

Name: _____ Grade: _____

TAHOMA HIGH SCHOOL VALUE STATEMENT:

We, the students of Tahoma High School, agree to uphold the following statements to the best of our ability as our collective and individual commitments:

To faculty, staff, visitors, and to each other, we commit that we will:

- *Come to school ready to accept new knowledge*
- *Keep our focus on our learning regardless of the obstacles met*
- *Take responsible risks to involve ourselves and include others*
- *Be thoughtful and resolute in everything we do*
- *Take responsibility for our actions*

To the community as a whole, we commit that we will:

- *Apply to our lives what we learn in the classroom*
- *Be culturally conscious and respectful of people's diversity and individuality*
- *Contribute to the community through service and example*
- *Represent our community with pride and honor*



This is our statement of perpetual hope for the success of every Tahoma High School student, both present and future.

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*Tahoma Senior High School
18200 SE 240th Street
Covington, WA 98042
425-413-6200
<https://tahomahigh.com>*

Tahoma Senior High School

Administration	
Mr. Terry Duty	Principal
Mr. Marty Barber	Assistant Principal
Mr. Doug Burnham	Assistant Principal, CTE Director
Mr. Tony Davis	Assistant Principal, Athletics Director
Ms. Kara Runge	Assistant Principal
Mr. Mike Hansen	Dean
Mr. Dave Peters	Activities, ASB
Ms. Karin Weihe	Security Officer
Administrative Assistants	
Ms. Brandi Ostendorf	Main Office
Ms. Karen Jenkins	Main Office
Ms. Jan Collucio	Main Office
Ms. Sue Belleville	Athletics / Activities
Ms. Diane Giles	Attendance
Ms. Jill Jolk	Counseling
Ms. Sandy Tarli	Registrar
Ms. Frances Wood	Cashier
Counselors & Specialists	
Ms. Shelly Veazy	A-D
Ms. Sharon Wright	E-K
Mr. Mike McGraw	L-Q
Ms. Heidi Young	R-Z
Ms. Lara Lindersmith	Future Ready Specialist
Ms. Betsy Lowe	Behavior Intervention Specialist
Mr. Don Scales	School Psychologist
Ms. Michelle Mullen	School Psychologist
Associated Student Body	
President	Luke Johnson
Vice President	Taylor Craig
Secretary	Rachel Kenitzer
Treasurer	Hailey Brumley
Student Advocate	Hayley Rayburn
School Board Rep	Amber Neathery

CLASS SCHEDULE

MONDAY, TUESDAY, THURSDAY

1st / 4th	8:15 - 9:56	<i>101 min</i>
Break	9:56 - 10:11	<i>15 min</i>
APP	10:11 - 10:41	<i>30 min</i>
2nd / 5th	10:41 - 12:58	<i>102 min</i>

LUNCH 1 11:13 – 11:48
 LUNCH 2 11:50 – 12:25
 LUNCH 3 12:28 – 12:58

3rd / 6th	1:05 - 2:45	<i>100 min</i>
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WEDNESDAYS

1st / 4th	8:15 - 9:56	<i>101 min</i>
Break	9:56 - 10:11	<i>15 min</i>
2nd / 5th	10:11 - 12:28	<i>102 min</i>

LUNCH 1 10:43 – 11:18
 LUNCH 2 11:20 – 11:55
 LUNCH 3 11:58 – 12:28

3rd / 6th	12:35-2:15	<i>100 min</i>
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FRIDAYS

1st / 4th	8:15 - 9:39	<i>85 min</i>
2nd / 5th	9:46 - 11:10	<i>85 min</i>
3rd / 6th	11:20 - 12:45	<i>85 min</i>

LUNCH 12:45 – 1:15
 ALL STUDENTS AND STAFF

The Tahoma School District 409 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator. Title IX/Chapter 28A.640 RCW Officer, Mark Koch, 25720 Maple Valley-Blk. Diamond Rd. S.E., Maple Valley, WA 98038; 425-413-3400. Section 504/ADA Coordinator, 25720 Maple Valley-Black Diamond Rd. S.E., Maple Valley, WA. 98038; 425-413-3400.

TAHOMA SCHOOL DISTRICT DRESS CODE

From policy 3224 and Procedure 3224P

1. Clothing and /or accessories displaying or making references to alcohol, illicit drugs or tobacco or clothing displaying profane, vulgar, discriminatory or sexual language or pictures shall not be worn.
2. Apparel, accessories, or manner of grooming which evidences gang membership, affiliation or promotion thereof is prohibited.
3. Hats and/or other headgear (e.g. scarves, hoods on sweatshirts, bandannas, and sunglasses) shall not be worn in the school building during the school day.
THS will continue the pilot program permitting students to wear hats. Teachers have discretion over allowing hats in their classrooms. Hats / headgear of students in violation of this standard will be confiscated, sent to the school office, and returned to the student at the end of the school day. With repeated violations, confiscated items may be kept in the school office until the end of the year or parent pickup.
4. Attire which exposes the torso (halter tops, tank tops, see-through clothing and clothing that does not cover undergarments) is not appropriate school wear. No spaghetti straps or muscle shirts (straps must be 2" wide). Pants will be worn at waist level even if the body is covered by a shirt.
5. Jewelry and other accessories or clothing which may present a safety hazard or danger to the welfare of self or others shall not be worn (including wallet chains and spiked accessories).
6. Spandex clothing worn as outerwear is not permitted during the instructional day.
7. Shorts and skirts must be fingertip in length and hemmed (not running shorts).
8. Shirts and blouses must be free from holes and pants must not be cut or have holes above mid-thigh.
9. Dress and/or appearance which creates a hazard to the student's safety or to the safety of others and/or prevents, interferes with or adversely affects the purpose, direction, or effort required for the activity to achieve its goals will not be permitted.

TSHS Academic Integrity Policy

Academic Integrity speaks to a student's commitment and responsibility to pursue education openly and honestly. It respects the concept that *learning* is the primary purpose of education, not secondary to grades and credits.

Academic Dishonesty is defined as any action or attended action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other student.

A student shall not attempt to earn credit or receive a grade for coursework (tests, quizzes, assignments, discussions, projects, essays, etc.) in a manner other than defined as acceptable by each instructor.

Academic Integrity violations are tracked throughout a student's entire high school career (grades 9-12).

Actions constituting violations of Academic Integrity include but are not limited to:

Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgement, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Cheating: the use or attempted use of unauthorized materials, information, cheat sheets or student aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge, unauthorized copying or collaboration.

