowed” (Hacker, *The Bedford Handbook for Writers*). Plagiarism is taking the specific or general substance of another person's work and offering it as one's own work without giving credit to the original author. Plagiarizing encompasses, omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on a source page, and/or paraphrasing an author without giving credit to that author for use of his or her ideas. Paraphrasing is the student's use of an author's idea by rewording and/or rearranging that author's original text, without giving the source credit, it is still plagiarism.

### **Computer Lab Usage:**

By enrolling in iPAL or using a computer lab, students agree to exhibit ethical behavior at all times. This includes, but is not limited to:

- ◆ Maintaining privacy of password given to you.
- ◆ Logging in only under ID given at enrollment.
- ◆ Staying in programs and features instructed by the teacher, (absolutely NO use of texting apps).
- ◆ Keeping non-lab software and disks off the computers.
- ◆ Refrain from using inappropriate language for directory and file names.



- ◆ Keeping the content of e-mail messages appropriate for school.
- ◆ Refraining from file-sharing or file-swapping.
- ◆ Notifying the teacher immediately if the equipment is not working correctly.

Refer to the Pasco School District Internet Use Agreement that you signed in your registration packet or in the Enrollment meeting.

### **Deliveries to Students:**

Deliveries to students such as flowers, pizza, balloons, candy, birthday gifts, etc., will not be allowed, as instructional time is greatly valued.

### **Dress Code Policy:**

iPAL looks upon appropriate dress as a key component of the educational process. School prepares students for success. While security and safety continue to be the driving forces behind the following policy, they are not the only factors. iPAL dress code follows accepted business attire that includes all security and safety factors to assure a healthy learning environment. Any articles of clothing that include color, slogans, and numbers that relate to violence, prohibited substances, offenses against creed or gender, or articles of immodesty are not to be worn at iPAL. Students who willingly choose to dress inappropriately will be asked to change. If the student does not have appropriate clothes, they may be provided with clothing from the school. Otherwise, arrangements must be made for students to go home or for parents to bring clothes to school. Continued violations of school dress policies will result in disciplinary action. Items may be confiscated for evidentiary purposes.

Notice: The appropriateness of the student dress code is determined by iPAL guidelines listed below and are subject to change based upon new trends and information. These guidelines are expected to be followed. The following articles of clothing are NOT PERMITTED and may not be worn or brought to campus or to any school-sponsored event:

- ◆ Pants worn below the waistline.
- ◆ Visible undergarments (i.e. anything worn underneath the outer layer of clothing) must be covered completely.
- ◆ Clothing with sexual references or innuendos, offensive language or statement, or double meanings.
- ◆ Clothing with drug/alcohol/tobacco logos or any clothing that implies drug or alcohol use.
- ◆ Halter tops, tank tops, spaghetti straps, see-through tops, low-cut tops, or tops that expose the breast or midriff.
- ◆ Shirts that have been modified to expose the shoulder or underarm.
- ◆ Shirts that have a length that extends more than eight (8) inches below the natural waistline.
- ◆ Necklaces or bracelets with sharp points of any kind.
- ◆ Pajamas, slippers, or pajama pants.
- ◆ Overcoats, trench coats, dusters.
- ◆ Skirts, shorts, dresses, or other articles of clothing that are unsafe or deemed inappropriate by school officials.



- ◆ Sunglasses worn in the building.
- ◆ Any other article of clothing that is either inappropriate, disrupts the educational process, or has the potential of disrupting the educational process. Articles of clothing that fall into this category can, and in some cases, will be determined by school authorities.

### **Personal Electronic Devices (PED) and Disruptive Items:**

- ◆ Cell Phones are to be in the “Off” position upon arrival to the Lab and not utilized while working in lab.
- ◆ IPODs are allowed in Lab with permission and under the supervision of staff member.
- ◆ Personal Laptops and Tablets are allowed in the Lab but are not to be shared or used in tandem with a district computer.
- ◆ PEDs may not be used in an academically dishonest manner on assignments, quizzes or tests (i.e.; cheating).
- ◆ PEDs are not to be used for non-instructional purposes (such as making personal phone calls, text messaging, or visiting social networking sites).
- ◆ Students may not use PEDs to record, transmit or post photographic images or video of a person or persons on campus during school hours or during school activities.
- ◆ PEDs may only be used to access computer files or internet sites which are relevant to the classroom curriculum.
- ◆ iPAL reserves the right to mandate that all PEDs be turned off in situations that may occur including, but not limited to, state testing, safety drills, etc.

