

# Wilbur-Creston

**High School**



**STUDENT & PARENT HANDBOOK**

**2016 - 2017**

**(509) 647-5602**

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### Mission Statement

*In our mission at Wilbur School District #200 to prepare all students to achieve their full potential by providing a safe, positive, and engaging learning environment. It is imperative that the school, parents, and community members share responsibility and form a partnership that will enable students to become educated, active, and productive citizens in an ever-changing society.*

### Our Vision of Our School

*We at Wilbur School believe that a positive school environment along with realistically high expectations will foster positive self-esteem, pride, self-discipline, social skills, and independent students.*

*To achieve this environment we unite to offer opportunities for a variety of skills leading to avenues of success. Through teacher professional growth, we will stretch to meet the challenges presented by students.*

*We support family unity, community involvement, and efforts at developing partnerships with the business community that will enhance economic growth. We further know that this commitment will lead to achievement, hope, and success for the individual and the community.*

### **Student Code of Ethics**

We, the students of Wilbur Schools, believe that every human being is responsible for her/his actions. From this basic belief we conclude:

1. That we must diligently perform the tasks assigned to us and use, to the best of our abilities, our capacity for learning.
2. That the rules and regulations of this school are for the sake of safety and expediency. However, when any rule ceases to have a reasonable function, it should be altered or removed. This removal must be done through proper channels and by legal means.
3. That the civil laws of the land are for the protection of all, and must be obeyed unless they are contrary to our religious convictions. The emphasis should be on building a greater interest in citizenship throughout the school and community.
4. That we must respect the civil and moral rights of others as if they were our own, and consider each person's opinion fairly and openly, weighing it on its own merits, but realizing that we alone are responsible for the smallest courtesies to fellow students, faculty and visitors.
5. That our dealings with other people should be honest, frank, and courteous in respect for their identity as human beings. Therefore, we should stress individuality that causes one to forfeit momentary gain to pursue patiently a higher goal.
6. That each person's reputation is sacred. Do not gossip or spread harmful gossip about anyone, damaging his/her reputation.
7. That we should hold no religious or racial prejudice, we should strive for better harmony among all people.
8. That the use of intoxicating beverages is illegal and therefore prohibited on school grounds or any school sponsored activity. It renders the body and mind incapable of good judgments.
9. That we learn sportsmanship that instills the desire to win, the ability to accept losing, and to support our school with spirit and loyalty.
10. That we should accept the responsibility and take it upon ourselves to live up to the standards set by Wilbur School.

#### **Code of Office:**

A. "LEAD BY EXAMPLE" If an ASB officer or council member violates the smoking/tobacco rule, the drug/alcohol rule, the truancy rule, bullying rule, harassment rule, intimidation rule, or cheats at school or at school-sponsored events, he or she will be automatically be terminated from office.

B. Eligibility to serve:

Maintain 3.0 Cumulative G.P.A. minimum prior and during the term.

Must hold an ASB card prior to running for office.

If an A.S.B officer falls below a 3.0 G.P.A. for ten consecutive school days, he or she will be removed from office-or-a total of fifteen days in a semester other than special circumstances.

Violation of criminal or civil law that is contrary to the mission of Wilbur A.S.B will result in immediate removal from office.

Other school-related violations will be dealt with according to Wilbur Student-Parent Handbook by the A.S.B. advisor.

If an officer poorly represents Wilbur High School in anyway, the ASB board has the ability and the responsibility to remove that officer with a majority vote.

#### *How to Remove an Officer from Office*

Either an ASB Officer or Advisor can request a vote either a vote of no confidence and/or suspension at anytime that an officer violates any of the previous statements. (A special meeting can be called).

After a vote of no confidence and/or suspension, the officer who violated one of the policies, must be present to submit a formal apology and state their position.

### **A.S.B. Executive Officers**

President.....Douglas Rosman  
 Vice President..... Matt Rosman  
 Secretary..... Taylor Strozyk  
 Treasurer.....Barbara Elliott  
 Asst. Treasurer..... Danaca Colvin  
 School Board Rep..... Garrett Sheffels  
 Central Treasurer..... Lori Bodeau  
 Advisor..... Carla Hudson

### **ASB - Associated Student Body - Student Council**

#### **Purpose**

For the promotion of interest in student government, for the cultivation of citizenship among pupils, for the fostering of school pride and of intellectual pursuits, and for the promotion of fellowship among its members, this organization hereby submits itself to be governed by the following constitution.

#### **Affiliations**

Wilbur High School Student Council and Associated Student Body is a member of the Washington Association of Student Councils, National Association of Student Councils, and the National Honor Society. There also exists an affiliation with the Bi-County Principals Association and the Bi-County Student Leadership Alliance.

## **ASB OFFICERS**

**Section 1.** The officers of the organization shall be a president, a vice president, a secretary, a treasurer, and an assistant treasurer.

**Section 2.** Must have a 3.0 Cumulative GPA and Regular School Attendance for all Positions

### **PRESIDENT**

1. Must have held a prior office in ASB or Class and must be a Junior or Senior.
2. Must be comfortable in public speaking.

Job Duties: Required to lead ASB meetings, be involved in school activities, and be a positive role model.

### **VICE PRESIDENT**

Must be comfortable in public speaking.

Job Duties: Required to be present and prepared to help lead ASB meetings, be involved in school activities, and be a positive role model.

### **SECRETARY**

1. Must take thorough notes.
2. Must have previous experience in formatting documents. (Business Class)

Job Duties: Secretary is required to take meeting minutes, be involved in school activities, and be a positive role model.

### **TREASURER**

1. Produce treasurer report.
2. Approve various expenditures and fund raisers.

Job Duties: Required to produce treasurer report, be involved in school activities, and be a positive role model.