Unauthorized Collaboration: working with others without the specific permission of the instructor on assignments that will be submitted for an individual's grade. This applies to in-class or take-home assignments/homework, projects, tests, or labs.

Collusion: assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

Academic Misconduct: the intentional violation of school policies including but not limited to: tampering with grades or taking part in obtaining, sharing (includes verbal communication), distributing any part of a test or any information about the test, and not reporting someone who is violating the academic integrity policy.

Multiple submissions: Submitting or reusing an assignment that was submitted for credit in a previous course without instructor approval.

Technology Malpractice: any misuse or abuse of private or public technology in relation to grades or in acquiring an academic advantage, including but not limited to language translation websites, texting / picture transmission, and violations of the district responsible use guidelines for electronic devices and information systems (2022F-1).

TSHS Attendance Policy

Philosophy

Regular attendance is a major contributing factor in reaching the instructional objectives of a course. Laws of the State of Washington specify that parents have the primary responsibility for ensuring the attendance of their students at school. The law further states that students shall be regular and punctual in attendance. (RCW 28A.225.010)

Tardiness

Students are tardy if they are not in their assigned classroom when the bell rings. Students will receive teacher warning for the first two tardies. Subsequent tardies may negatively affect the student's semester grade by 2% for each tardy after the second, not to exceed 10%.

Tardy	Sanction
1-2	Teacher Warning
3-7	2% grade reduction per tardy up to 10%
8+	Progressive administrative discipline

Students more than 15 minutes late are considered truant and may not be allowed to make up missed work.

Truancy

Truancy is defined as absence from school or class without the knowledge and/or consent of the parent/guardian, or, absence from school or class once arriving on campus without the knowledge or consent of the school staff. Truant students may be denied the opportunity to make up missed work. Truant students are subject to progressive discipline.

Excusing Absences & Attendance Verification

Only a parent/guardian and/or a physician may excuse an absence. Absences should be excused the morning of the absence. Absences must be excused within 48 hours from the date of the absence. Parents/guardians may excuse absences by phone, email, or sending a written note with the student the day he/she returns to school.

When excusing an absence please include your students' name, date of absence, reason for absence, your name, and a telephone number.

Attendance message line: 425-413-6209	<i>Call any time of day. Leave a message.</i>
Email: THattend@tahomasd.us	<i>Email any time of day.</i>
Written Note: Send with student.	<i>Bring in early enough to get to class on-time.</i>

Forging a note, email, or falsifying a voicemail in an attempt to excuse an absence is considered tampering with school records and will result in a disciplinary referral.

Attendance Policy, Continued

Late Arrival / Admit Slips

Students arriving late to school must check-in to the attendance office and get an admit slip to class. Students must have a note, email, or phone call from parent / guardian stating the reason for the late arrival. Students leaving class to get an admit slip are tardy.

Early Dismissal

Students must sign-out through the attendance office when leaving early. Students must have a note, email, or phone call from parent / guardian stating the reason for the early dismissal. Students without notes must be signed out by parent or guardian. *Students leaving campus without signing out through the attendance office may receive a disciplinary sanction.*

Unexcused Absences

RCW 28A.225.010 **state law places the responsibility of student attendance on the parent or legal guardian.** Absences other than those defined as excused, given with the permission of the parent or legal guardian, are considered **parental** or unexcused absences (unexcused by the state but excused by the parent). Parents and/or legal guardians should understand that any absences will affect academic progress and, in the case of unexcused absences, academic work may be denied. For this reason, we recommend that parents plan ahead with pre-arranged absences.

Excused Absences

1. The following are valid excuses for excused absences and tardiness:
 - a) Short term illness*
 - b) Medical or dental appointments
 - c) Authorized classroom or school activity
 - d) Absences due to disciplinary actions (see sanction chart)
 - e) Short term vacation
 - f) Absence due to requests made by parent/guardian such as:
 - Personal/Family Illness*
 - Family Emergencies
 - Court Mandated Legal Purposes

***Extended Illness or Health Condition:** If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practicable. If the student is unable to do his/her schoolwork or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

***Excused Absence for Chronic Health Condition:** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor/physician. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

Attendance Policy, Continued

Make-Up Work

It is the **student's responsibility** to contact **each teacher directly** for make-up work. Students have one (1) day to make up work for each day of **excused absence**.

High school students are working on developing future ready skills that will prepare them for a successful life after high school. As such, it is the student's responsibility to

obtain their missed assignments when they are absent. Students may do this by visiting their teachers' websites, contacting teachers directly via email, or requesting assignments from the office. *24-hour notice is required to obtain homework from the office.*

Teachers are required to provide make-up work for excused absences at the request of the student or parent/guardian. Certain educational classes are unique (i.e., lectures, labs films, class discussions) and therefore may not be made-up by the students per teacher discretion. Teachers are not required to provide and/or accept make-up work for unexcused absences.

Pre-arranged Absences

Any absence that will last more than 2 days requires a pre-arranged absence form to be filled out by the student's parent or guardian then signed off by the student's teachers. These forms are available in the attendance office. Homework may not be accepted unless teachers are given three (**3**) days prior notice of the absence(s). While absences may be excused by the school, students should understand that their academic progress may be adversely affected and some course work may not be able to be made up.

General Information

A.S.B. Activity Cards: A.S.B. cards may be purchased in the cashier's office. The A.S.B. card will admit you to all Tahoma High School home athletic contests throughout the year free of charge, allow for student discount admission at away games, and offer reduced admission to most dances.

Associated Student Body (The): The Associated Student Body organization (A.S.B.) is a democratic organization of students. The duties of this organization shall be to organize and coordinate activities of clubs and classes, to promote curricular and co-curricular activities, provide effective student representation, and to regulate student funds. Every student at Tahoma Senior at Tahoma Senior High School is a member of the A.S.B. The management of the A.S.B. is vested in the elected officers and the elected Council. The Student Council shall consist of (1) an Executive board composed of the A.S.B. and the presidential appointees and (2) a delegate assembly composed of one representative from a designated assigned classroom. This delegate and an alternate shall be elected within the first week of school during each semester. The Student Council meets regularly according to the activity schedule. Copies of the associated Student Body Constitution are available in the activities coordinator's office.

Athletics: Tahoma Senior High School is a member of the North Puget Sound League (NPSL) for interscholastic competitions. There are specific requirements concerning eligibility for any sport. Students interested in participating should contact the coach of that sport or ask for additional information from the athletic coordinator or athletic administrative assistant.

