



Student Handbook  
2019-2020

## Table of Contents

<b>Mission</b> .....	<b>4</b>
<b>Vision</b> .....	<b>4</b>
<b>Non-Discrimination/Equal Opportunity</b> .....	<b>5</b>
<b>Discrimination</b> .....	5
<b>Sexual Harassment</b> .....	5
<b>Complaint to the School District</b> .....	6
<b>Appeal to the School District</b> .....	6
<b>Complaint to OSPI</b> .....	6
<b>General Information</b> .....	<b>7</b>
<b>2019-20 District Calendar</b> .....	7
<b>Bell Schedules</b> .....	8
<b>School Safety – Single Entrance</b> .....	9
<b>Check-In/Check-Out Procedure</b> .....	9
<b>Parking</b> .....	10
<b>Identification Badges</b> .....	10
<b>Deliveries to Students</b> .....	10
<b>Nutrition</b> .....	11
<b>Academic</b> .....	<b>12</b>
<b>Guidebook &amp; Graduation Requirements</b> .....	12
<b>Grade Points</b> .....	12
<b>Grades and Class Expectations</b> .....	12
<b>Academic Honesty</b> .....	13
<b>Schedule Changes</b> .....	14
<b>PE Waiver</b> .....	14
<b>Enhancement/Intervention and Cohort</b> .....	15
<b>Fines and Fees</b> .....	15
<b>Graduation Information</b> .....	15
<b>Honor Cords &amp; Medals</b> .....	16
<b>Rights and Responsibilities</b> .....	<b>17</b>
<b>Attendance</b> .....	18
<b>Excused Absences</b> .....	18
<b>Unexcused Absences</b> .....	19
<b>Tardy Procedure</b> .....	20
<b>Personal Electronic Devices (PED)</b> .....	21

Student Laptop Policy .....	23
Device Protection Plan .....	24
Dress Code .....	25
Student Discipline .....	28
Minor Referrals .....	28
Major Referrals .....	28
Types of Exclusions .....	29
Exceptional Misconduct .....	30
Harassment, Intimidation & Bullying (HIB) .....	31
Substance Abuse .....	32
Search and Seizure .....	32
<b>Health .....</b>	<b>33</b>
Nurses Office .....	33
Student Medication .....	33
<b>Athletics &amp; Activities .....</b>	<b>34</b>
ASB .....	34
Field Trips .....	34
School Dances .....	34
Athletics .....	41
Athletic Residency Requirements .....	41
Athletic Website & Social Media Information .....	41
Athletic Registrations .....	42
Sports Offered at Pasco High .....	42
<b>Parent/Community Involvement .....</b>	<b>43</b>
ATP (Action Team for Partnership) & HPAC (Helping Parents Achieve Communication) .....	43
Visitors .....	43
Volunteers .....	43
Communication .....	44
PowerSchool App .....	44
District App .....	45
<b>District Policies .....</b>	<b>45</b>
<b>Title 1 Parent Involvement Policy and Procedures 2019-2020 .....</b>	<b>46</b>

## **Mission**

All Belong, All Learn, All In!

## **Vision**

Cultivating a safe community of learners to foster a P.R.I.D.E. mindset, healthy relationships, and engaged community members who have a local and global impact. Helping ALL find their inspiration, passion, and direction now and in the future.

## Non-Discrimination/Equal Opportunity

### Discrimination

Pasco School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

**Civil Rights/Title IX Officer: Sarah Thornton, 1215 W. Lewis St., Pasco 509-543-6700**

**Sec. 504 Coordinator: Kristi Docken, 1215 W. Lewis St., Pasco 509-543-6700**

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://www.psd1.org/Page/10095>.

### Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or  
The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

#### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://www.psd1.org/Page/10095>.

### COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

## **Complaint to the School District**

### ***Step 1. Write Our Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

## **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

## **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

## **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

# General Information

## 2019-20 District Calendar

AUGUST 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

08/21-22 Tier II-District  
 08/23 Tier II-Building Retreat  
 08/26 Tier II-All Staff Opening Event  
 08/27 1st Student Day

SEPTEMBER 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

09/02 No School/Labor Day

OCTOBER 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	*9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	Q 31		

10/09 Secondary Early Release  
 10/11 No School/Professional Day  
 10/31 End of 1st Quarter: 7-8

NOVEMBER 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	<5	6	7	8 >	9
10	11	12	13	14	15	16
17	18	19	20	T 21	22	23
24	25	26	E 27	28	29	30

11/05-08 Early Release 7-8 Only;  
 7-8 Conferences  
 11/11 No School/Veterans Day  
 11/21 End of 1st Trimester: K-6, 9-12  
 11/22 No School K-12/Trimester Break  
 11/27 Early Release K-12  
 11/28-29 No School/Thanksgiving

DECEMBER 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	<3	4	5	6 >	7
8	9	10	* 11	12	13	14
15	16	17	18	19	E 20	21
22	23	24	25	26	27	28
29	30	31				

12/03-06 Early Release K-6 Only;  
 K-6 Conferences  
 12/11 Secondary Early Release  
 12/20 Early Release K-12/Winter Break  
 12/23-31 No School/Winter Break

JANUARY 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	* 15	16	17	18
19	20	21	22	23	S 24	25
26	27	28	29	30	31	

01/01-03 No School/Winter Break  
 01/15 Secondary Early Release  
 01/20 No School/MLK Jr Day  
 01/24 End of 1st Semester: 7-8  
 01/27 No School K-12/Semester Break

FEBRUARY 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	*12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

02/12 Secondary Early Release  
 02/17 No School/Presidents' Day

MARCH 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	T 6	7
8	9	10	*11	12	13	14
15	16	< 17	18	19	20 >	21
22	23	24	25	26	Q 27	28
29	30	31				

03/06 End of 2nd Trimester: K-6, 9-12  
 03/09 No School K-12/Trimester Break  
 03/11 Secondary Early Release  
 03/17-20 Early Release: K-8 Conferences  
 03/27 End of 3rd Quarter: 7-8

APRIL 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

04/06-10 No School/Spring Break

MAY 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	* 13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

05/13 Secondary Early Release  
 05/22 1st Snow Day if Necessary  
 05/25 No School/Memorial Day

JUNE 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	E 10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

06/10 Last Student Day/Early Release  
 06/10 End of 2nd Semester: 7-8  
 06/10 End of 3rd Trimester: K-6, 9-12  
 06/11 2nd Snow Day if Necessary

Every Wednesday is Early Release for K-6 students	
[ / ]	First/Last Day of School
	No School
*	Secondary Early Release 7-12
E	Early Release Grades K-12
Q	Quarter Ends Grades 7-8
T	Trimester Ends Grades K-6, 9-12
S	Semester Ends Grades 7-8
< >	Parent/Teacher Conferences (Early Release in Nov. for 7-8, Dec. for K-6, and March for K-8)

## Bell Schedules

### REGULAR BELL SCHEDULE

Hour	Monday, Tuesday, Wednesday, Friday	Thursday
ZERO	6:32-7:37	6:32-7:37
1 <sup>ST</sup>	7:44-8:47	7:44-8:46
Enhancement / Intervention	8:54-9:24	No Enhancement / Intervention
2 <sup>ND</sup>	9:31-10:34	8:53-9:54
1 <sup>ST</sup> LUNCH	10:34-11:04	10:00-10:30
3 <sup>RD</sup>	10:41-11:44	10:00-11:01
4 <sup>TH</sup>	11:11-12:14	10:35-11:36
2 <sup>ND</sup> LUNCH	11:44-12:14	11:07-11:37
5 <sup>TH</sup>	12:21-1:25	11:43-12:44
6 <sup>TH</sup>	1:32-2:37	12:51-1:52
7 <sup>TH</sup>	2:43-4:04	No 7 <sup>TH</sup> Hour*

\* Students will be dismissed every Thursday at 1:52 p.m.