### **ASSISTANT TREASURER**

1. Required to assist the treasurer on a monthly basis.
2. No Accounting class required.

Job Duties: Required to assist with treasurer report, be involved in school activities, and be a positive role model.

### **SCHOOL BOARD REPRESENTATIVE**

1. Attend monthly school board meetings and report on ASB events.

Job Duties: Required to attend school board meetings and present on ASB events, be involved in school activities, and be a positive role model.

DRAFT MASTER SCHEDULE Grades 7-12 Coop

11<sup>th</sup> Blue; 12<sup>th</sup> Red, Electives

	1 <sup>st</sup> Period 8:10-9:00	2 <sup>nd</sup> Period 9:04-9:51	3 <sup>rd</sup> Period 9:55-10:42	4 <sup>th</sup> Period 10:46-11:33	5 <sup>th</sup> Period (12:03) 12:07-12:54	6 <sup>th</sup> Period 12:58-1:45	7 <sup>th</sup> Period 1:49-2:40
							
ARLAND	ADMIN	ADMIN	ADMIN	TECH	TECH/PRP	Drivers Ed	Driving
ATCHLEY	Creston-Math 8 (Group B)	Creston-Math 7 (Group A)	Creston-Math 7 (Group B)	Creston-Math 8 (Group A)	Creston-Math 8 cont'd (Gp B)	Creston-Mth 7 cont'd (Gp A)	PRP
BOYD	Creston-7 H/Fit (Group A)	Creston-8H/Fit* for band or choir students	Creston PRP	Creston-7 H/Fit (Gp B)	Creston-Elm PE	Creston-Mth 7 cont'd (GpB)	Creston-Ag Mech
BREHM	3/4 Music	K/PE Music	1-2 Music	PRP	5/6 Music	Choir *Sem 1 option for 7 <sup>th</sup> graders	Band 7-12
O'BANNAN, PETER	Creston-Science 8 (Group A)	Creston-Science 7 (Group B)	Creston-Science 7 (Group A)	Creston-Science 8 (Group B)	PRP	Creston EL	Creston Elective
CLARK Rm 24	English 9 (Group B)	English 9 (Group A)	HFH 9 Regular PE ( 2.5 Health (45 CIs Periods Keep Health Synched	HFH 9 Regular PE ( 2.5 Health (45 Class Periods) (GpA)	Spanish 1 (Juniors)	Spanish 2 Sr *Choir M, W by permission	PRP
NELSON, MICHAELA Room 24	PREP	CWP civics included begins w class 2020 on Gp A	CWP civics fine begins w class 2020 on Gp B	PNW 9 2016 *2017 on US 1 A PNW 9 2016 *2017 on US 1 B	WHist (Gp A) WHist (Gp B)	Title 1 or SPED support	Elementary Keyboarding
GAUB	Title/LAP	Title/LAP	Title/LAP	PREP	Library/Title/LAP	Title/LAP	Testing Coordinator/Title/LAP
JANTZ	3/4 PE	Tech	1-2 PE	PREP	TECH	Title/LAP	Tech
JONES	PREP	Creston-English 8 (Group A)	Creston-English 8 (Group B)	Creston-SSS 7(W/H/Geog (Group A)	Creston-SSS 7(W/H/Geog (Group B)	Creston 8 Health/Fitness Gp A	Creston 8 Health/Fitness Gp B
KUCH Room 26	College English in HS- 101 (Srs) Code: 01005	PREP	10 English (GpA)	10 English (GpB)	Sr Project (Mixed) (Gp B)	SAT Prep Novels and their Movies	College English in HS-101 Creston Srs Code: 01005
LEMBCKE R22	Geometry (Gp A)	Geometry (Gp B)	Algebra II 11	Pre-Calc	PREP	Slab/Cr Retrieval/Ale 1 Remediation	Slab/Cr Retrieval/Ale 1 Remediation
MILLS				STEM Int (03202)	PREP		
MAIOHO Rm 25	Chemistry Wilbur Jrs **Creston Seniors	Biology w/Lab 10 (Group A)	Biology w/ Lab 10 (Group B)	Engineering Scien	Science 9 ( GpA) Science 9 ( GpB)	Science 9 (Group A)	Honors Science 11-12 Permission Only
NASH Rm 23	Bus Math (if not in Alg 2	Micro Apps 12 Gp B	Micro Apps 12 Gp A	PREP	Keybdng 9 (Gp B) Keybdng 9 (Gp A)	Keybdng 9 (Group A) *Choir M, W by permission Keyboarding 9 (Group B)	Yearbook Permission Only
REPPE Rm 21	Athletic Director	US Hist 2016 * 2017 on US 2	PREP	US Hist 2016 * 2017 on US 2	World Geog 10 (Gp B) World Geog 10 (Gp A)	Keybdng 9 (Group A) *Choir M, W by permission Keyboarding 9 (Group B)	HS Strength & Conditioning Guidance
A. ROSMAN Room Couns/27	English 12	English 11/Jr Portfolio 01003	PREP	Eng 11/Jr Portfolio- College in HS-101 Code: 01005	Sr Project (Mixed) (Gp A)	HS Strength & Conditioning Guidance	HS Strength & Conditioning Guidance
M. Rosman Room 28	Algebra 1 (Group A)	Algebra 1 (Group B)	Coding/Robotics 21009	PREP	Money 101-Ramsey Financial Literacy 12149 Science Elective	Science 9 (Group B) Science 9 (Group A)	Coding/Robotics Money 101
STEWART, RYAN Creston hire 6 Wilbur hire 1 period Room: Art	HFitness 10 ( 2.5 Health- 45 Class Periods) (GpB)	Prep	Active HFrit 9 (Zumba other) 2.5 Health 4.5 CIs Periods Keep Health Synched Yr 1-10 @Wilbur Creston Pay	9 Fine Arts 05201 Gp B 9 Fine Arts Gp A @Wilbur Creston Pay	5-6 PE @Wilbur Wilbur Pay	Art @Wilbur Creston Pay	Art @Wilbur Creston Pay
SPENCER	Creston 7 Eng Grp B	Creston-Int Fine Arts (Group B)	Creston-Int Fine Art (Group A)	Creston- PREP	Creston English 7 Group A	Creston-SSS 8(PNW *Band Student (Group B)	Creston-SSS 8(PNW (Group A)
SULLINS Rm 3	Special Ed	Special Ed	Special Ed	PREP	Sr Project Int	Academic Support	Academic Support
Llewellyn Creston Hire & Pay					Creston 8 Keybd (Gp A) Creston 8 Keybd (GpB)	Creston Keybd 7 (Gp B) Creston Keybd 7 (Gp A)	Creston 7Elective