Bulletin Boards: All posters are to be approved by the activities coordinator before they are placed on a bulletin board or wall. Nothing is to be posted on the brick or painted walls, glass, doors, etc., without permission. The community event bulletin board is the ONLY location "non-school" related events may be posted (with prior approval). Distribution of non-school related printed material must have prior, written approval and is limited to a maximum of 15 copies.

Bus Transportation: Buses will load and unload in the bus-loading zone. The driver is in full charge of the bus and the students. Students are to obey the driver promptly and willingly. Buses have the right-of-way when leaving the campus. Students are subject to standard school discipline for inappropriate behavior whether on or off the bus.

General Info, Continued

Closed Campus: Tahoma Senior High School is designated a "closed campus" which means students SHALL NOT leave the campus area once they have arrived, even if first period has not yet started. When necessary, permission to leave may be granted by the attendance office. In addition to being a closed campus, Tahoma Senior High School has areas where students are not permitted except for instructional purposes. These restricted areas are considered "nexus to the property" and include, but are not limited to, the pool, parking areas, stadium, bleachers and playing fields. Students are reminded that the woods surrounding the school are considered off campus areas and are off limits once students arrive. Violation of these regulations will result in disciplinary action.

Daily Bulletin: Information for the daily bulletin must be submitted to the main office by 12:30 p.m. the day before the announcement is to be made. Students bringing in notices must have them signed by the club advisor or the activities coordinator. Copies of the bulletin will be posted daily on bulletin boards around school, in the main office, and in each classroom.

Fines: Fines and/or fees are imposed for materials that are not returned or have been damaged. Diplomas and official transcripts may be withheld until all fines are paid. Students will not be able to purchase goods/services such as dance tickets, parking passes, athletic clearance etc. if they have any outstanding fines.

Flower / Gift Deliveries: Deliveries of flowers/gifts should be made before 11:00 a.m. Students will be notified at the end of the school day to pick up the delivered items. It is the students' responsibility to pick up any remaining items after school.

Harassment, Intimidation and Bullying (HIB): A student who believes that he, she, they, or another student, is being subjected to harassment, intimidation, or bullying by a peer, parent, staff member, coach, volunteer, or other adult, should report the situation to a teacher, administrator, counselor, or security officer.

Additional information about "harassment, intimidation, or bullying" policies and procedures and reporting forms can be found on the district website under the tab "Families."

Health Care Services: To comply with the Family Educational Rights and Privacy Act, we keep a record of the health care services that we provide to each student. You may ask to see a copy of your student record. You may also ask us to correct that record. We will not disclose your record to others unless you direct us to do so, or unless the law authorizes or compels us to do so.

General Info, Continued

Immunizations: State regulations prohibit students from attending public schools without proper immunization. Information and forms are available in the counseling center.

Lockers: Lockers and desks are the property of the school district. When assigned a locker and desk, a student shall be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked. General inspection of lockers may be made with prior notice given students for the purpose of collecting misplaced library and textbooks and other school property.

The school reserves the right to inspect individual lockers without advance notice. When possible, before opening a student's locker, an administrator shall seek the consent of the student to conduct a locker inspection. A third party shall always be present to witness such inspection. If the student is not available or does not consent to the inspection and when the search is prompted by a reasonable suspicion that the contents of the locker create an emergency or violation of school rules, the administrator may open the locker as soon as it is necessary to do so to properly conduct a search in order to protect the students, staff, and property in the school. At the school administration's discretion, drug detecting dogs may be brought on campus to search lockers for drugs or drug paraphernalia.

Lost and Found: A lost and found service is maintained in the attendance office. Students should immediately turn in all items found for which ownership is unknown. All items will be removed after 30 days.

Make-Up Work: When a student is absent, they miss important instruction and learning. It is the high school student's responsibility to contact each teacher directly for make-up work. Students have one (1) day to make up work for each day of excused absence.

Medications: Students who take medication at school **must** provide written instructions from a physician and complete the appropriate district form. No medication, either prescribed or over the counter, is permitted on campus without prior approval. A copy of the district form **MUST** be on file in the nurse's office. Medication must be in the original, labeled container and only one dose may be carried at a time. Students are subject to severe discipline consequences, including expulsion, for violation of these procedures.

Messages: To maximize instruction and learning, please limit interruptions. Please call the attendance office if you need to get a message to your student.

General Info, Continued

Release of Information: School districts are required to release certain information to law enforcement and other governmental agencies. This information is called "directory information" and includes student's name, address, phone number and names of parents/guardians. This information is also made available to the US Armed Forces and the Washington National Guard when requested by those agencies. A student who does not want this directory information released to the US Armed Forces or Washington National Guard should ask, in writing, that the school not share that information.

School Discipline: School discipline for minor infractions will typically result in **detention**, **Tuesday**, or **Friday School**. However, other forms of discipline such as closed lunch, temporary revocation of parking privileges, school beautification, behavior contract or other forms of corrective action may be substituted at the discretion of administration.

Tuesday, Friday, and Saturday School Discipline

Discipline	Time	Description
Detention	2:45-3:45pm	1 hour study (M-Thursday)
Tuesday School	2:45-5:00pm	1 hour study; 1 hour school beautification
Friday School	12:45-3:15pm	1 hour study; 1 hour school beautification; 1/2 hour lunch
Saturday School	7:30-11:30am	2 hour study; 2 hour school beautification

The sanction for not fulfilling a detention or Tuesday, Friday, or Saturday discipline obligation will result in progressive discipline. Students should bring homework to complete during the discipline day. Emergency cancellations may be made by parents before 7:30 a.m. on the assigned Saturday by calling 425-413-6221.

STUDENT ACTIVITY PROGRAM: The student activity program at Tahoma Senior High School is designed to offer all Tahoma students a balanced set of extracurricular opportunities. In addition to the student government organizations, there are clubs formed by students with common interests. Each club has a faculty advisor and plans its own activities but is part of and responsible to the Associated Student Body organization. Information on club meeting times and places are posted throughout the school building and in the daily bulletin. Additional information may be obtained from the activities coordinator.

STUDENT PRIVACY: The right to privacy is a fundamental tenet of human liberty. District staff shall take particular care to respect students' privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the schools. Therefore, only designated personnel shall have the authority to conduct student searches. They shall do so only upon reasonable cause and in the manner prescribed by district policy.

A student shall be free from searches of his/her clothing and other personal property unless there is reasonable cause to believe that something is concealed that may be stolen, an illegal substance, or of immediate danger to the student or to other students.