Students and Parents/Guardians acknowledge that: Internet sites may contain material that is illegal, defamatory, inaccurate or controversial. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

iPAL is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection. Students and parents should be aware that devices are subject to search by school administrators should the device be utilized as a violation of the student code of conduct.

Students are prohibited from:

- ◆ Bringing a device onto school premises that may infect the network with a virus or which contains a program designed to damage, alter, and/or destroy the PSD network structure.
- ◆ Trying to alter or bypass school network security.
- ◆ Cyber-bullying, Internet harassment of any nature, and/or internet intimidation of staff or other students (progressive disciplinary action will occur).
- ◆ Printing from a personal device at school.



#### Usage Charges:

- ◆ iPAL is not responsible for any possible service charges to your account that might be accrued or incurred during approved school-related use.
- ◆ Pasco School District's Internet Technology Department will not be responsible for fixing, troubleshooting or updating security and/or software on PEDs.
- ◆ iPAL and/or Pasco School District will not be responsible for purchasing any student a PED.

Bring Personal Electronic Devices AT YOUR OWN RISK. iPAL is not responsible for the loss or theft of these items, even when they have been confiscated. Portable electronic devices and other items that disrupt the educational process are subject to confiscation by staff to be released to the parent/guardian.

All devices confiscated may be picked up from the staff upon departure of lab only. In the event that a parent needs to contact a student during school hours, they may call (509) 543-6765.

In an emergency, every attempt will be made to locate the student immediately to deliver the message.

#### Confiscated Items:

- ◆ 1<sup>st</sup> Offense—Student may pick-up the device or item from the staff upon departure of lab only.
- ◆ 2<sup>nd</sup> Offense—Parent may pick-up the device or item from the staff upon departure of lab only.
- ◆ Subsequent Offenses—the device will be held and can be picked up by a parent during a scheduled conference. School discipline will result, subject to administrative discretion.

Unwillingness to surrender an electronic device or disruptive items could result in discipline as outlined in the Student Rights and Responsibilities addressing "Willful Disobedience".

We ask that students check skateboards, in-line skates, scooters and other similar items at the door out of reach and harms way so they are non-disruptive or cause a safety hazard. They are also subject to confiscation if deemed disruptive. This includes hats that are visible.

Please note: Confiscated cell phones and other electronic devices capable of taking still or video pictures may be searched.

#### **Other Valuables:**

Please leave other valuables and large sums of money at home. Articles of value for class display should be locked in a teacher's cabinet or checked in. If students bring any valuable item to school, they do so AT THEIR OWN RISK.

**Fines and Fees:**

For high school students: If fees and fines are not paid, grades, transcripts or diplomas may be withheld; extra-curricular eligibility may be withheld; registration for classes may be delayed; and participation in graduation ceremonies may be prohibited.

**Freedom of Speech:**

Students shall enjoy the privilege of freedom of expression, providing such expression does not disrupt the educational process, infringe upon the rights of others, invade the privacy of individuals, contain libelous or slanderous material; or be construed as lewd or obscene. The administration shall monitor student verbal and written expression; students who violate the above standards may be subject to corrective action or punishment.

**Campus Conduct:**

The display of affection on campus is not appropriate. Having respect for the professional learning environment, this behavior should be controlled and not demonstrated around school property. Faculty and administration will warn the students, take the students' names, and refer them to the iPAL Facilitator for discipline. Parents may be notified.

iPAL students access the McLoughlin building closest to the iPAL facility for RESTROOM USE ONLY (key required). Staff or Security finding iPAL students outside of designated area will be placed on notice and if necessary disciplinary consequences or removal from the program may result.