## Wilbur Secondary School Staff

**Administrators:**

Steven Gaub, Superintendent  
 Carla Hudson, K-12 Principal & ASB Advisor

**Athletic Director:**

Darin Reppe

**Librarian:**

Mary Beth Gaub/Dawn Furman

**Food Services:**

Traci Starzman/Pam Reidt

**Technology Director:**

Steve Jantz

**Student Health :**

Robin Higginbotham-Jasman

**Transportation:**

Shawn Randel

**Office:**

Tina Colvin - District Secretary  
 Lori Bodeau - H.S. Secretary  
 Amy Ritchy -Elementary Secretary  
 Dwan Clark - Business Office Assistant  
 Christi Dahl - Business Manager  
 Tami Krause - Attendance Officer

**Counseling:**

Alicia Rosman—Guidance Counselor  
 Casey Clark - Personal/Mental Health Counselor  
 Jan Wigen - as contracted

**Facilities and Grounds:**

Jon Ritchy—Custodian Supervisor  
 Trey Coffman—Groundskeeper  
 Paul Hagen—night custodian

### Teaching Staff

Glenn Arland ..... Drivers Ed	Stacey Nash..... Business/Keyboarding
Charles Boyd..... Jr. High Health/Fitness/Ag Mechanics	Michaela Nelson ..... History/Keyboarding
Shawn Brehm..... Music/Choir	Darin Reppe..... History/Civics/Health/P.E.
Andy Clark..... English/Spanish/Health/PE	Alicia Rosman ..... Junior/College Prep English
Mary Beth Gaub ..... Library/HCP/Testing Coordinator	Mary Rosman ..... Mathematics/Science/SAT/Ramsey
Becky Kuch ..... HS /College Prep English	Ryan Stewart ..... Art/Health/PE
Annette Lembcke ..... Mathematics	Holly Sullins ..... Special Education
Jason Maioho..... H.S. Science	

### Advisors

Alicia Rosman ..... Senior Class	Stacey Nash ..... F.B.L.A.
Annette Lembcke ..... Junior Class	Stacey Nash ..... Yearbook
Becky Kuch ..... Sophomore Class	Alicia Rosman ..... Honor Society
Andy Clark..... Freshman Class	Shawn Brehm..... Knowledge Bowl
Roxane Jones/Jan Spencer ..... 7th/8th Grade	

### Bell and Class Schedule

School begins at 8:10 A.M. and is dismissed at 2:40 P.M. daily. A bell will ring at 8:05 A.M. to notify the students to report to his/her first period class. A four minute passing period is allowed between each period.

**Regular Schedule**

Period 1 ..... 8:10-9:00 A.M.  
 Period 2 ..... 9:04-9:51 A.M.  
 Period 3 ..... 9:55-10:42 A.M.  
 Period 4 ..... 10:46-11:33 A.M.  
 Lunch..... 11:33 A.M.-12:07 P.M.  
 Period 5 ..... 12:07-12:54 P.M.  
 Period 6 ..... 12:58-1:45 P.M.  
 Period 7 ..... 1:49-2:40 P.M.

**Early Release Schedule**

Period 1/7 ..... 8:10-9:00 A.M.  
 Period 2/6 ..... 9:04-9:51 A.M.  
 Period 3/5 ..... 9:55-10:42 A.M.  
 Period 4/4 ..... 10:46-11:33 A.M.  
 Lunch ..... 11:33 A.M.-12:10 P.M.  
 Alternates between forwards and backwards  
 schedule each half day.

**ASB Cards**

A student body card costs \$50.00 and is required for those holding a school office, participating in interscholastic sports or academic teams, and participation in clubs receiving ASB funds. Card holders receive free admission to home athletic events as well as reduced admission at away games and home activities such as dances. ASB cards must be presented by the card holder to receive free or reduced admission to any school-sponsored event.

## ACADEMIC PROCEDURES

**Graduation Requirements:** the following components are required for graduation from Wilbur High School with a valid Washington State Diploma:

1. 26 credits of high school coursework (see specific chart below)
2. Successful Culminating Project
3. High School and Beyond Plan/Portfolio
4. Certificate of Academic Achievement (ELA/Math Exit Exam) (Certificate of Individual Achievement for Students with an I.E.P.)

The Certificate of Academic Achievement (CAA) and Certificate of Individual Achievement (CIA) tell families, schools, businesses and colleges that an individual student has mastered a minimum set of reading, writing and math skills by graduation. Both the CAA and the CIA lead to the same diploma. Only a student's transcript indicates which certificate the student earned.