General Info, Continued

STUDENT VEHICLE RULES: Tahoma School District provides parking areas as a convenience to students who must drive. The district is not responsible for damage or theft. All student vehicles must have a valid parking tag which is good for one year. Students must meet and maintain eligibility criteria to continue to park in the main parking lot. Application forms are available in the cashier's office. The parking fee is \$40.00. Students who qualify for free and/or reduced lunch are eligible for a discount.

VEHICLE RULES:

1. Speeds must **not** exceed 10 mph on campus.
2. Reckless driving will result in loss of parking privileges.
3. Students' cars must be parked in student parking with a visible TSHS student permit.
4. All student vehicles must be registered in the office with current insurance verification.
5. Loitering in parking lots during lunch or before, during or after the school is not allowed.
6. Cars are not to be moved from the parking lot during the school day (8:15am-2:45pm). *Exceptions include: Work experience, medical appointments, permission of the office. Only students with Senior Privilege may leave campus during lunch.*
7. Parking violations will result in fines, suspension of driving privileges, and/or towing at owner's expense. Please refer to parking application form.

Suicide Prevention

TSHS takes suicide prevention very seriously. Please contact the counseling offices or administration *immediately* if you are concerned about the health and well-being of a student. Students can report concerns to any TSHS staff member.

Counseling: 425-413-6204

Administration: 425-413-6200

TRANSCRIPTS: Contact the counseling office for transcripts.

VISITORS: Students are not permitted to bring visitors to school. Parents or guardians must report to the main office upon arrival to sign in and receive a visitor badge.

DEFINITIONS OF STUDENT MISCONDUCT / RULES

All segments of our society require standards which all members of society are expected to follow and maintain. The following rules ensure that the rights of you and your classmates are not infringed upon. With rights go responsibilities. Your responsibility lies in following these guidelines and the encouragement of your peers to do likewise. In addition to the rules that follow, teachers will have specific policies and regulations of which students will be informed, in writing. The specific policies and regulations of the staff will be posted in their classrooms. Students are to follow the school and classroom rules and regulations. School rules apply at all school events, including home and away extra-curricular activities, field trips or other off campus learning activities. Lastly, any activity that violates state law is also prohibited under district policy.

Students in violation of school and district behavioral policy and expectations are subject to discipline including but not limited to: detention, closed lunch, 2 hour detention, 4 hour detention, short term suspension (1-10 days), long term suspension (11-90 days), emergency expulsion, and expulsion.

Academic Dishonesty: is defined as any action or intended action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other student.

Academic Expectations: Students who are low achieving academically are in violation of WAC 180-40-210, which states that "it is the responsibility and duty of each student to pursue his/her course of studies...and he or she may be subject to corrective action or punishment imposed by a school district and its agents for violation(s) of such rules." See Academic Probation policy.

Academic Integrity: speaks to a student's commitment and responsibility to pursue education openly and honestly. It respects the concept that learning is the primary purpose of education, secondary to grades and credits. Actions constituting violations of academic integrity include but are not limited to: plagiarism, cheating, unauthorized collaboration, collusion, grade tampering, multiple submissions, and violations of the district responsible use guidelines for electronic devices and information systems (2022F-1).

Aggressive Behavior (see Reckless Physical Behavior): Behavior towards another person that is meant to instigate a fight or cause a negative response is not permitted.

Alcohol, Marijuana, and Chemical Substances (Drugs): A student shall not possess, use, transmit, trade, sell, promote, be under the influence of, or show previous use of any intoxicant, alcohol, or prohibited substance including

Definitions of Misconduct, Continued

counterfeit and synthetic drugs. Students may not be in possession of drug paraphernalia. Prohibited substances include but are not limited to: counterfeit, synthetic, hallucinogenic, narcotic, and/or prescription drugs, unauthorized medicines, alcohol, and marijuana, are not permitted. Use of inhalants (huffing) is not permitted. In addition, students may not knowingly remain in an area where there is alcohol or drug activity taking place.

Alteration of Records: A student who falsifies, alters, or destroys school records or any communication between home and school shall be subject to corrective action.

Arson: Setting fire to a building or property is prohibited.

Assault/Battery: A student shall not use, threaten to use, or attempt to use force or violence upon another person, including the use of an object, instrument or bodily fluids such as spitting for the purpose of inflicting injury.

Attendance/Tuancy: Absences must be excused within 48 hours. A student may not leave, be absent from, or be tardy to class without an approved excuse. Truancy is subject to progressive discipline. **Make-up work:** Students have one (1) day to make up work for each day of excused absence. It is the student's responsibility to contact each teacher for make-up work. Teachers do not have to provide make-up work to truant students.

Behavior Contract: Students who violate school rule(s) may be subject to the stipulations of a behavior contract and/or a parent conference before returning to class/school.

Cell Phones, Electronic Devices: Electronic devices (including but not limited to: phones, iPods, tablets, gaming devices) are to remain off and concealed during all classroom instruction or activity. Students are permitted to use cellular phones before and after school, during passing time, and lunch breaks only. Any disruption to classroom activities will result in confiscation of the device and possible discipline.

Cheating: See academic integrity policy.

Closed Campus: TSHS is a "closed campus" which means students may not leave the campus area once they have arrived, even if first period has not yet started. *Permission to leave may be granted by the attendance office when necessary.* Eligible seniors may leave campus at lunch starting 2nd grading period if they meet "Senior Privilege" criteria.

Damage or Destruction of Property (Vandalism): A student shall not intentionally or negligently damage nor deface school or private property in any

Definitions of Misconduct, Continued

way. Students and parents shall be liable to the school district for all damage to school district property, and disciplinary consequences may be assigned.

Defiance of School Authority: A student shall comply with all lawful and reasonable instructions of any District employee.

Disruptive Conduct: A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption of any lawful mission, process or function of the school. Such conduct includes occupying school property in order to deprive others of its use, blocking normal pedestrian or vehicular traffic, and intimidating or preventing students from attending a class or school activity or a staff member from exercising his or her lawfully assigned duties.

Dress Code: See Board Policy 3224 and Administrative Procedure 3224P.

Drugs: See Alcohol, Marijuana, and Chemical Substances.

Electronic Devices: Radios, CD players, headphones, laser pointers, etc. are permitted on campus. Students may use them before school, after school, during passing time and lunch breaks. Use of the devices which cause a disruption to the educational process (including a safe and orderly environment) will result in confiscation of the device and possible discipline. Reference Board Policy 3245

Explosives: A student shall not use, possess, or threaten use of explosive items including but not limited to: Fire crackers/works, bullets, or any type of "bomb" (ex: sparkler, pipe, stink bomb).