### 2 HOUR DELAY SCHEDULE M-T-W-F

1 <sup>ST</sup> HOUR	9:44-10:32
2 <sup>ND</sup> HOUR	10:37-11:26
1 <sup>ST</sup> LUNCH	11:26-11:56
3 <sup>RD</sup> HOUR	11:31-12:19
4 <sup>TH</sup> HOUR	12:01-12:49
2 <sup>ND</sup> LUNCH	12:19-12:49
5 <sup>TH</sup> HOUR	12:54-1:43
6 <sup>TH</sup> HOUR	1:48-2:37
7 <sup>TH</sup> HOUR	2:43-4:04

### 2 HOUR DELAY SCHEDULE THUR

1 <sup>ST</sup> HOUR	9:44-10:23
2 <sup>ND</sup> HOUR	10:28-11:08
1 <sup>ST</sup> LUNCH	11:08-11:38
3 <sup>RD</sup> HOUR	11:13-11:52
4 <sup>TH</sup> HOUR	11:43-12:22
2 <sup>ND</sup> LUNCH	11:52-12:22
5 <sup>TH</sup> HOUR	12:27-1:07
6 <sup>TH</sup> HOUR	1:12-1:52
No 7 <sup>TH</sup> Hour	

There will be no enhancement / intervention time on a 2 hour delay schedule.

### 3 HOUR DELAY SCHEDULE

LUNCH	10:44-11:14
1 <sup>ST</sup> HOUR	11:21-11:56
2 <sup>ND</sup> HOUR	12:02-12:37
3 <sup>RD</sup> /4 <sup>TH</sup> HOUR	12:43-1:18
5 <sup>TH</sup> HOUR	1:24-1:57
6 <sup>TH</sup> HOUR	2:03-2:37
7 <sup>TH</sup> HOUR	2:43-4:04

### EARLY RELEASE SCHEDULE

ZERO HOUR	6:32-7:37
1 <sup>ST</sup> HOUR	7:44-8:17
2 <sup>ND</sup> HOUR	8:22-8:54
3 <sup>RD</sup> /4 <sup>TH</sup> HOUR	8:59-9:31
5 <sup>TH</sup> HOUR	9:36-10:08
6 <sup>TH</sup> HOUR	10:13-10:45

### **School Safety – Single Entrance**

The Pasco School District is committed to ensuring a safe environment at all schools. As part of this mission, the Pasco School Board approved necessary safety steps to ensure students' safety by making all campuses in the Pasco School District single points of entry during the school day.

During the hours of 7:45 AM-2:37 PM, the Visitor's Entrance on 10<sup>th</sup> Ave. will be the only accessible point of entry for Pasco High School. When entering the building, a staff member in the attendance office will need to approve all people wishing to access Pasco High School necessary business.

The PHS/Activity Center entrance will close at 7:45 AM on an automatic timer and will reopen at 2:37 PM. Students arriving late to school will need to come through the main office to access the school.

### **Check-In/Check-Out Procedure**

**Check-In** - All students arriving late to campus must check in at the attendance desk in the main office. If a student has a valid reason for arriving late to school, he/she must submit a written note from a parent/guardian, unless the parent has called prior to the absence.

**Check-Out** - If a student has a valid reason for leaving while school is in session, the student must sign out at the attendance desk in the main office. The excusal note, provided by the attendance clerk, must be shown to the teacher before the start of class to obtain permission to leave class.

To excuse an absence, a parent/guardian must:

- Submit a signed note to the attendance office;
- Call the attendance office; or
- Check out their student in person and provide photo identification

If students do not check-in or check-out at the attendance desk in the main office, he/she will be considered truant and the absence will not be excused (excluding their assigned lunch period). If a student leaves campus during lunch and does not return to school due to illness, a parent must call to excuse the absence.

## **Parking**

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:

### **Vehicles without a parking pass will be towed at the student's expense.**

- **Student vehicles parked in the staff parking lot will be towed at the student's expense.**
- All vehicles must be registered with the ASB office.
- Spots are reserved on a first come, first serve basis.
- All students who park on school property must purchase a parking permit at the cost of \$10.00 (nonrefundable).
- The parking permit must be clearly displayed during school hours, and students may only park in designated student areas. If a parking permit is not visible, the car will be towed at the student's expense.
- 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

## **Identification Badges**

Each student will be provided with ONE free identification badge and lanyard each year. The cost of each subsequent badge (\$3.00) and lanyard (\$1.00) will be charged to the student.

Each student is required to have their own current, readable school identification badge (ID) available upon staff request. ID badges are not to be altered in any fashion.

Students are required to present a current readable ID to access meals in the cafeteria, check out materials in the library, and participate in all school dances.

## **Deliveries to Students**

Deliveries to students such as flowers, balloons, birthday gifts, food, drinks, etc., will not be allowed, as instructional time is greatly valued. Students will not be called out of class and class will not be interrupted. Any deliveries will be held in the main office.

## **Nutrition**

Pasco High School recognizes that good nutrition is essential to promote children's overall health and academic achievement. Pasco High School provides school breakfasts and lunches which meet the nutritional standards required by state and federal school breakfast and lunch programs. All foods sold on campus during the school day must meet USDA Smart Snacks in Schools standards.

### **2019-2020 Pricing**

- Free/reduced breakfast \$0.00
- Paid breakfast \$1.65
- Reduced lunch \$0.40
- Paid lunch \$3.25

*REMINDER: Free/Reduced forms required each year for PHS students.*

Breakfast at Pasco High School is provided between 6:30 AM and 7:44 AM. In accordance with USDA requirements, late start access will be provided to students. Late start access will be communicated to students during the first week of school.

All students are provided with a lunch period, which has been identified on their schedule. Students are expected to take care of their nutritional needs during this time. Students are not allowed to attend another lunch or choose their own lunch.

## Academic

### Guidebook & Graduation Requirements

In order to be eligible for a Pasco 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 the 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. The Pasco School District Course Guidebook can be found at <https://www.psd1.org/Page/10587>

### Grade Points

Academic rank in class is determined by a student's grade point average. A student's grade point average (GPA) is a numerical score translated from letter grades earned during grades 9-12 (8th grade classes that are eligible for high school credit also apply). Students receive points for letter grades earned in their classes on the following basis:

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

Grade Point Average is figured by taking the sum of the point values of all the grades received for all courses attempted divided by the sum of the credits for all courses attempted.

### Grades and Class Expectations

Teachers will provide students an explanation of their classroom expectations for behavior, academics and grading procedures. Report cards are printed and distributed at the end of each trimester. The trimester grade is recorded on the student's transcript.

## **Academic Honesty**

Pasco High School 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, 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.

## **Schedule Changes**

Schedules are student-driven and parent-supported. Any change in a student's schedule is disruptive to the student's learning process.

Students requesting a schedule change after the completion of the fifth day of the trimester must meet with the teacher, his or her counselor and an administrator.

### Schedule Change Request Deadlines 2019-20

Trimester 1: Friday, September 6<sup>th</sup>

Trimester 2: Wednesday, December 4<sup>th</sup>

Trimester 3: Friday, March 20<sup>th</sup>

Schedule changes will be considered for academic purposes only and not based on specific teacher requests, specific lunch hour requests, etc.

## **PE Waiver**

Students may request a waiver for one P.E. course in the 11<sup>th</sup> and 12<sup>th</sup> grade years (1.0 credits total). Only in extreme extenuating circumstances will a student be approved to waive a third Physical Education course. The purpose of a P.E. waiver is to increase course flexibility to better meet a student's post-high school goals. Full-time enrollment is required for waiver approval, and an approved waiver does not decrease the overall credits required for graduation.

A form must be completed by the student for each P.E. course waiver requested. An alternative Physical Education assessment must be completed in conjunction with the waiver application (i.e. fitness plan/portfolio). *Students interested in waving PE should contact their school counselor.*

**Enhancement/Intervention and Cohort**

Enhancement/Intervention time provides students an opportunity to gain academic support through small-group sessions that allow for targeted intervention for academic mastery or enhancement opportunities for students to extend their learning. Teachers may create intervention sessions intended to review content, allow students to re-learn and/or reassess, or ask specific content-related questions for clarification or deeper understanding. Extension sessions are intended to allow students who have met standard to extend their learning into topics of greater depth or of specific interest to students, which may not be covered by content standards. Enhancement/Intervention time typically occurs for 30 minutes every Monday, Tuesday, and Wednesday.

Cohort time connects students, in grade level groups, with a teacher who will provide academic and social support throughout the school year. In these cohort classes, students and teachers will complete lessons to learn about their social-emotional health and gain an understanding of how their social-emotional well-being can help contribute to their success in high school and beyond. Students will also use this time to set academic goals, monitor progress towards graduation, and build relationships with peers and adults. Cohort time typically occurs for 30 minutes every Friday.

STUDENTS ARE NOT TO LEAVE CAMPUS DURING COHORT OR  
ENHANCEMENT/INTERVENTION.

**Fines and Fees**

If fees and fines are not paid, grades, transcripts or diplomas may be withheld; extra-curricular eligibility may be withheld; and participation in graduation ceremonies may be prohibited.