**Harassment:**

The Pasco School District, in compliance with HB 1444, has adopted (PSD Policy 3207), Prohibition of Harassment, Intimidation and Bullying. This policy clearly states that bullying or harassment of any kind will not be tolerated on any of our campuses. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in R.C.W. 9A.36.089(3), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- a. Physically harms a student or damages the student's property; or
- b. Has the effect of substantially interfering with a student's education; or
- c. Is so severe, persistent, or pervasive that it created an intimidating or threatening educational environment; or
- d. Has the effect of substantially disrupting the orderly operation of the school.

Further, Policy 3207:

- ◆ Encourages all staff and students to report any incident of bullying or harassment to an appropriate school official.
- ◆ Establishes an informal and formal process for filing complaints.
- ◆ Protects the reporting person from reprisal, retaliation or false accusation against a victim or witness.

Copies of the policy are available from any staff member at iPAL. Any student subject to harassment should immediately report the problem to a school official.

**Immunizations:**

All students are required by law to have an up to date immunization record on file in the school office. This immunization record must be on file the first day the student attends school.

**Lost Items/Theft:**

If a student loses something, he/she should check with the iPAL staff. If a student finds something, he/she should turn it in to iPAL staff immediately. If a student is missing an item, he/she should report it to the iPAL staff immediately. Upon entering the lab should students need to secure personal items, iPAL staff can help.

**Parent-to-Student Messages:**

iPAL's focus is on student learning and our school will focus on minimizing the impact of disruptions during student lab hours. Messages will be delivered when necessary unless a student needs to be contacted for emergency purposes. Please try to make any necessary arrangements with your student before or after Lab Drop-off/Pick-up.

**Student ID Badges:**

iPAL requires each student to have their iPAL identification badge on their person to help ensure the safety and security of our students and staff.

- ◆ The badge must be worn around the neck when entering the McLoughlin building for bathroom or lunch privileges with the picture facing outward and visible at all times while on campus.
- ◆ ID badges are NOT to be altered in any fashion.
- ◆ Students who do not comply will face progressive disciplinary action.

**Visitors:**

We encourage parents to visit our school. Visitors must check in with iPAL staff to sign in and receive a visitor's badge that must be displayed in visible sight while they are in the building.

Students from other schools, however, do not enhance the learning of their iPAL friends and will not be allowed to accompany any student to the iPAL lab UNDER ANY CIRCUMSTANCES.

**ATTENDANCE RELATED INFORMATION**

Attendance is essential to grades and the learning objectives of all courses. Attendance at iPAL is mandatory, monitored through logged minutes, progress percentage, assignment submissions and course completion timeframes all set by Individual Learning Plans and are required by state ALE laws. All students who are enrolled from grades K-12 are required to attend school. It is the responsibility of the parent or guardian to cause the student to attend. It is the responsibility of the student to complete and fulfill their Learning Plan's weekly minutes for attendance and for documentation purposes.



According to Washington State Law, if a student fails to attend school without valid justification, the public school in which the student is enrolled shall:

- ◆ Inform the student's parent(s) or guardian(s) by a notice in writing or by telephone whenever the student has failed to attend school after one unexcused absence. The school is not responsible for contacting parents/guardians when phone numbers have been changed or disconnected without notice to the school or if false information has been given.
- ◆ School officials shall inform the parent or guardian of the potential consequences of additional unexcused absences.
- ◆ School officials shall schedule a convenient conference or conferences with the parent for the purpose of analyzing the causes of the child's absences after five unexcused absences.

### **Excused Absences:**

Washington State Law recognizes the following as excused reasons to be absent from school:

- ◆ Personal illness verified by a parent or guardian (the building administrator may request a doctor's note in the case of extended illness).
- ◆ Emergency situations that cannot be prearranged or prevented.
- ◆ Appointments that cannot be scheduled outside the school day.
- ◆ Planned absences which have been approved in advance including recognized religious holidays.
- ◆ Absence resulting from disciplinary action.