Extortion: A student shall not take another person's money or property, or coerce behavior, by the use of threats or physical violence.

False Accusations: A student shall not knowingly allege untrue wrong-doing or make defamatory statements regarding other persons.

False Alarm: A student shall not intentionally trip a fire alarm or other alarm system when there is not an actual emergency.

Fighting: A student shall not engage in mutual combat in which both parties have contributed to the situation by verbal or physical action. Both combatants involved in a fight are subject to corrective action or punishment.

Forgery / Falsification: The act of fraudulently using (in writing or orally) the name of another person or falsifying times, dates, grades, addresses, or other data is prohibited.

Definitions of Misconduct, Continued

Gambling: Students may not engage in games of chance that result in an exchange of money or items with monetary value.

Gang Behavior: A student shall not exhibit behavior or gestures of gang membership as set forth in Board Policy 3244.

Hall Passes: A student out of class, for any reason, must have a hall pass.

Harassment, Intimidation and Bullying (includes cyber bullying): Students shall not engage in behavior that is defined as harassment, intimidation or bullying.

Harassment, intimidation or bullying is defined as any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by the following characteristics: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity/expression, disability, or other distinguishing characteristics; **and** that

- 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 creates an intimidating or threatening educational environment; or
- d) Has the effect of substantially disrupting the orderly operation of the school.

Report instances of harassment, intimidation, or bullying to any TSHS staff member. You can find additional information about policy, procedure, and reporting options on the TSD website under the "families" link.

Inappropriate Social Behavior (see Vulgar or Lewd Conduct): Students shall refrain from activities that violate standards of acceptable social conduct including public demonstrations of physical affection on the school campus or at school-sponsored events.

Leaving Campus during School Hours: A student shall not leave the campus area during the school day unless prior approval has been granted by the attendance secretary. Students must check out through the attendance office BEFORE leaving. Students who check out after leaving will be considered truant and subject to standard school discipline even if later excused by a parent.

Loitering: A student shall be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted. Students shall immediately follow requests to disperse.

Loitering in the Presence of Misconduct: A student shall be expected to immediately leave any activity that violates school rules.

Definitions of Misconduct, Continued

Lying to Authorities: Students shall not deliberately misrepresent or omit any relevant fact when answering the questions of or conversing with school personnel.

Misconduct with Substitute Teacher: Students are expected to show respect to guest teachers. Students may incur a harsher consequence for misbehavior with guest teachers.

Multiple Infractions: Violating more than one school rule or violating the same rule on separate occasions may result in severe consequences up to and including expulsion.

Off-Campus Events: Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel. Away sporting events are examples of 'off-campus' events.

Plagiarism: See academic integrity violation.

Reckless Physical Behavior: Any aggressive or reckless behavior, including horseplay, which jeopardizes the health, safety, or welfare of students and/or staff is prohibited.

Refusal to Identify Self: All persons are expected, upon request, to identify themselves to school personnel in the school building, on the campus, on buses, or at school-sponsored events.

State Law: Students are expected to comply with all state laws and local ordinances. Students who violate state law or a local ordinance are also in violation of district policy and will be disciplined as such.

Tardiness: Students are tardy if they are not in their assigned classroom when the tardy bell completes ringing. Student grades will be deducted by 2% for every tardy beyond the second. The tardy policy is based on a semester-based accrual system. Students are considered truant after 15 minutes of tardiness.

Theft: Theft is defined as the unauthorized carrying away of the personal goods or property of another person or the school district. Students and parents shall be liable to the school district for the failure to return school property loaned to a student.

Threats: Students shall not threaten to use force or violence upon any school staff, student or property. All threats will be taken seriously.

Tobacco: A student shall not possess, use, transmit, or show evidence of having used a tobacco product of any kind or facsimile (electronic cigarettes/smokeless devices) or any item purported to be such. A student shall not knowingly remain in any area where such an activity is taking place. Possession of matches/lighters is also not permitted.

Truancy: See Attendance/Truancy

Definitions of Misconduct, Continued

Unauthorized Areas: TSHS has areas where students are not permitted except for instructional purposes. These restricted areas are considered “nexus to the property” and include, but are not limited to, the pool, parking areas, and playing fields. Students are reminded that the woods surrounding the school and the stadium bleachers are considered off campus areas and are off limits during the school day.

Unauthorized Computer Use Violations: See Technology User Agreement Section (pages 20-26).

Unauthorized Sales/Distribution: Selling/distributing any items not authorized as a school fund-raiser is prohibited.

Vulgar or Lewd Conduct: Any lewd, indecent or obscene act or expression is prohibited, including those remarks with racist or sexist overtones. Includes displays of affection.

Weapons and Dangerous Instruments: A student shall not possess or transmit any object that can reasonably be considered a firearm, knife, air gun, dangerous weapon/ammunition or facsimile thereof. State law provides that possession of a dangerous weapon is grounds for expulsion. State and federal law requires that students in possession of a firearm on school grounds be expelled without the opportunity to apply for re-admission for at least one calendar year. Exceptions to this mandatory penalty may be made on a case-by-case basis by the Superintendent. Students over eighteen years of age and students between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices. No one under eighteen years of age may transmit such devices, nor may they be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstance is a violation of this rule against dangerous weapons.

Students in violation of school and district behavioral policy and expectations are subject to discipline including but not limited to: detention, closed lunch, 2 hour detention, 4 hour detention, short term suspension (1-10 days), long term suspension (11-90 days), emergency expulsion, and expulsion.

The TSHS SANCTION CHART is located in the student handbook link on the TSHS Website

[HTTPS://tahomahigh.com](https://tahomahigh.com)

TAHOMA TECHNOLOGY USER AGREEMENTS

Philosophy of Computer / Technology Use

The Tahoma School District believes computers and other electronic resources are important tools to support student learning in the 21st century and enhance the administration and operation of schools. Tahoma School District offers students access to district computers, communications systems, the Internet, and an array of technology resources to promote educational excellence. Learning about and being held accountable for the responsible use of electronic and digital tools is an important part of preparing students to be successful in today's knowledge society. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

All electronic devices must be used in a manner consistent with the mission of the Tahoma School District and in compliance with Electronic Information System (Networks) Policy 2022. Students will not be assigned an account and password to access the district's computers or network without a signed electronic resources user agreement.