**Graduation Information**

Students must have met all their graduation requirements to participate in Graduation, Senior Party, Graduation Breakfast and any other graduation related event.

## **Honor Cords & Medals**

Pasco High School recognizes students at graduation based on academic success during high school. Graduation recognitions will be limited to the following:

- Valedictorian Medal, Given to the highest cumulative GPA
- Salutatorian Medal, Given to the second highest cumulative GPA
- ASB Officer Medal, Given to senior ASB or class officers
- Dean's List Cord, Purple & White, 3.7 or higher cumulative GPA for all 4 yrs of their high school career
- National Honor Society, Yellow Cord & Stoll, Inducted into National Honor Society via ceremony.
- Running Start Cord, CBC – Light Blue/WSU – Crimson & Grey
- Seal of Biliteracy, Red & Gold, earned by achieving a score of (5) or higher on the STAMP assessments, or a 3 or above on AP Language assessments.
- Citizenship Award Medals, granted each year based on criteria developed by HPAC/ATP

## **Rights and Responsibilities**

Pasco High School 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 on time with their work 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 life-long habits that can increase the number and quality of opportunities.

All students who attend Pasco High School 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/Pasco High School Student Discipline Codes. As afforded by Washington Administrative Code, all students have the right to due process.

### **Overview of Student Rights**

Each student attending Pasco High School 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 Pasco High School has the responsibility to:

- Attend school daily and be on time to class with all necessary materials.
- Know and obey the rules of the district and the school.
- Accept reasonable consequences for violating school or district rules.
- Possess school identification badge and correctly identify him or her when asked to do so by school employees.
- Respect the rights of others; do not to disrupt or deprive others of their right to an education.
- Respect the property of others, the school, and the district; be willing to make restitution for property damaged.

## **Attendance**

Attendance at Pasco High School is mandatory and of special concern to all members of the Pasco School District and to our community. All students who are enrolled from grades 9-12 are required to attend regularly. It is the responsibility of the parent(s) or guardian(s) to cause the student to attend. It is the responsibility of the student to attend for the full time when school is in session.

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(s) or guardian(s) for the purpose of analyzing the causes of the child's absences after five unexcused absences.

## **Excused Absences**

Assignments and/or activities not completed or late because of an excused absence may be submitted when arrangements have been made with the teacher.

### **The following are valid excuses for absences and lateness:**

- 1) School-Sponsored Activities - A pre-approval form must be submitted to the attendance office.
- 2) Illness, health condition, family emergency, or religious event -
  - After the 4<sup>th</sup> consecutive day of absence due to illness, the student must have a doctor's note to return to school.
- 3) Parent-Approved Activities - Pre-approval form must be submitted to the attendance office in advance. Only five days of the absence will be excused.
- 4) Disciplinary Actions - See Student Discipline Section for More Information

## Unexcused Absences

Unexcused absences fall into two categories:

- Submitting a signed excuse which does not fall into one of the above categories or is determined to be inappropriate by an administrator/dean of students, or
- Failing to contact the school or submit any type of excuse statement signed by the parent(s) or guardian(s) or adult student. This type of absence is also defined as truancy. The student is truant when absent from school without parent and school permission.

Absence	Procedure
1 <sup>st</sup>	School will make contact with parent/guardian in writing or by phone (teachers are encouraged to address it with student upon their return).
2 <sup>nd</sup>	<b>The school must schedule a conference with the parent/guardian and student to discuss solutions to the truancy problem.</b>
2 <sup>nd</sup> - 5 <sup>th</sup>	<p>Between the second (2) and fifth (5) unexcused absence, the school and families must take data informed steps to eliminate or reduce the child's absences. This may include application of the Washington assessment of the risks and needs of students (WARNS). RCW 28A.225.020</p> <p>If a student has a 504 or IEP, then the IEP/504 team must to consider the reasons for the absences and what necessary steps must occur.</p>
5 <sup>th</sup>	<p>After five unexcused absences, a letter will be mailed home requesting a conference shall be scheduled with the parent(s) and guardian(s), the student, the student's counselor or staff advisor, the classroom teacher(s), and a member of the administrative team. At the conference, the group shall consider:</p> <ul style="list-style-type: none"> <li>▪ Counselor meetings, attendance plan, and/or an attendance contract;</li> <li>▪ Parent(s) or guardian(s) attendance at school with the student;</li> <li>▪ Adjustment of the student's program, school, or course assignment;</li> <li>▪ Referral to a Student Achievement Specialist;</li> <li>▪ Re-evaluation of individualized instruction; and/or</li> <li>▪ Referral of the family to supplemental community services to help alleviate the problem.</li> </ul> <p>After five unexcused absences within a month or school year, the school district will petition the juvenile court to assume jurisdiction.</p>
6 <sup>th</sup>	Classroom teacher will make contact with parent/guardian.
7 <sup>th</sup> – 9 <sup>th</sup>	Options may include: adjusting the child's school program, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, requiring the child to attend an alternative school or program... (RCW 28A.225.020)
10 <sup>th</sup>	Truancy Petition filed with JJC. Student and parent will be notified by teacher of the loss of credit. If ten unexcused absences occur within a semester, the student/parent must notify an administrator to request an appeal. The appeal hearing will take place with an administrator/teacher. If appeal is accepted, an "earn back" plan will be created and followed.

## **Tardy Procedure**

A student is tardy when he/she arrives after the bell but within the first five minutes of class. After five minutes, the tardy will be "K" in PowerSchool and count as an unexcused absence.

### **In One Class**

1-3 Tardies

Teacher generated student interventions such as:

1. Student-teacher conference
2. Verbal warning
3. Tardy reflection
4. Other

Log entry of intervention

10<sup>th</sup> Tardy

Parent contact initiated.

Options to include:

- Phone call
- Email
- Use of form letter

15<sup>th</sup> Tardy

Complete student attendance referral

### **Across All Classes**

10<sup>th</sup> TOTAL

Letter home initiated

Weekly mailing updated with tardy data once student exceeds 10 total tardies

20<sup>th</sup> TOTAL

Administrative Action

- Parent/Family contact
- Bulldog Attendance Tracker
- Other intervention

## **Personal Electronic Devices (PED)**

Pasco High School allows Personal Electronic Devices (PEDs) on campus for instructional purposes only, as long as students comply with the rules outlined below:

- The use of personal electronic devices by students is optional, and students who do not bring PEDs to school will not be penalized.
- Students are to comply with all classroom rules and are expected to have PEDs securely stored unless otherwise directed by the teacher. Additionally, students will be expected to comply with all school rules while using personal devices.
- Unwillingness to surrender an electronic device could result in discipline including suspension.

### **Device Types:**

- All devices used need to have internet capabilities and a service plan that allows the student to access the internet. Acceptable PEDs include but are not limited to laptops/netbooks, cellphones/smartphones, iPads/tablets, and some eReaders. Please note that Personal Gaming Systems or other devices used solely for entertainment (e.g., iPods without internet connection) are not permissible.

### **Guidelines:**

- Each teacher has the discretion to allow and regulate the use of PEDs in the classroom and on specific academic projects, including PED accessories such as headphones.
- PEDs must be in silent mode while on school campus, unless otherwise directed by a teacher.
- 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.
- Pasco High School 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 and in areas such as locker rooms.
- Student devices causing a disruption to learning process will be confiscated and a parent/guardian may be required to pick-up the device after school.

**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.
- Pasco High School 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 if the device is suspected of a violation of the Student Code of Conduct.
- If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Charging of devices will not be permitted at Pasco High School. Personal devices must be charged prior to school and run on battery power while at school.

**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 PHS/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**

- Pasco High School is not responsible for any possible service charges to your account that might be accrued or incurred during approved school related use.

**Accommodations**

- Pasco School District's Internet Technology Department will not be responsible for fixing, troubleshooting or updating security and/or software on PEDs.
- Pasco High School and/or Pasco School District will not be responsible for purchasing any student a PED.

## **Student Laptop Policy**

Device User Agreement Pasco School District views the use of electronic resources as central to the delivery of its educational program. By providing each secondary student a laptop computer to use at school and at home, Pasco School District intends to enable an engaging, collaborative, self-directed, and empowering learning environment. Students are expected to use district technology and network resources responsibly and parents are expected to collaborate with the school district in ensuring their child uses the district issued device in accordance with district policies and guidelines. Below is a summary of commitments made by students and parents.

Students agree to the following responsibilities before, during, and after school whether or not they are on or off campus.