### High School Credits

The total credits required for graduation are 26 credits. Within the total credit requirement, there are 19.5 credits required in specific subject areas. The specific subject requirements are listed below:

English.....4 credits	Occupational Education ..... 1 credits
Social Studies.....3.5 credits (CWP, U.S. History, World History & Geography, and Washington State History; and Civics)	Fine, Visual, Performing Arts.....1 credit
Science..... 2 credits (Physical and Biology)	Senior Math or Science .....1.0 credit
Math..... 3 credits (one year Algebra and one year of Geometry are required; Algebra II or parent meeting of equal rigor option)	Health & Fitness (.5 Health) .....2 credits
	Micro Applications .....1.0 credit
	Keyboarding .....1.0 credit
	Elective..... 6.5 credits
	<b>TOTAL Credits Possible..... 28 credits</b>
	<b>TOTAL Credits in Required Classes .... 19.5 credits</b>

Year in School	Trade School—Community College—University	Directly Entering Workforce
Freshman	9 <sup>th</sup> Grade English Pacific Northwest History/Civics Algebra I Physical Science with lab Keyboarding/Career Connection Health & Fitness 9 Electives	9 <sup>th</sup> Grade English Pacific Northwest History/Civics Algebra I Physical Science with lab Keyboarding/Career Connection Health & Fitness 9 Electives
Sophomore	10 <sup>th</sup> Grade English World History and Geography Geometry Biology with lab Health & Fitness 10 Electives	10 <sup>th</sup> Grade English World History and Geography Geometry Biology with lab Health & Fitness 10 Electives
Junior	11 <sup>th</sup> Grade English <i>or</i> CP English 11/SAT Algebra II <i>or</i> Business Math I (w/ parent permission) Chemistry 11 Spanish I LOC/CTE Lab - elective US History Electives	11 <sup>th</sup> Grade English Business Math I w/ parent permission Spanish I or elective US History Electives
Senior	College Prep English or 12 <sup>th</sup> Grade English CWP Micro Apps/Portfolio/Occ Ed Senior Proj/Fine Arts/Career Connect Pre-Calculus Spanish 2 Electives	12 <sup>th</sup> Grade English CWP Micro Apps/Portfolio/Occ Ed Senior Proj/Fine Arts/Career Connect Engin. Science/Math Electives

## Grading Procedures

Each teacher will provide students with a syllabus which includes grading criteria. Final grades are issued at the end of each semester and are posted on the student's transcript. Quarter grades are issued to all students to provide a midpoint grade check but they are not posted to transcripts. Student progress can be accessed through the on-line Student Management system. Request for student progress can also be accessed by direct contact with the teacher of the class. Only semester and year end report cards will be mailed home. Other report cards will be given to the student.

## Grade Point Averages

Each student's grade point average is calculated using the following scale and weighted according to the number of credits attempted:

A..... 4.00	B+ ..... 3.30	C+..... 2.30	D+ ..... 1.30	
A- ..... 3.70	B ..... 3.00	C ..... 2.00	D ..... 1.00	F ..... 0.00
	B- ..... 2.70	C- ..... 1.70		

## Schedule Changes

Student schedules are developed by balancing student requests with course availability. Every attempt is made to place students in courses that match their abilities and interests. Students may request changes within the first five school days of each semester by contacting the Principal.

## Graduating with Honors

Students with an accumulative G.P.A. of 3.4 or above are designated as Honor Graduates. Those in Honor Society are additionally recognized by the wearing of the Honor Cowl. The commencement address is given by the top two academic students in the class.

## Student Records

Transcripts of each student are kept and filed indefinitely. Student records contain grades, test scores, and attendance information. Students and parents or guardians of students less than 18 may request to see their own school records. Records cannot be released to anyone else outside of the school without written consent of the parent or of the student if he or she is eighteen (18) years old or has graduated.

## Withholding Grades or Transcripts

A student's grades, a diploma and/or transcript may be withheld pending payment of fines for lost or damaged texts or other school property or for library fines. The student or his or her parent will be notified of the nature of such fines.

## College Entrance Requirements for Washington

All four-year colleges and community colleges set minimum standards that a high school student must meet to be eligible for admission. Current information on the entrance requirements for a particular college or university may be requested from school counselors, the Career Center or directly from the Admissions Office of the college.

Presently six universities in the state of Washington require students to complete courses in high school before they can apply for entrance. These schools are the University of Washington, Washington State University, Western Washington University, Central Washington University, Eastern Washington University, and The Evergreen State College. These schools often combine grade point average and test score (ACT or SAT) for determining entrance.

## English/Math Placement Test

Students planning to attend CWU, EWU, UW, WSU, or WWU will take the English/Math Placement Test to ensure proper enrollment in freshman math and English courses. Students are strongly urged to take as much math as possible in high school.

## Student Athletics

In order for a student athlete to be eligible for financial aid from the Athletic Department at a Division I or II school, the student must earn at least a 2.5 GPA in thirteen core courses and present a minimum of 820 combined score on the SAT math and verbal sections or a minimum ACT of 68 (combined of three scores) GPA can be as low as 2.0 if student has a higher score on SAT or ACT. Please see your counselor for a complete list of all CORE courses.

## Testing

Jr./Sr. High School students are required, or may choose in some cases, to take a variety of standardized tests. Here is a short guide.

1. The Washington Assessments (7th/8th Grade: SBAC (ELA/Math) 8th Grade: Science. 10th Grade: Biology, ELA. 11th grade: SBAC (ELA/Math)
2. The Scholastic Aptitude Test (SAT), and the American College entrance exams currently in use. Please check the college catalogs in the Career Center to determine which test you need to take. The SAT I and ACT can be taken during the junior and/or senior year of high school and is offered seven separate times during each academic year. In addition, certain colleges require achievement tests SAT II. This information is also found in the college catalogs.
3. The Preliminary Scholastic Aptitude Test (PSAT) is given to interested sophomores during October. This test provides practice for other standardized tests and juniors doing well may qualify for National Merit Scholarships.
4. The Armed Services Vocational Aptitude Battery (ASVAB) is an aptitude test designed to identify general abilities. This test is provided by the military at no fee and is generally given in the spring and fall.