Right to Limit Use

The school reserves the right to limit use of electronic devices, especially when these devices are used to harass others, disrupt the learning environment, cheat, or provide unauthorized access to the district network. Students are expected to abide by school and classroom rules regarding appropriate times for use of personal as well as district-provided electronic devices. Inappropriate use may result in personal electronic device being confiscated and returned to parents. Failure to turn over the requested device will result in disciplinary action. The Tahoma School District reserves the right to inspect the content on personal electronic devices used at school or school events if school personnel determine there may be cause to suspect that such devices are not being used in accordance with district rules. Failure to turn over the requested device will result in disciplinary action.

Unauthorized Computer Use

School board policy states that computers are for educational purposes only and must be in support of education, research or school approved co-curricular activities. The use of computers and systems must be in conformity with all laws and school policy and commercial solicitation is not permitted. Users are responsible for the privacy of their password, logging off the computer when they are finished, and the appropriateness of the material and actions that take place under their account. No use of the system shall disrupt the operation. Software and hardware shall not be destroyed, modified or abused. Unauthorized access or attempts to access any computer hard drive or computer system is prohibited. The cost of parts and labor associated with repairing the system may be included as a consequence for tampering with system.

Technology User Agreements, Continued

Level One Offenses may include: Accessing programs that are not in the start menu or local programs; downloading programs from the internet; accessing programs from the public directory; non-educational use of e-mail (chat rooms, Instant Messaging); playing games; using someone else's account or allowing someone else to access a student's personal account; no programs (executable files) shall be downloaded on to the hard drive of the computer.

Level Two Offenses may include: Attempting to gain access to accounts or other restricted areas such as the computer's hard drive; attempting any activity that may potentially damage the computer or the network; use of the system to store, distribute or access obscene or pornographic material.

Hacking

Student use of school district computer equipment and network is limited to the educational purposes specifically authorized by the student's teacher. Improper uses include, but are not limited to, gaining illegal access to school district records, files, computer programs, student records, and other information maintained by the school district; and using, altering, or damaging computers or computer data maintained by third parties, including members of other computer networks accessible through the school district's network.

Students shall not damage district or outside computing systems or networks or interfere with another's ability to use a computing system or network by releasing viruses, worms, e-mail bombs, or any other programs that slow, stop, or damage applications, computing systems, or networks. System components including hardware or software shall not be destroyed, modified or abused in any way.

Network

All use of the system must be in support of education and research and consistent with the mission of the district. The district reserves the right to prioritize the use and access to the system, and does not intend to create a First Amendment forum for free-expression purposes.

Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee. The system constitutes public facilities and may not be used to support or oppose political candidates, initiatives, or ballot measures, or for unauthorized lobbying activities.

System Accounts, Passwords and ID's

System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account. Users should change passwords regularly and avoid easily guessed passwords.

Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.

Technology User Agreements, Continued

Protection of Identifying Information

When sending electronic messages on the district network or to users outside the network, students shall not include information that identifies themselves or other students (unless they have permission from their teacher, other district personnel, or a parent/guardian). Identifying information includes, but is not limited to, last names, addresses, telephone numbers, family information, or any other personal information that could be used inappropriately. Students shall identify themselves by first names only.

Students shall never make appointments to meet people in person that they have contacted on the system without district and parent permission. Students shall notify a teacher, other district personnel, and a parent/guardian whenever they come across information or messages that are dangerous, illegal, and inappropriate or make them feel uncomfortable.

No student pictures, names, art work, writing, audio files, or video files may be published on the class, school, district or student's Web site unless a signed Electronic Resources User Agreement is on file with the district. In publishing any work to the Internet only first names will be posted, and in the event there are duplicate first names in the class, the first initial of the child's last name will be included. Exceptions will be made for the on-line student newspaper at Tahoma Senior High School and for official school district news releases or Web postings. FERPA rules will apply in those cases.

Student Privacy

Parents are advised to review FERPA guidelines regarding student and family privacy. The school district has the privilege to make "directory information" available to the public. The FERPA guidelines are available on the Tahoma Web site, the school wall calendar, and at any of the schools or district central office. If you wish to withhold release of directory information please contact your child's school to obtain a FERPA exclusion form.

Personal Devices

Personal computers, PDAs, mp3 players or similar devices, cell phones, smart phones, multiuse technology, iPads, digital cameras, and hand-held computing devices owned by the student may be used on school premises in accordance with rules and procedures established by the building administration and classroom teachers. Personal computing devices may NOT be connected to the district wired network.

The school reserves the right to limit use of electronic devices (personal and district-issued), especially when these devices are used to harass others, disrupt the learning environment, cheat, or provide unauthorized access to the district network. The Tahoma School District reserves the right to inspect the content on personal electronic devices used at school or school events if school personnel determine there may be cause to suspect that such devices are not being used in accordance with district rules.

Personal electronic devices have educational and monetary value. Students who use these devices are prohibited from trading or selling these devices to other students on campus. Personal electronic devices are the sole responsibility of the student owner. The school or district assumes no responsibility for these personal devices if they are lost, loaned, or stolen and cannot guarantee time or resources will be spent trying to locate

Technology User Agreements, Continued

stolen or lost items. Disciplinary action for violations involving personal electronic technology shall be consistent with standard district and school policies and procedures. Violation of these guidelines can result in revoking a student's privileges to use portable electronic devices at school, suspension of access to Tahoma School District electronic equipment, or school disciplinary action and/or other appropriate legal or criminal action, including restitution, if appropriate.

By using their personal equipment to access the district network, students acknowledge that district staff are not responsible for fixing or correcting any problems that arise on non-district-owned computing devices. Students who use personal electronic devices to connect to the district wireless network must comply with all district policies and regulations and state and federal laws. Students may not engage in any activities prohibited in this electronic resources user agreement.

The Tahoma School District makes no warranties of any kind, either expressly or implied, that the functions or services of the wireless network system provided by or through the school district will be error-free or without defect or in operating condition.

Care and Use Agreement

Students who are issued district-owned electronic devices shall abide by the care and use agreement signed at the time the device was issued. All users are responsible for costs to repair or replace electronic devices if damage or loss is due to negligence, intentional misconduct or failure to follow district/school guidelines regarding handling and care of the device.

In instances where electronic devices are checked out to a student for an extended period of time (1:1 programs) there will be an insurance deductible charged in cases of theft or accidental damage which requires the device to be sent out of the district for repair. If theft/damage occurs as a result of negligence or intentional misconduct the student/parent may be responsible for the replacement or repair of the electronic device. The deductible may be increased in cases of repeat incidents. Lost or damaged accessories (power adapter, cables, etc.) less than \$100 are not a warranty or insurance claim and must be paid by the student/parent. When possible, an Internet tracing program will be installed and activated allowing tracing and recovery in cases of theft. The student/parent will bear the yearly cost for the Internet tracing program and there would be no insurance deductible for theft.