- Use the device in a responsible and ethical manner, complying with the responsible use guidelines outlined within the Student and Parent 1:1 Handbook and the Pasco School District Electronic Resource Policy 2180 and Procedure 2180P at all times.
- Use technology only to support learning and school appropriate functions.
- Obey school rules concerning behavior and communication that apply to technology use.
- Avoid damaging school equipment by using the device in an appropriate manner and taking a proactive role to aid Pasco School District in the protection of the laptop by reporting all issues.
- Notify a staff member or parent/guardian immediately of information, images, or messages that are inappropriate, dangerous, threatening, or uncomfortable.
- Return the laptop at the end of the school year (or district enrollment) in the same condition received.
- Secure the device at all times.
- Bring the laptop to school daily fully charged.

The parent/guardian agrees to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

- Talk to my child about values and the standards that they should follow on the use of the Internet just as you do on the use of all digital media (TV, phones, movies, music, etc.).
- Be active participants by asking your child to show you what sites they are navigating to and how they are being used in your child's education.
- Ensure that siblings and other family members are not using the device for personal use.
- Assume responsibility for the cost of repair or replacement if the device is not returned, damaged, lost or stolen.
- Encourage balanced and healthy digital media use.

### **Device Protection Plan**

Devices are on loan to students and remain the property of the Pasco School District. Pasco School District will incur the repair cost for damaged equipment resulting from normal use or equipment malfunction. Costs for all other damage, loss, or theft—whether intentional or accidental—will be the responsibility of the student.

Pasco School District offers an optional and inexpensive annual protection plan for parents/guardians to lessen the financial burden should an incident occur. If a family chooses not to enroll in the Laptop Protection Plan, you will be financially responsible for the full repair or replacement cost of the device. Fees are annual and non-refundable.

\$20 – base Protection Plan fee

\$10 – Protection Plan fee for families qualifying for free or reduced meal prices

50% Discount for students not making a claim the prior school year (responsible care)

Students enrolling in the district after the start of 2nd semester will receive a 50% discount on the annual Protection Plan fee. Families with multiple children will only be required to pay two protection plan fees to cover all district devices within the family. Pasco School District staff reserve the right to determine the cause of damage or loss and may adjust or escalate the fees if gross negligence is determined.

## **Dress Code**

Our goal is to ensure students are in class learning. To facilitate learning for all students, there are minimum standards for student dress, grooming, and appearance. These apply at school and at any school-based or school-sponsored activity, including but not limited to: classes, ASB events, dances, and sporting events.

Students' choice in personal appearance matters should be made in consultation with their parent(s)/guardian(s) and shall not be restricted beyond the below listed requirements.

Students who do not meet the minimum standards will be asked to change their clothing. If a student refuses to comply or dress code issues become chronic, a parent/guardian will be contacted and additional disciplinary action, such as required after-school intervention or detention, may be taken. For extracurricular activities, violations may result in a student's removal or exclusion from the activity.

A student's dress and grooming shall:

- A. Support the educational mission of the school district and support the student in achieving the goals of the school activity; and
- B. Allow for personal expression.

A student's dress and grooming shall not:

- A. Cause a material and substantial disruption of the educational process and/or school activity;
- B. Create a health or other hazard to the student's safety or to the safety of others;
- C. Damage school property;
- D. Create an atmosphere in which a student's, staff member's, or other person's well-being is hindered by undue pressure, intimidation, overt gesture or threat of violence; or
- E. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or one's person.

The following items are not permitted:

- Clothing that promotes violence, contains obscene, sexual, drug or alcohol-related messages, double entendres, logos, graphics, etc., or offenses against creed or gender
- Jewelry that can pose safety hazards or could cause damage to school property
- Gang-related apparel or paraphernalia, including but not limited to:
  - o Clothing or accessories with Old English lettering
  - o Oakland Raiders, Chicago White Sox, Chicago Bulls or Viking's team clothing
  - o 13, South Side, 69, Rolling Hard logos
  - o Display of letters and/or numbers associated with neighborhoods or gangs
  - o Jerseys with number 13, 14, 18, 69, 21 and 60
  - o Sagging pants or extremely oversized clothing, including "tall tees"

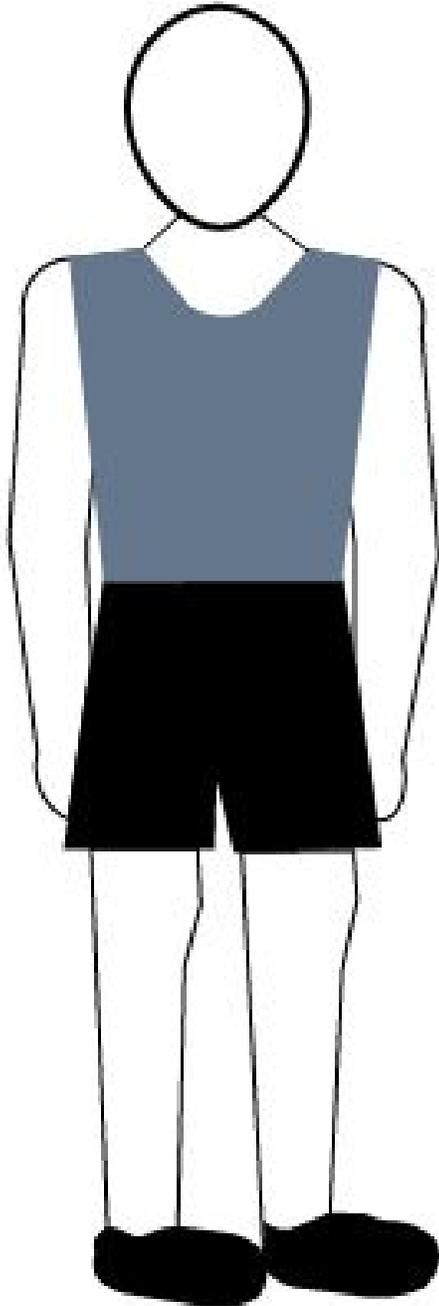
- Pants worn below the waistline
- Belts that are 4 or more inches longer than waist of wearer
- Bandanas of any kind or color, hairnets, colored laces of any kind, hanging belts, permanent pens, Rosary beads
- Any dangling chains, wallet chains, spiked jewelry
- Red, navy blue or purple sneakers
- ICP clothing or insignias
- Juggallo, Hatchet gear or Hatchet Man logo clothing, stickers, drawings or insignias
- Gang-affiliated tattoos, permanent or temporary
- Other items as identified by local law enforcement

Students identified as being gang involved, influenced, or affiliated shall be provided assistance and/or an intervention to support positive activities and involvement in the school community.

For more information, please see PSD Policy and Procedure 3224.

# Pasco High School Dress Code

Pasco High School's Dress Code is a key component of preparing students for college and career readiness. Adherence to a dress code is an important part of the workplace to promote professionalism, safety and security.



**Torso:** Clothing must cover stomachs, backs, chests. Undergarments must be covered

**Legs:** Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be covered.

**Feet:** Footwear must be worn at all times appropriate to the activity.

## Other Guidelines:

- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- Any clothing or accessories worn in a manner identified as gang-related is prohibited.
- Exceptions to dress code standards may be made for PE or school activities.
- Pasco High School dress code is subject to change upon new trends and information which applies to safety concerns.

The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.

## Student Discipline

We believe that humans need meaningful relationships in order to thrive. At school, these social connections are cultivated in the classroom. When these social connections are weakened by conflict, this damages the educational experience. When this occurs, we have a system of referrals so that students can receive the help they need in order to repair those connections. This will help them receive the full benefit of a public education.

### Minor Referrals

- If a student's behavior is disrupting class a teacher may take action to correct that student's behavior. If the student continues their inappropriate behavior he or she will be asked to talk one on one with the teacher. This could be having the student step outside the classroom for a break or having the student remaining after class for a short conversation. After this one-on-one talk, the teacher will document the incident by writing a minor referral describing the inappropriate behavior. These referrals are then saved so that PHS staff can review behavior data and offer help.
- Possible things a teacher can do to help a student get back on task include, but are not limited to, the following:
  - Recognize when student is meeting expectations
  - Instructional Wait Time (stopping the lesson until students come back to the lesson)
  - Reaffirming the Social Contract (reminding students of classroom agreements)
  - Proximity (Standing close to the student)
  - Verbal Warning

### Major Referrals

- If a student's behavior in class requires the student be removed, the teacher may have the student escorted out by security. This counts as a classroom exclusion. When this happens, the teacher will write a major referral describing the behavior. The purpose of a major referral is to make administration aware of the classroom exclusion.
  - The student will be escorted to the office by security
  - The student will be required to fill out a Refocus/Repair form and have it reviewed by an Administrator or Dean before that student will be allowed back into class for that day.
  - The parents of the student will be contacted and informed.
  - Administrative action will be taken up to and including suspension.