According to Washington State Law, the following are valid excuses for absences and lateness:

- 1) Pre-approved absence by parent or participation in a school-approved activity. A pre-approval form must be submitted to the attendance office at least ten (10) school days in advance. The pre-approval form is located in the attendance office. The following steps must be followed: Step 1: Student information filled out by the student. Step 2: Teachers must sign and write comments. Step 3: Parent acknowledges grades and teacher comments and then sign if they still plan for their student to be dismissed. Step 4: The signed form is returned to attendance.
- 2) Illness, health condition, family emergency or religious event:
  - ◆ Parent contact as soon as possible is helpful, but within 48 hours of the last day of the absence is mandatory or the absence will be marked as unexcused. (Example: Student absence on Monday and Tuesday, returns to school on Wednesday, and then submits excuse on Friday. Student absences will not be excused.)
  - ◆ After the 4<sup>th</sup> consecutive day of absence, the student must have a doctor's note for the absence to be excused.
  - ◆ Only excusing three (3) hours for in-town appointments unless a doctor provides a note to excuse for the entire day.
  - ◆ The only acceptable reason not to return to school after lunch without checking out is illness. If they need to leave for any other reason, even if it is during lunch, they are required to check out.
- 3) Disciplinary actions resulting in suspension from school.





### **Unexcused Absences and Truancies:**

Absences for personal reasons, even with parent/guardian awareness, that do not meet the criteria of the excused absence, are considered unexcused. Examples include, but are not limited to: over-sleeping, car trouble, errands, haircuts, concerts, pictures, driver's test, providing child care, etc.

Students will be considered truant for the following reasons:

- ◆ The parent is unaware of the absence and/or days student has not worked on course(s)
- ◆ The student has had 3 or more consecutive weeks of under-completed course minutes.
- ◆ The student has not attended lab, returned email or phone communication from staff for 5 consecutive school days.
- ◆ The student has not made any further course progress for 10 consecutive school days.
- ◆ The student has not logged on to course(s) for 10 consecutive school days.

Truant students will be disciplined according to the Pasco School District range of sanctions chart.

Truant students may not be allowed to make up work for the time they were truant and may be removed/withdrawn from iPAL program due to state regulations. This may result in returning to the home school.

Not only are truancies and unexcused absences detrimental to education, but they are also illegal in the state of Washington. Therefore, the following actions will be taken by the home base student support team to make every attempt to keep students in school where they can learn.

1. After the first (1) unexcused/truant absence, parent(s) or guardian(s) shall be notified by iPAL staff.
2. After two (2) unexcused/truant absences within a month, a conference shall be held with the parent(s) or guardian(s), the student, and the staff. At the conference, the group shall consider:
  - ◆ Counselor meetings, attendance plans, and/or an attendance contract;
  - ◆ Parent(s) or guardian(s) attendance at school with the student;
  - ◆ Adjustment of the student's program, school, or course assignment;
  - ◆ Referral to a Student Achievement Specialist;
  - ◆ Re-evaluation of individualized instruction; and/or
  - ◆ Referral of the family to supplemental community services to provide support for attendance.
3. After five (5) unexcused/truant absences during any month or ten (10) unexcused absences during the school year, the school district will petition the juvenile court to assume jurisdiction.

### **Student Check-In/Check-out:**

When students attend iPAL lab, they must check-in by scanning their ID badge upon entrance and again when they check-out. Students are to only access the iPAL facility. Other than the rest room facilities in the building adjacent to the lab, students do not have access to any additional campus facilities.





## DISCIPLINARY POLICIES AND PROCESSES

### **Student Discipline Procedures:**

Disciplinary action will be taken when students choose to be irresponsible for their behavior.

Discipline may include, but is not limited to:

- ◆ Staff may give a verbal warning.
- ◆ Staff may do a referral to the iPAL administrator and request a parent/student conference where the following could result: 1) In-School Discipline; 2) Behavior Contract; 3) Transfer to a traditional school program.

Students who are placed on any form of suspension or expulsion throughout the District are not permitted to participate in or attend school-sponsored activities, including all academic and sporting events. This includes being on any Pasco School District property.