## GENERAL INFORMATION

### Assemblies

During the school year a number of educational, entertainment and school spirit assemblies will be scheduled. These are an integral part of the school curriculum and are to be attended by all students. Such assemblies provide students with opportunity to practice courteous audience behavior.

### Building Hours

The school is open for general student use from 7:30 a.m. to 3:10 p.m. Students should be in the building at other times only under the direct supervision of a staff member or to take part in a school-sponsored activity. The main office will be open from 7:45 a.m. to 3:15 p.m. to handle student business. Parent and/or student appointments with administrators may be scheduled at other times if necessary.

### Change of Address or Telephone

The school staff attempts to maintain accurate student address and telephone information. This is important to keep such data accurate so that mailings and other parent contacts can be accomplished without problems. **Please notify the school office if the information is incorrect or if a change occurs during the school year.**

### Computer Network

Wilbur Jr./Sr. High School has spent a great deal of money and effort into offering the best computer support network for its students. The use of the computer network is a privilege. The use of the Internet through Wilbur Computer Network is subject to the *Wilbur School District Internet Code of Conduct*. Students must have on file the *Wilbur School District Electronics Information System User Release Form*.

### Daily Bulletin

Information from the Daily Bulletin is read each morning over the intercom by the Principal and ASB President. Such announcements are important means of sharing information within the school. Students who wish to submit material for the daily bulletin must notify the elementary secretary by 2:00 p.m. of the day prior to the announcement.

### Fines

Students may be fined for overdue library books and for abuse of school property such as textbooks, furniture, buildings and buses. **Fines need to be paid before the last day of school. Report cards will be withheld until such fines are paid.** Outstanding fines must be resolved before students are allowed to attend classes in the fall.

### Fire and Evacuation Drills

When the fire alarm sounds all students and building staff should leave the building immediately. A map is posted in each classroom which shows the exit path used at such times. The teacher will exit with the class and instruct students to move to the designated evacuation area. Doors and windows should be closed when exiting. Leave doors unlocked and lights on. When the building is clear for re-entry, an administrator will signal teachers to return to their instructional areas. If you discover a fire, report it immediately to a staff member. Do not attempt to put it out.

### Food Service

Meal money should be put on each child's account (or a free/reduced lunch form completed) at the beginning of the school year, and maintained throughout the year. **The school district will not allow your child to eat if his/her account is over \$10.00 delinquent, and he/she will have to bring lunch from home.**

### Interscholastic Activities

Creston and Wilbur Junior and Senior High Schools combine for the purposes of athletic competition. Wilbur-Creston Wildcat Athletics offers the following athletic competitions. Wilbur Junior and Senior High Schools offer the academic competitions identified in the table below. (\* denotes Junior High Team as well as H.S.)

<b>Athletics Competition</b>	Fall	Volleyball *	Football *	Cheerleading	Cross Country*	
	Winter	Girls Basketball *	Boys Basketball *	Wrestling *	Cheerleading	
	Spring	Track and Field *	Baseball *	Softball	Tennis	Golf
<b>Academic Competitions</b>		Knowledge Bowl	Bi-County Academic Competition *	F.B.L.A.	F.F.A.	

### Lockers

Lockers are provided so that students may have a convenient place for personal property and books. It is the student's responsibility to keep lockers locked at all times. Students are asked not to leave valuables in their lockers. The school is not responsible for items that are stolen from lockers. Student lockers remain the property of the school district and school officials have the right to inspect them when deemed necessary. Excessive wear or damage to the locker will result in a fine to cover repair or replacement costs.

### Lost and Found

The lost and found is located in the main offices. Articles of value turned in as well as those left in lockers at the end of the school year will be placed in the lost and found. Any article unclaimed by the last day of school will be given to charity.

Use or administration of any medication at school requires parent and doctor signatures on a permission form as per Washington state law (1982). Independent use of medications (no-control substances, codeine, etc.) may be self-administered by a secondary student at the parents' discretion on a short-term basis. All medications must be labeled and in their original container. Please check with the office concerning any use of medications.

### Medication Usage at School

Use or administration of any medication at school requires parent and doctor signatures on a permission form as per Washington State law (1982). Independent use of medications (no-control substances, codeine, etc.) may be self-administered by a secondary student at the parents' discretion on a short-term basis. All medications must be labeled and in their original container. Please check with the office concerning any use of medications.

### Money and Valuables

Please do not bring large amounts of money or valuables to school. Students should see that any valuables brought to school are secure at all times. The school cannot accept responsibility for lost or stolen articles.

### School Dances

All school dances must be sponsored by an ASB chartered club or organization. An organization wishing to sponsor a dance must secure a date on the school calendar and then complete the required planning form. That form, including the advisor's signature and designated chaperones, must be submitted to the Principal for approval a minimum of five school days before the event. A minimum of one advisor, and one other staff person are required for each dance. The advisor and sponsoring organization are responsible for the cleanup after the dance. Guests must have a Visitor's Pass to enter the dance. **A Wilbur High School student must secure the pass from an administrator or dance advisor by 3:30 p.m. on the day of the dance or the Friday prior.** Student hosts are responsible for the behavior of their guest while on school grounds. All school dress and behavior patterns must be followed unless special dance apparel has been approved by an administrator as part of the planning process.

### School Emergency School Closure

If a school closure or delayed start becomes necessary, the school will activate the *Instant Alert* notification system.