## Pasco School District Student Behaviors That Are Eligible for Referral:

### Minor

- Defiance/Failure to Cooperate
- Disruption
- Dress Code Violation
- Electronic/Technology Misuse
- Inappropriate Language
- Physical Contact/Aggression
- Property Misuse
- Theft
- Lying/Cheating/Forgery

### Major

- Defiance/Failure to Cooperate
- Alcohol/Drugs/Tobacco
- Destruction of Property/Vandalism
- Disruptive Conduct
- Fighting
- Gang Affiliation/Display
- Harassment/Intimidation/Bullying (HIB)
- Inappropriate Language (Directed)
- Inappropriate Location/Skip Class
- Possession of a Weapon
- Sexual Harassment
- Technology Violation
- Theft
- Violence

## Types of Exclusions

- Classroom Exclusion: This is when a student is removed from their classroom. This can be for up to the remainder of the school day. A classroom exclusion does not include actions that result in missed instruction for a brief duration.
- Emergency Expulsion: A school district may immediately remove a student from school where staff believe that student's presence in the building poses an immediate and continuing danger to others or the educational process. This will not exceed 10 consecutive school days.
- Short-Term Suspension: A short-term suspension is when a student is removed from school as a result of a behavior violation. If PHS suspends a student, that student will have a right to an informal hearing with an Administrator/Dean explaining the behavior violation and the length of time the student will be out of school.
- Long-Term Suspension: A long-term suspension is when a student is removed from school as a result of a behavior violation that will last longer than 10 consecutive school days. Again, that student will have a right to an informal hearing with an Administrator/Dean explaining the behavior violation and the length of time the student will be out of school. Long-Term Suspensions can last through the remainder of the school year.
- Expulsion: Expulsion is the removal of a student from their school in response to a behavioral violation that is to last for one calendar year.

## **Exceptional Misconduct**

*Below are offenses that can result in a student being suspended or expelled:*

Possession of Firearms: Carrying a firearm onto or Possessing a firearm on district property or district-provided transportation.

Possession of Toy/Simulated Weapon or Firearm: This includes toys which appear to be weapons

Bullying/Intimidation/Harassment of any kind to include Threats (See "HIB" Below)

Robbery/Burglary/Theft or Possession of Stolen Property

Arson or Destruction of School District Property

Possession of Controlled Substances (See Substance Abuse Below)

Gang Activity: Any student wearing, carrying, or displaying gang-related apparel or symbols. This also includes behavior or gestures which symbolize gang membership. Additionally, this includes causing, participating in, and/or recruiting for gang-related activities. "Gang" means a group which: (a) Consists of three or more persons; (b) has identifiable leadership; and (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.

Possession of a Dangerous Weapon: Carrying a dangerous weapon onto or possessing a dangerous weapon on district property or district-provided transportation. "Dangerous weapon" includes all, but are not limited to, the following: BB or pellet gun, pepper/gas spray, knife of any size, metal knuckles, clubs, lasers, or any object that can be used to inflict serious bodily harm when there is no other reasonable purpose for possessing the object at school

Assault or Participating in a Fight: This includes filming, organizing, or encouraging others to participate in violence or fighting.

Excessive Disruptions to the Educational Environment: Disruption to the educational environment that poses a threat to safety, security and/or the normal operations of the school environment.

## **Harassment, Intimidation & Bullying (HIB)**

- Harassment, intimidation or bullying is an electronic, written, verbal, or physical act that:
  - Physically harms a student or damages the student's property.
  - Has the effect of substantially interfering with a student's education.
  - Creates an intimidating or threatening educational environment.
- Actions that may be considered harassment, intimidation and bullying may take many forms, including, but not limited to:
  - slurs, rumors, jokes, demeaning comments, drawings, cartoons, pranks, physical attacks or threats, gestures, or making fun of an individual or group.
- The targeted student does not need to possess the characteristic that is the basis for the harassment, intimidation or bullying.

In order to protect students from retaliation, students do not need to reveal their identity when reporting. All reports of harassment, intimidation or bullying will be investigated. While the bullying is being investigated, the district will take reasonable steps to stop any more harassment between the reporter and the alleged bully.

- Investigations shall include:
  - An interview with the reporter.
  - An interview with the alleged bully.
  - A review of any previous complaints involving either the reporter or alleged bully.
  - Interviews with other students or staff members who may have witnessed the bullying.
- After the investigation has been completed the reporter and their family will be contacted with results of the investigation and any corrective measures the school will be taking.

## **Substance Abuse**

Students are prohibited from possessing, using, being under the influence of, selling, or distributing any substances on school property, at a school function, or at a school sponsored activity to include but not limited to:

- Controlled Substances as defined by federal law scheduling and Washington State Law.
- Alcohol or any substance containing alcohol such as cough syrup.
- Tobacco or any substance containing nicotine.
- Prescription or Over the Counter Medications not specifically administered through the school nurse.
- Any paraphernalia used to administer or interact with any of the above.

## **Search and Seizure**

All students shall be free from unreasonable searches of their persons, clothing, or property. However, a student is subject to search by school officials if they have reason to believe that the student is in possession of weapons or contraband.

- “Contraband” means items, materials, or substances that are prohibited by law or district policy: Controlled substances, Alcoholic beverages, Tobacco/Nicotine products, or any object considered a firearm or a dangerous weapon.
- No student shall be subject to a strip search or body cavity search by school staff.
- School officials may include law enforcement in the search.

## Health

### Nurses Office

Remember students who visit the nursing office are exposed to many germs and therefore should only be sent if truly necessary. Students visiting the health room during class must have a health room pass. Students must also have a valid student ID to visit the health room.

An appropriate referral to the nursing office includes:

- Any head injury
- Any open, draining wound or spillage of body fluid
- Any complaints of severe pain
- Signs of disoriented or lethargic behavior – *beyond usual teenage tiredness*
- Evidence of pale, flushed, or bluish skin
- Persistent coughing, audible wheezing, or breathing problems
- Appearance of rash or skin irritation
- Suspected sprain, strain, or fracture
- Evidence that (non-life threatening) medication is being carried by the student – *those permitted to self-carry emergency meds such as epi-pen, inhalers, or insulin are noted on their PowerSchool health icon*
- Any symptoms consistent with a student's known medical condition – *refer to health plans*
- A compelling *feeling or intuition* that the student is not well

Items not provided in the Health Room:

- Food, lotion, water bottles, heating pad for menstrual cramps, and Chapstick
- Clothing and shoes are neither supplied or fixed by the nurse

### Student Medication

By law the nurse cannot provide ANY medication (including Tylenol or ibuprofen) as well as antibiotic ointments to students without a PSD medication form signed by a medical provider and parent. Medication in the nursing office must be provided by parent or guardian, and in original container. Students permitted to self-carry prescription medications have been approved and are noted on PowerSchool.

## Athletics & Activities

### ASB

Students who participate in activities, either athletics or extracurricular clubs, must own a current ASB card. All students who have purchased an ASB receive free entry to all regular season home sporting events, discounted tickets to away sporting events, reduction in costs of dance tickets, and access to many activities put on by the Student Body.

### Field Trips

Students must have a **2.0 or above** and receive signatures from each teacher informing them of the absence prior to leaving on the trip.

### School Dances

All PHS students are required to present a current, readable student ID badge. Any guest in attendance will also be required to produce current readable identification.

School dances will have a two-hour admittance window. After the first two hours of a dance admittance will be denied.

Appropriate attire is required to attend all dances. PHS administration reserves the right to refuse entrance to any function based on a student's attire. Hats, masks, chains or other accessories such as these are not permitted at school sponsored dances.

If a PHS student would like to bring an individual who is not a student at Pasco High School, students must submit a guest approval form to the administrator over ASB within the established timelines. Submission of the guest form does not guarantee that the guest will be admitted to the dance. PHS administration reserves the right to deny guest approval based on information retrieved through a background check. Students must accompany their guest to the dance.

Pasco High School students seeking approval to attend non-PHS dances must submit the host school's guest approval form to PHS administration. Students must have 2.0 GPA and no disciplinary action during the last six months.