Teacher Supervision / Internet Access

During school hours, Internet access by students will be monitored by district staff, and students' access will be limited as follows:

Grades	Internet Access & Supervision
K-3	Limited use for specific projects under direct staff supervision.
4-5	Use will be more frequent and project-focused, but will be teacher directed and supervised.
6-7	Use will be both exploratory and project-focused. Students will be monitored under most circumstances. There may be some independent access outside of regular classrooms in common areas (e. g., lunchroom through the wireless system).
8-12	Students will have independent use. Access will be monitored to the degree possible in a junior high and high school setting. There may be independent access outside of regular classrooms in common areas (e.g., study areas, media centers through guest access to the wireless system).

Technology User Agreements, Continued

Copyright Infringement and Plagiarism

The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited. Including but not limited to: accessing and copying information and material from file sharing sites, music and video files. All users shall comply with current copyright and intellectual property laws. Users will not infringe upon another person's copyrighted or trademarked materials or plagiarize materials that they see displayed, translated, or performed on the Internet or in email.

Users must not post anonymous messages and/or falsify one's identity to others while using the system or any Internet resources teachers identify for classroom use.

Students shall not:

- 1) Copy and forward
- 2) Copy and download; or
- 3) Copy and upload to the district network, Internet server, or any class Web 2.0 tool copyrighted material without the approval of the computer system operator, or a school staff member.

These guidelines should be followed with anything created, published, posted by someone else. Examples include an e-mail message, a game, a story, an encyclopedia entry, or software. Students shall use proper methods to cite all sources on reports and documentation, including any text, images and graphics downloaded from the Internet.

Student work published to the Web will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the student's parent/guardian.

District Access to Student Files and E-mail

Students should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files that they send or receive on the school computer network, store in student directories, or publish to a class site or workspace.

The district may elect to assign student email accounts and server accounts for storage and management of classroom work. These accounts are for educational purposes only and will be subject to filtering and/or random monitoring. Student use of email, chat rooms, other forms of electronic communications and other information services must be pre-approved by a supervising teacher.

User files and communications on the system are not private or confidential. The district reserves the right to monitor, access, use and disclose email or other information for any reason

Class Web Sites and Web 2.0 Tools

All class and school Web pages (including, but not limited to, blogs, podcasts, and wikis) must contain original educational or curriculum related materials, and/or original student work. Staff members and students are responsible for all materials and content on their Web pages. Any source outside the classroom or school must be cited. Staff

Technology User Agreements, Continued

and students are responsible for the content they author to a blog, wiki or other collaborative work resource.

Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Students using any school site or Web 2.0 tool associated with class work are expected to treat these virtual spaces as classroom spaces. Speech and topics that are inappropriate for class are not appropriate for school related virtual spaces. Students are expected to conduct themselves in a manner reflective of a representative of the Tahoma School District.

This includes:

- Posts must be education-oriented and relate to course content & curriculum.
- Do not use IM or conversational language. Be thoughtful and post with clarity.
- Check post for spelling / grammatical errors, sentence structure, and word choice.
- Please ensure opinion-based posts are not offensive to any individual or group.
- Posts must consist of original ideas or factual information. Do not post about things that are not true—no urban legends or rumors.
- When appropriate, create hyperlinks that would help readers better understand a post.
- Do not plagiarize.
- Stay on topic.

Filtering Software

In compliance with the Children's Internet Protection Act (CIPA), the District has installed filtering and/or blocking software to restrict access to Internet sites containing material harmful to minors, such as sexually explicit or other inappropriate materials. The software works by scanning for objectionable words or concepts as determined by the school district, however, no software is foolproof. A user who incidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. Students shall not tamper with, or attempt to bypass, the filtering service. Students shall not use the school district's network system to access, store, or distribute material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful, or otherwise inappropriate.

Unauthorized Computer or Network Use

The district has the right to determine whether specific uses of the system are consistent with these guidelines. The district may revoke access to the system and take other appropriate corrective legal action for any activity in violation of these guidelines. Such actions may include discipline up to and including termination for employees, and up to and including expulsion for students. The district also reserves the right to report any activity in violation of the law to the appropriate law enforcement authorities.

Right to Terminate Access

Tahoma School District may terminate a user's network access and this agreement at any time without warning.

Technology User Agreements, Continued

Prohibited Activities

Students are expected to act in a considerate and responsible manner. All district rules and expectations for student conduct are expected to be followed while in any school environment, whether real or virtual.

Prohibited activities include, but are not limited to, the following:

- Sending, displaying, or printing offensive messages, materials, photos, or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Discriminating or defaming others
- Sending threatening, inflammatory, or violent communications
- Offering for sale, purchase, or use of any prohibited or illegal substances
- Damaging computers, computer systems, computer networks, or wireless systems
- Downloading games, MP3, or music-based files for non-school related purposes
- Playing Internet-based games or activities or participating in text-based or audio-based chats not expressly allowed by school staff for school related purposes
- Violating copyright laws
- Using another's password
- Using another student ID as the student's own
- Using a teacher ID as the student's own
- Theft identity of another individual's login/ID or password
- Trespassing in another user's folders, work, or files
- Using technology, computers, scanners, or other peripherals to produce counterfeit reproductions
- Buying or selling on E-bay or similar auction sites
- Displaying / printing instructions for making weapons or conducting illegal activities
- Intentionally wasting resources
- Employing the network for commercial purposes, including, but not limited to, posting ads to news groups, using e-mail to solicit sales, or using Websites to advertise or sell a service
- Damaging, destroying, or deleting software or the work of another person/group
- Any other activity inconsistent with the stated intent of this user agreement

Storage Limits

Students are expected to be good stewards of our network resource. All student work in the P:\All folder of the public drive will be deleted off of the network at the end of each school year. Data storage limits are in place for students on the public drive and in students' "My Documents" folders. Students' My Documents folders will not be deleted until such time as the student leaves the school district. Students are expected to manage their own stored data and to, if necessary, provide removable media to store files, documents, projects that they may want to access over time. This is the sole responsibility of the student; the district has no responsibility to archive or save student work over time.