### Signs, Posters, etc.

Members of clubs or other school organizations wishing to display posters must first have them approved by the adviser and then **an administrator must give approval.** Individuals who wish to display posters must secure approval from an administrator. Posters should be placed on painted walls with masking tape. Those who display such posters are responsible for removing them and all tape after the event. Anyone seeking to pass out printed handbills must first secure approval from the administration.

### Student Health

All students must comply with state immunization requirements and updated records are maintained for all students. State law requires that students who fail to comply with these regulations will be excluded from school until the deficiency is addressed. After asking his or her teacher for permission to go to the office, the student should call a parent or family member to arrange for transportation home. The office should only be used while waiting for such transportation, not as a holding area for students who feel unable to attend class. **If a student calls/texts parents seeking permission to leave school, the office must be notified of this call and decisions about releasing a child to go home need to be made by parents and the school office. Students must be signed in/out from the office.**

### Student Insurance

An accident insurance policy is available to students. It gives basic coverage on medical bills due to school-related accidents. The policy is available either as a school-time plan or 24-hour full-time plan. Students participating in school-sponsored athletic programs must carry basic medical coverage or a waiver must be signed by his/her parents stating that the student is insured by an equivalent policy. Application forms and brochures containing detailed information about costs and coverage and waiver forms are available in the office.

### Telephones

Students may use the High School office telephone after asking permission, and for local calls only. Students who need to place an emergency call should contact the office.

### Telephone Messages

Only emergency messages will be delivered to students during the school day. Students should not be called to remind them of hair, doctor or dental appointments.

### Textbooks

Textbooks which are required for student use are on-loan from the school district. Students are asked to treat them with care and respect as they need to last several years. Please cover all textbooks. Fines will be assessed for excessive wear and tear or for books not returned according to the Wilbur Jr./Sr. High School general practice.

### Visitors

Parents are always welcome at Wilbur Schools. Parents wishing to visit a teacher or class should make an appointment through the school office. **All visitors are asked to check-in at the school office.** Student wishing to have a guest at school must secure permission at least one day in advance from the school office. The permission form with all teachers' signatures should be submitted one day before the visit for the Principal's signature. A student may have only one guest per visit and the student will be held responsible for the conduct of the guest. No guests are allowed during final exams. Persons who are on school grounds without permission are considered trespassers and are subject to arrest by a Lincoln County Sheriff Deputy.

### Withdrawal from School

Students who plan to transfer to another school during the school year must have a parent conference with an administrator or counselor, or bring a written request from the parent or guardian prior to withdrawing. Such written requests should include the date of a withdrawal, new address, and if possible, the name of the new school. A checkout form should be picked up from the school office by the student on his or her last day of attendance. All books, ipads and loaned materials should be returned and fines or fees cleared up before the checkout is completed.

## STUDENT RIGHTS AND RESPONSIBILITIES

### Forward

It shall be the policy of the Wilbur School District to encourage student conduct that will promote good health, reasonable standards of behavior, effective citizenship and a positive atmosphere for learning. Students on high school grounds or in places under school jurisdiction are expected to abide by the rules which are established to achieve these objectives.

Admission to the schools of the Wilbur School District carries the presumption that the student will conduct himself/herself as a responsible member of the school community. This includes the expectation that the student will obey the law, adhere to the policies of the school district, and comply with the rules and regulations implementing these policies. In addition, the student is expected to safeguard the property of the school and to respect the rights and privileges of others in the school community.

In accordance with his or her level of maturity, each student is expected to accept responsibility for his or her own conduct. In order to accomplish the educational purpose of Wilbur School District and establish an effective school environment, the Board has approved a set of rules covering students' rights and responsibilities. When violations of the laws of the United States and the state of Washington and/or its subdivisions are also involved, the school may refer such matters to parents, legal guardians, or appropriated civil authorities.

### POLICY: DISRUPTION OF SCHOOL

Wilbur School District protects the right of all students to pursue their education in a learning environment free of disruption by his or her peers and others. A student whose willful and purposeful behavior causes, or is likely to cause, a substantial and material disruption or obstruction of any lawful mission, process, or function of the school will be subject to discipline, suspension, or expulsion.

### POLICY: STUDENT PRIVACY

#### **Search and Seizure:**

State Board of Education regulation WAC 180.40.055 provides in part: "Pupils shall have the right to be secure in their persons, papers, and effects against unreasonable searches and seizures."

#### **Clothing and Other Personal Property:**

A student shall be free from searches by school officials of his or her clothing and other personal property unless there is reasonable cause to believe that something is concealed that may be of immediate danger to the student or to other students and/or is a violation of a school rule. Parents shall be informed of all searches of clothing and/or personal property and the conditions prevailing at the time of the search -- except in those cases involving water guns, noisemakers, and other harmless, but annoying articles which have no reasonable purpose in school.

#### **Student Lockers:**

Lockers remain the property of the school and are subject to general inspections and searches by the school authorities. School authorities will inspect student lockers in the absence of students only when it occurs as part of a general inspection of all lockers for the purpose of returning school property, such as library books, or at such time school authorities have reasonable cause to believe such conditions or circumstances exist which threatens the health or safety of those in school. When school authorities have reasonable cause to believe that items are concealed in a school locker which violates school rules or the law they may search an individual locker.

#### **Student Records:**

Policies and procedures regulating the collection, maintenance, and dissemination of information contained in the student files are set forth in another document. These provide, in part, that only attendance data, grades earned in courses taken, and other information contained on the permanent record card (transcript) will be maintained after the student leaves the school, and that student information is disseminated to non-school persons, agencies, or institutions only with student permission.