### Clubs

Pasco High School has over 45 different ASB Clubs for students to be involved in. African American Student Union (AASU)

AASU exists to enhance cultural and political awareness, sponsor social events, and provide support to the students and the community. It is open to all ethnicities and focuses on acceptance of all people and unity in our school.

Advisor: Dominique Wright-Jackson: [djackson@psd1.org](mailto:djackson@psd1.org)

### Art Club

Art Club meets at least once a month. It is student led. Students can choose art projects for fundraising, projects around the school (painting lockers, murals), and for fun. We

will have art club parties, participate in school spirits (face painting) and help out with drama set and painting if needed.

Advisor: Randi Cruzen: [rcruzen@psd1.org](mailto:rcruzen@psd1.org)

### American Sign Language (ASL) Club

ASL club is for all students whether you know sign language or not. We play sign language related games, throw events, and do fund raisers. We meet twice a month.

Advisor: Kara Cleveland: [kcleveland@psd1.org](mailto:kcleveland@psd1.org)

### Auto Club

Auto Club is a student led club, we meet at least once a month. The purpose of Auto Club is to help the students learn leadership skills, participate in fundraisers, interact with the community and attend different events such as drag races in the spring. Auto Club also gives students the opportunity to bring their own vehicles into the shop if they need to work on them.

Advisor: Lucas Thorne: [lthorne@psd1.org](mailto:lthorne@psd1.org)

### Band

While band is not a “club” exactly, there is a place for everyone! Students who wish to play, or currently play woodwinds, brass, and percussion instruments are encouraged to join band and percussion classes. Our band program is award winning and highly visible throughout the school and community.

Advisor: Heidi Hanes: [hhanes@psd1.org](mailto:hhanes@psd1.org)

### Class Advisors

Each Grade Level Cohort has an advisor that helps them with fund-raising and activities. Please contact these Advisors

Freshman Class: Joe Emerson- [jemerson@psd1.org](mailto:jemerson@psd1.org)

Sophomore Class: Savaya Hall- [shall@psd1.org](mailto:shall@psd1.org)

Junior and Senior Class: Dustin Lamb- [dlamb@psd1.org](mailto:dlamb@psd1.org)

### Craft Club

Craft club is a space for students to come and explore their creativity and learn how to make a variety of things. Students will choose what they would like to learn. Past topics include, but are not limited to, jewelry making, tutu making, crocheting, knitting, sewing, embroidery, and making friendship bracelets. Bring an idea, and we'll make it happen!

Advisor: Brooke Paul: [bpaul@psd1.org](mailto:bpaul@psd1.org)

### Dead Poets Society

We hold events to allow students to have voice. Come as you are, sing, draw, rap, create music, poetry, or share your thoughts.

Advisor: Amber Wilcox [awilcox@psd1.org](mailto:awilcox@psd1.org)

## DECA

DECA is an international association of marketing students recognized by businesses nationwide. To be a DECA member, students must be enrolled in one of the many marketing courses at Pasco High. The courses provide fun, interactive and hands-on activities that help students learn about marketing, business, management, and entrepreneurship. As a DECA member, students learn valuable presentation and leadership skills that will prepare them for any job or career. Through participation in the many activities, competition and trips students receive the following benefits:

- Experience in the field of marketing and business management.
- Learn about careers and opportunities in the business and marketing industry.
- Test your marketing skills in competitive events.
- Meet new people and travel to different places by attending leadership conferences.
- Network with professionals for potential jobs and scholarships.
- Utilize valuable leadership and presentation skills that will help you in any job, career or college path you choose.

Marketing course offered include: Introduction to Marketing, Fashion Marketing, Sports and Entertainment Marketing, School Store Operations, School Store Management, Marketing Management, Social Media Marketing, Travel and Tourism Marketing, Banking and Financial Services

Advisors: Andrew Callaway: [Acallaway@psd1.org](mailto:Acallaway@psd1.org) , Kim Schneider: [KSchneider@psd1.org](mailto:KSchneider@psd1.org) and Bonny Wyrobek: [BWyrobek@psd1.org](mailto:BWyrobek@psd1.org)

## Drama

Students will have fun looking at the various forms of ensemble work through theatre games and skits while using many improvisation activities. We will also explore pantomime, scene improvisation, stage direction (blocking), and acting which will include stage direction, sustaining a scene, entrances and exits, and duo scenes. This is a club designed for anyone to enjoy...you don't have to be an actor to join this club.

Advisors: Heather Johnson [hjohnson@psd1.org](mailto:hjohnson@psd1.org) and Megan Forsythe [mforsythe@psd1.org](mailto:mforsythe@psd1.org)

## FFA

**FFA** is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education. FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. FFA is an intracurricular student organization for those interested in agriculture and leadership. It is one of the three components of [agricultural education. The official name of the organization is the National FFA Organization](#). The letters "FFA" stand for Future Farmers of America. These letters are a part of our history and our heritage that will never change.

Advisor: A.J. Lambert [ALambert@psd1.org](mailto:ALambert@psd1.org)

### Fashion Club

We're a national high school fashion program sponsored by FIDM, a prestigious fashion college with four campuses strategically located in California's fashion and entertainment centers. Our members participate in fun activities at our meetings, organize events, and do fundraisers. We are also able to organize and produce fashion shows at school and in the community, gaining valuable fashion leadership experience. Fashion Club members qualify for exclusive scholarships to attend FIDM, plus they get access to special contests and giveaways with amazing prizes. It's leadership and fun rolled into one fashionable package!

Advisor: Kimberly Schneider: [kschneider@psd1.org](mailto:kschneider@psd1.org)

### FCCLA

Family, Career and Community Leaders of America is a nonprofit national career and technical student organization for young men and women in Family and Consumer Sciences education in public and private school through grade 12. Everyone is part of a family, and FCCLA is the only national Career and Technical Student Organization with the family as its central focus. Since 1945, FCCLA members have been making a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education.

Advisor: Nacole Grade [ngrade@psd1.org](mailto:ngrade@psd1.org)

### Folkloric Dance

Created for Traditional Latin American dances that emphasize local folk culture with ballet characteristics. We learn to perform many of these traditional dances.

Advisor: Fabian Valencia [famendoza@psd1.org](mailto:famendoza@psd1.org)

### French Club

Our purpose to promote all things French!! We meet twice a month. We participate in cultural activities such as making French food, crafts, going on field trips, movies and more.

Advisor: Nancy Holton: [nholton@psd1.org](mailto:nholton@psd1.org)

### Friends Workshop

The Friends Workshop provides opportunities for teens with disabilities to form friendships with teens without disabilities in our school. In addition to providing recreational opportunities, the club's purpose is to bring inclusion for teens with intellectual and developmental disabilities into the general population of our school. Monthly activities are planned for our participants and include socials, movies, bowling and lunches. The "buddies" have the prospect of gaining additional friendships, social skill development and increased independence. The benefits to the "peer buddies" are unlimited. This is one of the few clubs that can change a life, impact a community and the world – all while having fun!

Advisor: Melissa Strobridge [mstrobridge@psd1.org](mailto:mstrobridge@psd1.org)

### Gamers Club

Founded with the intention to transform competitive gaming into a place where students can get together, Gamers Club has been hosting tournaments. We meet to enjoy games and competition.

Advisor: John Weisenfeld [jweisenfeld@psd1.org](mailto:jweisenfeld@psd1.org)

### Key Club

Key Club is a student-led, high school organization. Our members make the world a better place through service. In doing so, we grow as individuals and as leaders by answering the call to lead, summoning the courage to engage and developing the heart to serve. Key Club members are learning how to lead and stand for what's right through service and volunteerism. In partnership with our local Kiwanis club, PHS students are making a positive impact as they serve others in their schools and communities.

Advisor: Marcie White [Mwhite@psd1.org](mailto:Mwhite@psd1.org) and Krystie Mathews [kmathews@psd1.org](mailto:kmathews@psd1.org)

### Leadership

Get involved in the planning of events, volunteering at PHS and other district schools, and being a part and involved in every aspect of Pasco High School. Help with ASB decisions and get our students involved.

Advisor: Dustin Lamb: [dlamb@psd1.org](mailto:dlamb@psd1.org)

### Live Out Loud GSA (Gay Straight Alliance)

Live Out Loud GSA (Gay Straight Alliance) is a #**SAFESPACE** club that exists to provide an open forum for the sexual and gender minority youth of our community and their allies (SGMA) to discuss and share with one another in a safe, comfortable, student-led environment. It will work to educate both its members and the members of the wider community on the issues faced by SGMA youth, and to combat the presence of intolerance in our society through the promotion of equality, understanding, and acceptance.