Disclaimer

The district makes no warranties of any kind, express or implied, for the service it is providing. The district will not be responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, errors or omissions. Use of any information obtained via the system is at one's own risk. The district also denies any responsibility for the accuracy or quality of information obtained through its services.

Technology User Agreements, Continued

Classroom Rules and Procedures

Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

Publishing Student Information on the Web or in Other Media

There are times when a student's name, grade, age and other identifying information may be posted in news releases or other announcements on the Tahoma School District Web site, on an authorized affiliated Web site or in other media such as district publications and news media. If the student or the student's parents DO NOT WANT to have the student's name, age or photo or other identifying information published, please contact the school's main office and request a FERPA (Family Educational Rights and Privacy Act) form. Students who have a FERPA form on file with the school must have prior written consent from their parent or guardian before any identifying information about them is published.

Student Supports & Services

COUNSELING SERVICES

Are you feeling stressed? Struggling with life choices, class selections, friends, peer pressure, substance abuse? Your counselor is a knowledgeable, confidential resource for you, one who can work with you on resolving problems and connect you with resources.

Tahoma school counselors are professionally trained and ESA certified to work within the school setting with students, parents, teachers, administrators, and agencies within the community. Your counselor will focus on your personal, social, educational and career development needs. He/she coordinates guidance programs to help you acquire skills in social, personal, educational and career areas necessary for living in a multicultural society. He/she is a specialist trained to provide prevention and intervention services and meet your educational and mental health needs within the public school system. Any information shared is confidential. You may initiate contact on your own or a concerned friend, staff, or parent may refer you. Services may include but are not limited to:

- Classroom guidance activities
- Group/individual counseling
- Career counseling
- Crisis intervention
- Assistance and consultation for parents
- Community liaison services

Special Education & 504 Services

TSHS offers a variety of supports for students with disabilities. See your counselor if you have questions.

Suicide Prevention

TSHS takes suicide prevention very seriously. Please contact the counseling offices or administration immediately if you are concerned about the health and well-being of a student.

Counseling: 425-413-6204

Administration: 425-413-6200

Tahoma Intervention Team

The school has established a confidential process through which Tahoma teachers, students and parents can refer and get help for students who may be struggling with attendance and academics, abusing alcohol or drugs, or engaging in other dangerous activities. This process is not a part of Tahoma's discipline policy. The goal of the Student Assistance Team is to intervene before discipline becomes an issue.

Any student, teacher or parent who is concerned about a students' circumstances may refer a student to the Student Assistance Team. Information will be collected from parents, the student, teachers, counselors, administrators, coaches and attendance office. The Student Assistance Team makes

Student Supports & Services, Continued

recommendations for intervention(s) and works with the student, family, and school staff to address student needs. During this process, a recommendation for a substance use screening may be suggested. Information from the screening or assessment is kept confidential by the Prevention / Intervention Specialist.

Substance Abuse – Symptoms & Warning Signs

A certain amount of rebelliousness, limit-testing, and mood swings are normal for teen-agers. However, if several of the following symptoms are present, parents are encouraged to take a closer look at their child's life as the student may be using drugs / alcohol.

- Repeated and unexplained depression / lethargy, loss of motivation;
- Erratic sleep-wake patterns; bizarre eating patterns (binging / loss of appetite)
- Periods of euphoria and hyperactivity / severe mood swings
- Hypersensitivity/ hostility to mild requests, criticism, or questions on whereabouts
- Chronic dishonesty; secretiveness; new or unknown friends
- Absenteeism and apathy at school; dropping school activities
- Disoriented or slow thought processes, short attention span, forgetfulness
- Bloodshot eyes, droopy lids, chronic cough / sniffles, frequent nosebleeds
- Identification with drug culture: magazines, pictures, slogans, jokes, clothing
- Sudden possession of large amounts of money

Info about Alateen, Al-Anon, Alcoholics Anonymous, Narcotics Anonymous, and other drug / alcohol assessment and treatment services are available in the counseling center.

STUDENT SAFETY: RIDING BUSES

Student Conduct on Buses

Any misconduct by a student, detrimental to the safe operation of the bus, shall be sufficient cause for the transportation supervisor to suspend the transportation privilege.

Rules of conduct for students riding buses:

1. The driver has full authority of the bus and students.
2. Students shall be on time. Students are to be at the bus stop five (5) minutes early and wait in a safe and orderly manner.
3. Students shall ride their regularly assigned bus at all times unless written permission has been granted by the building or transportation authorities. If a parent requests a bus pass for their student, it will be honored if space is available.
4. Students are not allowed in the driver's area. The driver may assign each student to a seat. Students will sit in assigned seats until they have permission to move seats.
5. Students must remain seated, face the front of the bus, keeping feet and legs out the aisle, while the bus is in motion. Students may talk in a low, conversational level with those near them.
6. Students shall enter and leave the bus in an orderly fashion. A student shall be permitted to leave the bus only at his or her regular stop, unless they have a bus pass.
7. Students must look both ways before crossing a roadway and always cross in front of the bus in full view of the driver. Cross only when the driver signals it is safe to do so. Once off the bus, students should follow the rules for pedestrians.
8. In the event of an emergency, students must follow emergency exit procedures as established by the emergency exit drills. Students will not tamper with emergency doors or equipment.
9. When the bus stops at a railroad crossing or other dangerous crossing, there will be absolutely no noise or talking.
10. Students are to assist in keeping the bus clean. Eating and drinking on a school bus is not permitted.
11. Any damage to a bus must be reported to the driver at once. The parents/students will be required to reimburse the school district for damage to buses resulting from a student's misconduct. Students risk loss of riding privileges, and suspension or expulsion from school.
12. Students must see that personal belongings are kept out of the aisle. Large items will not be transported on a school bus unless other arrangements are made with the bus driver. This includes musical instruments and school projects.
13. No student shall at any time extend head, arms or hands out of the windows, whether the school bus is in motion or standing still.
14. Students must not have anything that might cause injury to another such as: laser pens, sticks, breakable containers, balloons, any type of firearm or fireworks, skateboards, or pins extending from their clothing. Animals, reptiles, fish, fowl, insects are not permitted on the bus (except seeing-eye animals).
15. Students must identify themselves as requested by driver or aid.
16. Rude, obscene language and/or gestures; and, physical and/or sexual harassment will not be tolerated and will result in immediate disciplinary action.
17. Smoking, chewing, spitting tobacco, any type of flame or sparking device, alcohol, illegal substances, weapons, explosives or replicas will not be allowed on the school bus.
18. Fighting, vulgar language, obscene gestures directed towards the driver will result in loss of bus privileges.