### **Search and Seizure:**

School officials may search students without a warrant if the search is based on reasonable suspicion that it will discover evidence of violation of either school rules or the law. If the administrator or designee believes that sufficient evidence and/or circumstances exist that would cause a reasonable person to believe that the student has or is violating a school rule, the student and/or his property may be searched. This would include, but is not limited to, vehicles and electronic devices. If a student refuses to be searched, it will be considered insubordination and the student will be issued a 10-to 15-day suspension.

### **Progressive Discipline:**

iPAL is committed to maintaining a safe and distraction-free school learning environment for students, employees and visitors.

When considering the level of discipline to be implemented, school authorities shall consider several factors including, but not limited to:

- ◆ The student's attitude
- ◆ The severity of conduct
- ◆ The student's intent
- ◆ The effect on other students and/or staff
- ◆ The safety of the student and other students/staff
- ◆ Mitigating circumstances
- ◆ The student's discipline history

Depending on these factors, a more severe consequence or alternate consequences may be imposed.

Students with disabilities shall be disciplined in a non-discriminatory manner on a case-by-case basis.

The range of sanctions is progressive. Repeated offenses in any one category or combination of categories shall result in more severe sanctions. After each offense, the level is indicated.



Due process procedures are available for parents and students aggrieved by the imposition of these disciplinary measures.

Exceptional Misconduct designated by a (\*), has been judged by iPAL authorities to (1) of such frequent occurrence, notwithstanding past attempts to control such misconduct through use of other forms of corrective action or consequence and/or (2) so serious as to warrant immediate movement to Emergency Expulsion and/or Long-Term Suspension. Any action that puts the safety of students, employees and/or visitors in jeopardy OR severely disrupts the student learning environment may result in Emergency Expulsion until there is a resolution or consequence imposed.

The following list is not exclusive of other behaviors for which a student may be disciplined, up to and including expulsion and notification of non-school agencies.

Note: Students receiving a suspension or expulsion for misconduct may be required to sign a Behavior Agreement/Contract upon reinstatement. The contract will include conditions that the student must agree to and be signed by both student and custodial parent/guardian. The suspension will continue until an agreement is reached and contract in effect, signed by the student and administrator.

## **DISCIPLINARY VIOLATIONS**

**Weapons and Firearms** (R.C.W. 9.41.280, 28A.600.230, 9.41.010, 9.41.270):

It is the policy of the Pasco School District that there be no tolerance for the possession or use of weapons or firearms by students. Students may not possess or use weapons on school property, on school provided transportation, in areas or facilities being used exclusively by a school, or at a school sponsored event or activities.

Possession or use of a firearm in violation of this policy shall result in a minimum one (1) year expulsion from the district. The superintendent or designee may modify the mandatory expulsion on a case-by-case basis. Exception to this policy may be made only as allowed by state law and authorized by the district. Any student who possesses any weapon, other than a firearm, in violation of this policy may be expelled or be subject to other school discipline as provided in board policy and state law.

The district is authorized to expel any elementary, middle school or high school student who has violated the weapons policy. Any student who brings a firearm will be expelled for no less than one year. The school must notify police and the student's parent (s) or guardian (s) of the incident. Police do not need a warrant to arrest any person on school property who illegally possesses or has possessed a firearm or dangerous weapon.

**Fighting and Threats:**

Fighting is defined as the exchange of blows or other violent physical contact between or among students. Fighting generally results in suspension from school as well as police contact and charges filed. In addition, arranging fights, videotaping a fight, or being a spectator/cheerleader at a fight is a violation of the fighting policy and could also result in disciplinary action, including suspension. Threats via text, Facebook, Twitter, or other electronic means, including bomb threats, false alarms, threats of violence, etc. is a violation of school district policy.

**Assault:**

Assault is defined as actual or attempted infliction of physical harm to another person, using unwarranted physical force. Generally, assault results in disciplinary action ranging from suspension to expulsion, as well as police contact and possible charges filed.

**Bullying/Harassment/Intimidation** (W.A.C. 28A.600.XXX, R.C.W. 9A.36.080):

Students are expected to respect the individual rights of all persons while on campus and at school functions or activities. Everyone, including students, school personnel, parents, and community members are to be treated with respect. Any form of harassment (including sexual), intimidation, or bullying will not be tolerated. Intentional written, verbal, or physical bullying, intimidating, or harassing behavior that is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment will not be tolerated. Any student who harasses, intimidates, bullies, or threatens another student, either directly or indirectly, is subject to disciplinary action ranging to expulsion. This includes any electronic means (text messages, Facebook, Twitter or other social media) or through friends.