Advisor: A.J. Lambert [ALambert@psd1.org](mailto:ALambert@psd1.org)

### Mariachi

**Mariachi** is a musical ensemble composed of a variety of mostly stringed instruments. Also within our Mariachi is singing and performances at various events.

Advisor: Osbaldo Chavez: [Ochavez@psd1.org](mailto:Ochavez@psd1.org)

### MEChA

Movimiento Estudiantil Chicano de Aztlán (MEChA) is a student organization that promotes higher education, cultura, and historia. MEChA was founded on the principles of self-determination for the liberation of our people. We believe that political involvement and education is the avenue for change in our society.

Advisor: Miguel Saldana [msaldana@psd1.org](mailto:msaldana@psd1.org)

### National Honor Society (NHS)

The **National Honor Society** (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an **honor** roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership, and character.

Advisors: Felicity Hampton: [fhampton@psd1.org](mailto:fhampton@psd1.org) and Teresa Walsh: [twalsh@psd1.org](mailto:twalsh@psd1.org)

### Natural Helpers

The Natural Helpers club is based on a simple premise: Within every school, an informal 'helping network' already exists. Students who need help naturally seek out other students they trust. The Natural Helpers club utilizes this existing helping network and provides training to students who are already serving as informal helpers. It gives them skills to more effectively help others.

Advisor: Dustin Lamb [DLamb@psd1.org](mailto:DLamb@psd1.org)

### RAH Club aka "The Dogpound"

This club will have as its purpose, all students who are interested in promoting school spirit in a variety of ways. The RAH club or "The Dogpound" supports academics, athletics and extracurricular clubs. We will be focused on engaging all students and staff in promoting a well-rounded experience at Pasco High School through spirit, support, and inclusiveness for all students.

Advisors: Dominique Wright-Jackson: [Djackson@psd1.org](mailto:Djackson@psd1.org) and Sarah Garza [SGarza@psd1.org](mailto:SGarza@psd1.org)

### Recycle Club

Do you want to help keep our school green? This club helps with the recycling that happens here at PHS. We look at making sure things are recycled in the correct spot and we are helping keep our school clean.

Advisor: Dustin Lamb [DLamb@psd1.org](mailto:DLamb@psd1.org)

### Ski Club

The purpose of the Pasco High Ski Club is to provide students the opportunity to ski and/or snowboard at local mountain resorts. Students will be provided with transportation to and from the mountains. Students will be required to attend meetings, return all necessary forms, and fundraise for trips. Advanced, intermediate and any one new to the sport that wants to learn to ski or snowboard are welcome to join.

Advisor: Tyler Hockaday: [thockaday@psd1.org](mailto:thockaday@psd1.org)

### Skills USA

Skills USA allows students to utilize skills they have learned in the classroom to compete on both the State and National levels. Club members have the opportunity to gain knowledge in career related fields that they have interest in. Competitions are held in various locations throughout the USA, so club members have the opportunity to interact and compete against students with similar interests in different locations.

Members have the opportunity to obtain college scholarships, as well as job opportunities.

Advisor: Bonnie Wyrobek [bwyrobek@psd1.org](mailto:bwyrobek@psd1.org)

### Spanish Club

The Spanish Club is for any student interested in learning about the Spanish language and Spanish-speaking culture. You do not have to speak Spanish to attend. We meet every other Monday after school in Portable 113. We have lots of activities revolving around Spanish language and culture including food, games, craft, music and other fun events.

Advisor: Richard DeLeon: [rideleon@psd1.org](mailto:rideleon@psd1.org)

### Speech and Debate

The Speech & Debate team connects, supports, and inspires a diverse community committed to empowering students through competitive speech and debate.

Advisor: TBD

### Yearbook

Yearbook is filled with a lot of planning, hard work, food, laughter, tears, food, tight deadlines, late nights, early mornings, food, a little bit of crying and more food as we take nine months to make a book that will hold memories, emotions, photos and stories of your life in high school that will last 100 years, or more. This might be the biggest thing you will create while in school and will last longer than a lifetime.

Advisor: Brent Rust: [brust@psd1.org](mailto:brust@psd1.org)

## **Athletics**

### **Athletic Residency Requirements**

With two high schools in Pasco, WA, this brings both excitement and challenges. One of the challenges is athletic eligibility. Violations of the athletic eligibility guidelines have a negative impact on the student-athlete and the team.

The Pasco School District wants to remind parents and student-athletes of the residency requirements to participate in high school athletics. These requirements are based on PSD Board Policy, WIAA rules and state law. These requirements are summarized at the end of the letter. A more complete description can be found at the high schools' websites, the district office and at each high school's athletic office.

A student-athlete must meet the residency requirements. If a student-athlete is found to not be living at the address listed with the district, the student-athlete will be declared ineligible for athletic participation. The student-athlete will also be required to move to the high school attendance zone based on their legal address.

The penalty for the student-athlete under WIAA rules is no athletic participation for one calendar year from the date the district receives information on the violation. There are also penalties for the team if WIAA finds we have allowed an ineligible player to participate in athletic contests.

Interscholastic athletics is a part of the high school experience and the district wants all students to have the opportunity to participate. It is important for the student and the team to follow the rules of the game.

If student-athletes are not attending the high school in which zone they live, the student-athlete is ineligible unless an official transfer has been approved or the student has been granted eligibility through the 8<sup>th</sup> grade lottery system. If you have questions about your student-athlete's eligibility, contact the athletic director at Pasco High School.

### **Athletic Website & Social Media Information**

- All information related to PHS Athletics, and the Mid-Columbia conference can be found at the following website: [www.mid-columbiaconference.com](http://www.mid-columbiaconference.com)
- You can also follow all things PHS Athletics on Twitter @pascoathletics

## Athletic Registrations



We now offer the convenience of online registration through our partner company, FamilyID.

Parent(s) please click on the link to register your student athlete.  
(BEST NOT TO USE YOUR SMART PHONE ON FAMILYID.COM)

If you are unable to register at home, please feel free to give us a call, we have internet and a computer available for you to register your student athlete.

**BEFORE YOU REGISTER you will need:**

1. A physical exam (well-checks are not a substitute)
2. Medical Insurance. If student does not have medical insurance you may purchase one from **Myers-Stevens & Toohey & Co. Inc**
3. All fines must be cleared to be eligible to play.
4. Purchase ASB and present proof of ASB purchase to the Athletic Office.
5. If Running Start Student, need to fill out WIAA Eligibility Form.
6. If Home Base School, need to fill out WIAA Eligibility Form.

**TURN IN YOUR SPORT PHYSICAL  
and  
PRESENT PROOF OF ASB PURCHASE TO THE ATHLETIC OFFICE.**

### Sports Offered at Pasco High

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
<b>FOOTBALL</b> COACH: Leon Wright-Jackson	<b>BOWLING</b> COACH: Teresa Chavez	<b>BASEBALL</b> COACH: Tyler Hockaday
<b>CHEER</b> COACH: Missy Wright	<b>GIRLS BASKETBALL</b> COACH: M. Aaron Barcot	<b>GOLF BOYS</b> COACH: Saul Martinez
<b>BOYS CROSS COUNTRY</b> COACH: Scott Larson	<b>BOYS BASKETBALL</b> COACH: Jamelle Juneau	<b>GOLF GIRLS</b> COACH: Cesar Martinez
<b>GIRLS CROSS COUNTRY</b> COACH: Jim Neeway	<b>DANCE</b> COACH: Becca Schwan	<b>SOFTBALL</b> COACH: Jailyn Stoker
<b>GIRLS SOCCER</b> COACH: Teresa Chavez	<b>BOYS WRESTLING</b> COACH: Jay Covington	<b>SOCCER</b> COACH: Matt Potter
<b>GIRLS SWIM</b> COACH: Hannah Rives	<b>GIRLS WRESTLING</b> COACH: TBH	<b>TENNIS BOYS</b> COACH: TBH
<b>VOLLEYBALL</b> COACH: Julie Estes	<b>CHEER</b> COACH: Missy Wright	<b>TENNIS GIRLS</b> COACH: Charles Villanueva
<b>DANCE</b> COACH: Becca Schwan	<b>BOYS SWIM</b> COACH: Patrick Lee	<b>GIRLS TRACK</b> COACH: Mara Alldredge
<b>GIRLS SWIM</b> COACH: Hannah Rives		<b>BOYS TRACK</b> COACH: Leon Wright-Jackson
<b>SLOWPITCH</b> COACH: Jailyn Stoker		

## Parent/Community Involvement

### **ATP (Action Team for Partnership) & HPAC (Helping Parents Achieve Communication)**

Our school's ATP/HPAC is made up of parents, teachers, administrators and community members. This team meets monthly at each school to develop a One-Year Action Plan for School & Family Partnerships, ensures the activities in the plan happen, and evaluates the activities that take place. They also help to publicize events that involve families and gather ideas for new activities.