#### **Student Directory Information:**

Personally-identifiable records or files about an individual student will not be released without written parental consent. However, the district may release photographs of students for public information purposes, and/or lists of students belonging to a group such as graduating seniors. Upon written request by a parent, such information will not be released. Student information in a list may include:

- |  |  |
|--|--|
| 1. Name, address and telephone number; | 5. Participation in officially recognized activities and sports; |
| 2. Date and place of birth;            | 6. Weight and height of members of athletic teams;               |
| 3. Major field of study;               | 7. Degrees and awards received; and                              |
| 4. Dates of attendance;                | 8. The most recent educational agency or institution attended    |

#### **Disciplinary File**

A confidential record of disciplinary referrals, incidents and sanctions will be established and maintained by the Principal or his designee. The disciplinary file from elementary school and middle school may be transferred to the high school file as the student moves through the grades. Its contents may be shared with others who demonstrate a need to know its contents at the discretion of the Principal.

### **Appeals Process**

Any parent or student who has a grievance with a disciplinary action or short-term suspension has the right to an informal conference with the Principal. The parent or student, after exhausting this remedy, has the right upon two school days prior notice to present a written or oral grievance to the superintendent.

With a long-term suspension or expulsion, a parent or student has a right to a hearing. If a suspension or expulsion is imposed, it may be appealed by filing a written notice of appeal with the superintendent within three business days.

### **Sexual Harassment**

Wilbur School District is committed to an educational and working environment free from sexual harassment. Employees, volunteers, parents and students are prohibited from engaging in sexual harassment of students, employees, and others involved in school district activities.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature if:

- Submission to the conduct/communication is made a term or condition of obtaining an education or employment;
- Submission to or rejection of the conduct/communication is a factor in decisions affecting that individual's education or employment; or
- The conduct/communication substantially interferes with an individual's educational or work performance or creates an intimidating, hostile, or offensive environment.

As a first step, any individual who believes he or she has been sexually harassed is encouraged to directly inform any alleged harasser that the behavior is offensive, unwelcome, and must stop. Sexual harassment can occur adult to student, student to adult, student to student, or adult to adult.

The District will take all complaints of sexual harassment seriously and will act to investigate all complaints. Any student, employee, volunteer, parent, or guardian who believes that he or she has been subjected to sexual harassment in the educational environment or in connection with his or her District employment is strongly encouraged to bring his or her complaint to the immediate attention of his or her Principal, supervisor, manager, or the personnel administrator.

All such complaints will be promptly and fairly investigated and, where appropriate, immediate corrective action will be taken.

Retaliation against any person who makes a sexual harassment complaint or who participates in the investigation of a complaint is prohibited and will result in appropriate discipline or other sanctions.

The District will take such disciplinary action as it deems necessary and appropriate to end sexual harassment and to prevent its reoccurrence, up to and including discharge and/or suspension. Such disciplinary action will be consistent with any applicable collective bargaining agreement, district policy, and state and federal law.

Any student of the district who harasses another student through verbal or physical conduct of a sexual nature shall be subject to disciplinary action pursuant to this policy and the District's student discipline policy.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline or other sanctions.

The District strongly encourages individuals who believe that they have been subjected to sexual harassment in the District's educational or work environment to bring their complaints and concerns to the immediate attention of their Principal, manager, supervisor, a District administrator, and/or the District's Title IX or Affirmative Action Officer.

## **EXPECTATIONS OF STUDENTS**

### **General Guideline**

As a general guideline, students should: 1) Come to class on time with all necessary materials and assignments completed; 2) Treat others with dignity and respect; 3) Refrain from behavior which is harmful or disruptive to the educational process. The following specific student expectations have been developed to maintain a safe and orderly educational environment.

### **Academic Honesty**

Students can expect no credit for work that is not their own. Those found cheating on a test, or helping others cheat, will face serious consequences. These may include failure on the test or even more severe consequences as established by the teacher. Plagiarism, the use of material produced by someone else without acknowledging its source, is a serious academic violation. In higher education it can be the grounds for course failure or even removal from college. Students who submit plagiarized work will receive no credit for the assignment and other sanctions in accordance with the class syllabus. Disciplinary action will be established on a case-by-case basis by the Principal.

### **Alcohol, Tobacco, and Controlled Substances**

Possession, use, or being under the influence of alcohol and controlled substance is prohibited on school grounds, school buses, and at school-sponsored events. Such behavior violates Wilbur School District policy, provisions of the Athletic Code and is also illegal.

### Care of Buildings and School Property

The care received by any building is a reflection upon those who use it. School buildings and property are also a source of commitment and pride for the entire community. The appearance of the school and grounds becomes a matter of personal, school, and community pride. It is important that we all do whatever possible to care for the facilities provided by the community for the education of its youth. This requires a commitment to the common sense care of facilities and equipment. Trash belongs in trash cans, food is to be eaten only in designated areas, cafeteria utensils are to be returned to their designated areas after use, and equipment should only be used in the manner for which it is intended. Students who disfigure property, break windows or damage other school property will be required to pay for the repair or replacement of the item.

### Cellular Telephones and Electronic Devices

Personal electronic communication devices such as cellular telephones, ipods, ipads, etc. are viewed as a disruption to the educational process. Students are not allowed to use cell phones, ipods, etc. during class time. Personal electronic devices should be kept out of sight and turned off (silent standby) during the class period. Failure to follow these guidelines will lead to immediate confiscation of the device and further disciplinary actions as deemed by the Superintendent/Principal and/or teachers. For school issued iPads, the District Acceptable Use Agreement (ASA) applies.

### Closed Campus for Junior High

Junior High Students are required to remain on campus from the time of arrival until officially being excused from school. Those students wishing to leave campus prior to school dismissal must have a note or phone call from his or her parent or guardian, receive advance permission from an administrator, and sign out before leaving and sign in upon return to school at the school office. Students who arrive to school after 8:10 A.M. must sign in at the school office.