**Controlled Substances** (R.C.W. 69.50.XXX, 28A.210.XXX):

Students may not possess, use, or be under the influence of controlled substances (including alcohol, marijuana, narcotics, tobacco, smokeless tobacco, unauthorized use of non-prescription and prescription drugs) while on school grounds or at any school-sponsored function or activity. The possession, use, sale, intent to sell, distribution, sharing or being under the influence of controlled substances on district property, district-provided transportation, areas of facilities being used exclusively as school district property, or at district-sponsored activities is prohibited. This includes any over-the-counter medication containing alcohol, such as some cough or cold medications.

Disciplinary action may include the requirement of a drug and alcohol assessment, screening, and counseling as recommended by treatment provider and/or school district hearing outcome.

**Gang Activity** (R.C.W. 28A.600.455):

Any gang violence, gesture, vandalism, intimidation, or disruption of learning related to gang activity in any manner will not be tolerated. The students of iPAL have the right to an effective public education. Both students and educators have the need to be safe and secure in the classroom if learning is to occur. iPAL must have the ability to control the conduct of students to ensure that their mission of educating students may be achieved. Activities or behaviors which are considered “gang-related” must not be allowed to divert attention, time, and resources from educational activities.



Gang Activity is defined as: exhibiting behavior or gestures which symbolize gang membership; causing, participating in, and/or recruiting for gang-related activities; causing and/or participating in activities which intimidate or affect the attendance of another student by possessing, transmitting, or using gang-related images or pictures.

Students who gather for the intent of causing disruption to the normal function of the school day may be considered gang affiliated.

Any student who wears, carries, or displays gang-related apparel or devices will be in violation of district policy. These include, but are not limited to:

- ◆ Sagging pants or extremely oversized clothing, including 'Tall Tees'. As a guideline, shirts that have a length exceeding eight (8) inches below the natural waistline are too long.
- ◆ Clothing affiliated with gang activity is prohibited.
- ◆ Two or more students dressed similarly or identically (excluding school teams or ASB-sponsored groups), when attire could be construed as gang-related.
- ◆ Gang-affiliated tattoos, permanent or temporary. If a tattoo is considered gang-related, it must be covered at all times while at school.
- ◆ Bandanas of any kind or color, hanging belts, web belts, Rosary beads.
- ◆ Belts are four (4) or more inches longer than the waist of the wearer.
- ◆ Any team apparel that could be perceived as gang-related, or with numbers, symbols or logos that reference gang affiliation. This may include: Old English writing, 18, 14, 13, South Side, 69 and Rolling Hard logos.
- ◆ Any clothing draped around the neck or over the shoulder.
- ◆ Pants nailed, stapled, or pinned to shoes, or pants that are gathered at the ankles with rubber bands.
- ◆ Display of letters and/or numbers associated with neighborhoods or gangs, including Old English.
- ◆ Any other clothing and/or accessories that become identified as gang-related at trends continue to change.

Students engaged in gang activity will face stringent discipline due to their affiliation with criminal enterprises.

### **Disruptive Acts:**

Any action, behavior, or incitement of action or behavior which interferes with the duties of a staff member or the normal operation of the school; may include off-campus conduct if the conduct has the cause or effect of interfering with the normal operations of the school or district.

**Other Disciplinary Infractions:**

Verbal abuse, malicious mischief, profanity, disruptive acts, computer misuse, inappropriate dress, unauthorized access, false statements, alteration of records, trespass, entering another's locker or desk, willful disobedience, truancy, tardies, burning, disruptive devices, possession of inappropriate materials, obscene or lewd conduct, accumulation of referrals, bus misconduct, theft, burglary, extortion, coercion, robbery, arson, violation of school rules or policies not listed, are all subject to disciplinary action based on severity of the incident, previous disciplinary record, academic progress, and conduct of the student.