All families, staff and community members are welcome. Our meetings for the 2019-20 school year are scheduled on: 9/12/2019, 10/10/2019, 11/14/2019, 1/9/2020, 2/13/2020, 3/12/2020, and 4/16/2020.

For more information, please contact Veronica Machado at (509) 547-5581 ext. 3817, or at [Vmachado@psd1.org](mailto:Vmachado@psd1.org).

### **Visitors**

We encourage parents and community members to visit our school. All visitors are required to sign-in at the Main Office before entering the school. Visitors shall receive a visitor's badge, which must always be worn by the visitor in a conspicuous location. Anyone not wearing a badge may be stopped and questioned by authorized personnel and may be asked to leave if not in compliance with PSD Board Policy 4311P.

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

### **Volunteers**

We recognize the valuable contribution made to our school's programs through the volunteer assistance of parents, guardians, and community members. To promote the education and safety of all staff and students, the Principal shall enforce the procedures for volunteers in compliance with PSD Board Policy 5430 and 5430P. Staff members who wish to use the services of a volunteer for conducting selected activities shall make a request to the Principal. Approval of the request must be obtained before a volunteer will be allowed to render services. Request must be submitted to the Principal in the Main Office by completing the PSD Volunteer Form:

[PSD Volunteer Form English](#)

[PSD Volunteer Form Spanish](#)

*Please Note:*

*District policy requires certain volunteers to undergo a background check through the Washington State Patrol. Volunteers may also be asked to complete and sign an Applicant Disclosure Form. The school may decline the services of any volunteer at any time.*

## Communication

### PowerSchool App

PowerSchool is a tool which parents/guardians of students enrolled in grades 7-12 can use to view their student's grades, attendance, and grade history online. Access to PowerSchool is available in two options: PowerSchool App (Free app for Android and iPhone) and/or PowerSchool Parent Portal account.

### How to download the PowerSchool App on your smartphone:

Step 1: Install PowerSchool App from PlayStore or AppStore

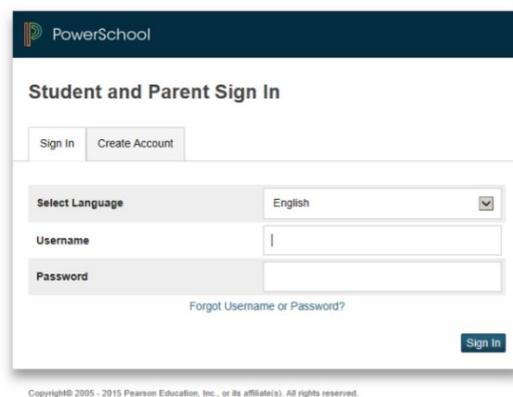
Step 2: Type District Code: SSBH

Step 3: Type Username and password and **Submit**

### How to create a new PowerSchool Parent Portal account:

Parents can check grades, schedules, assignments, and more with the ability to add multiple students to their PowerSchool account – even if the students attend different schools! To log into the PowerSchool Parent Portal, all parents will need to create a Parent Portal account. Here's how to do that:

1. Go to the Pasco School District's website at [www.psd1.org](http://www.psd1.org) and mouse over the **Students & Families** Tab link then click the **Parent Portal Login** link then click on **Parents** on the left hand side or go directly to <https://pschool.psd1.org/public/home.html>
2. The **PowerSchool Login** screen will open. Ignore the Username and Password boxes for now.
3. Click the **Create Account** tab at the top of the screen.
4. The **Create Parent/Guardian Account** screen will open. Enter your First Name, Last Name and Email address.
5. Type in whatever you'd like to use as your Desired User Name and Password. (The web site will let you know if the Desired User Name you've selected is not available and it will offer some suggested User Names.)
6. Type your child's full name, Access ID, and Access Password. Please note that the Access ID and Password are case sensitive. If you do not have the Access ID and Access Password for your student, please contact your student's school registrar.
7. If you have additional children, enter their names and the Access ID's and passwords given to you by each child's school registrar.
8. Select your relationship to each student then click the **Enter** button.
9. The PowerSchool login screen will come back up. This time enter your new Parent Portal Username and password to log into PowerSchool. Please note that the new username and password are case sensitive!
10. Once you are logged into PowerSchool, you will see the names(s) of your children at the top of the screen so that you can switch back and forth between them.
11. If you would like to sign up to receive email Progress Reports and/or attendance updates, click the Email Notification link then select the reports you would like to receive.



The screenshot shows the PowerSchool login interface. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". Under the "Sign In" tab, there is a "Select Language" dropdown menu set to "English". Below that are input fields for "Username" and "Password". A link for "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right. At the very bottom, there is a small copyright notice: "Copyright © 2005 - 2015 Pearson Education, Inc., or its affiliates. All rights reserved."

### **District App**

Want to keep up with the latest news, updates, and/or school closures from the Pasco School District? You can download the Pasco School District app on your smartphone to receive push notifications. Just search for "Pasco School District" on iTunes or the Google Play Store. If you have any other questions, please email [\*\*psdapp@psd1.org\*\*](mailto:psdapp@psd1.org)

### **District Policies**

A list of all district policies can be found online at <https://www.psd1.org/domain/1414>

# **Title 1 Parent Involvement Policy and Procedures 2019-2020**

## **PART I—ADOPTION**

This Pasco High School Parental Involvement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

## **PART II—SCHOOL PARENTAL INVOLVEMENT POLICY**

Pasco High School jointly developed and will revise, if necessary, with parents, the following school parental involvement procedures. This process will be made available to all Pasco High School parents and to the local community.

To encourage all parents to participate in Title I required meetings, parents will be:

1. Informed of the annual meeting to explain parent involvement requirements.
2. Provided flexible meeting dates including the meeting to be involved, in the review, and improvement of the school plan under Section 1112, school wide under Section 1114, and the process of the school review and improvement under /section 1116.

Pasco High School parents are involved in:

- School Improvement activities.
- The development of the Johns Hopkins National Network of Partnership School Parent and Community Involvement One-year Plan.

Pasco High School parents are provided information about:

- Title I, School Improvement and the Johns Hopkins National Network of Partnership School Parent and Community Involvement One-year Plan.
- The school curriculum, academic assessments, and the proficiency levels students are expected to meet.
- Meeting and conferences to provide suggestions and to participate in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
- Parents are informed of the Parental Information and Resources Center (PIRC) at ESD 123.

## **PART III—SHARED RESPONSIBILITES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

Pasco High School jointly develops a school-parent compact that outlines how parents, school staff, and students will share the responsibility for improved academic achievement.

Pasco High School will:

- Provide parents the opportunity to review and discuss the compact as it relates to the individual child's achievement.
- Provide reports to parents on their child's progress.

- Provide parents opportunities to volunteer and participate in their child's class and observe classroom activities.

### **School / Parent / Student Agreement**

This is a voluntary agreement between the school and the child's home. This agreement defines goals, expectations and shared responsibilities of the school and the parent as equal partners for student learning.

Pasco High School Pledges To:

1. Maintain a belief that each student can learn and help each child grown to his/her fullest potential.
2. Treat every student as an individual and show respect for his/her family.
3. Provide a safe classroom environment that supports learning.
4. Maintain an open line of communication with students and their families.
5. Encourage and facilitate parent involvement.

Parents Pledge To:

1. Encourage, support, and praise my child each day.
2. See that my child is punctual and attends school regularly.
3. Call the school or send a note when my child is absent.
4. Discuss with my child what has been learned at school each day.
5. Set aside a time and place for homework and assist if possible.

Students Pledge To:

1. Believe that they can and will learn.
2. Come to school prepared and ready to learn.
3. Show respect for myself, my school, and other people.
4. Be responsible for my actions, decisions, and learning.
5. Discuss with my parent what has been learned at school each day.
6. Set aside a time and place for homework.

Student: \_\_\_\_\_

Parent: \_\_\_\_\_

Teacher: \_\_\_\_\_