### Off Campus Lunch for High School

Students in grades nine through twelve are able to leave the school premises during lunch. *This privilege can be revoked by the principal at any time.*

### Dress Code

Wilbur students' pride is reflected in personal appearance. A neat and clean appearance contributes to the overall educational atmosphere of our school. Dress and appearance which causes disruption of the educational process or presents immediate health or safety problems shall not be permitted. The Principal or designee will be the final authority when deciding appropriate dress. *Students who do not follow the dress code will be asked to change clothes or cover up inappropriate clothing.* In order to address these concerns, the following dress code will be adhered to:

- Shirts and blouses will extend below the waistline of the wearer's pants or skirt. Halter tops, tube tops, spaghetti straps, half-shirts, pajamas or lounge wear. and net shirts are not appropriate wear for school.
- Revealing or provocative clothing is inappropriate for school and is not allowed. Frayed, torn, or tattered clothing is discouraged. Off the shoulder/backless shirts/dresses are not permitted. Students are permitted to wear sleeveless shirts that are 3 fingerwidths wide and appropriately cover bra straps and/or underarms. All portions of undergarments must be covered by outer clothing at all times.
- Shorts, skirts, dresses, etc. must extend to mid-thigh. Cycling pants must be worn with long shirts. Overly revealing attire is not acceptable.
- Drugs, alcohol, racism, profanity, gang-related or other offensive messages will not be displayed or advertised on clothing. Inappropriate clothing may be confiscated and returned to parents after a conference.
- Footwear must be worn at all times.
- Hats or other head covering may **NOT** be worn in the school building unless specifically allowed by the Superintendent/Principal on special occasions with advance permission. Hats must be taken off upon entering building and put in locker. Any school personnel can ask for hat to be handed over and sent to the office for non-compliance.

### Bullying, Fighting, Assault, and Intimidation

Fighting, assault, intimidation and/or harassment of students or staff threaten the safe environment that is crucial for the educational process. Such behavior is not acceptable at Wilbur Schools and is Exceptional Misconduct.

### Hall Passes

Students should remain in their instructional area during class period. Students who need to leave class for any reason should first receive permission from their teacher and take a hall pass with them.

### Inappropriate Behavior

A healthy educational environment is based on relationships of mutual courtesy and respect. Insubordination, rude, disrespectful behavior or open defiance of school authority seriously undermines the educational process. Such behavior will not be tolerated and will result in prompt administrative disciplinary action.

### Motor Vehicles - Operation

Motor vehicles driven on school property must, at all times, be operated in a safe and reasonable manner in compliance with relevant state laws. Students should, at no time, ride on top of or hang on moving vehicles. The speed limit on school property is, at all times, 10 miles per hour. Consequences for failure to operate a vehicle safely are a report to the Lincoln County Sheriff and removal of driving privileges on school district property. Signs have been placed at student parking exits. *All students must turn left when leaving the parking lot between the hours of 7:45am and 3:00pm.*

### Excluding Sick Children from School

*Children with any of the following symptoms will not be permitted to remain in school:* fever of 99.8 or higher, vomiting on 1 or more occasion within the past 24 hours, rash, eye discharge or pinkeye (may return after medical clearance or 24 hours of treatment), fatigue that prevents regular activities, open or oozing sores (unless properly covered or 24 hours has passed since treatment), lice, nits or scabies, or ringworm.

*Keep your child(ren) home until symptoms are gone and your child(ren) have been fever free without the use of fever-reducing medicine, for at least 24 hours.*

### **Motor Vehicles - Parking**

Students are to park only in designated student parking areas. Students may not park in the handicap or visitor spaces, the parking lot in the rear of the school, permit spaces or bus lanes. Motor vehicles may not be used during school hours, without the permission of the Principal or his designee. As required by law, all student drivers will: a) hold a valid motor vehicle driver's license; b) properly license their vehicles; c) carry liability insurance. Students who fail to comply with these regulations may lose the privilege of parking on school district property. If a vehicle needs to be left on the premises overnight, the student will park their vehicle in the gravel parking lot.

### **Off-Limit Areas**

The school parking lots and the area behind the school are off limits to students during the school day unless they are participating in a supervised educational activity. Students should only use the parking lot when in transit and should not sit in cars after arriving. Cars should not be used for storage of school supplies during the day. If students need to get something from their car during the day, permission should first be sought from the office. Office area is off-limits to students who are not office aides.

### **Physical Display of Affection**

The school building and grounds are not the proper setting for physical demonstrations of affection. Kissing and other forms of inappropriate physical contact are not acceptable on school grounds or at school-sponsored events.

### **Skateboards, Roller Skates, etc.**

Students are prohibited from using skateboards, roller skates, or other similar personal transportation device in the school building or anywhere on school grounds unless the area is specifically designated by building administrators. 'Grinding' and other activities that potentially cause damage to school property are expressly forbidden. Confiscation of these items may be necessary pending a parent conference.

### **Snowballs, Water Balloons, etc.**

Snowballs, water balloons, laser pointers, squirt guns and other similar items are disruptive to the educational process and can be dangerous. They have no place on school grounds unless they are used as part of a supervised activity. Disciplinary action will be taken against students who use possess or use these disruptive devices.

### **Substitute Teachers**

Substitute teachers fill a vital role in the operation of the school. It is vital that they be treated with the respect and courtesy as regular classroom teachers. Students are asked to do whatever possible to assist substitutes. Students who fail to deal respectfully with substitutes will be dealt in accordance with the school's progressive discipline policy.

### **Weapons & Explosive Devices**

Students are not to bring onto school grounds any firearms, knives, explosive devices or any other weapons capable of producing bodily harm. Such items are also banned from student vehicles in the school parking lots. If any such item is necessary for a class project or demonstration, permission to bring the item to school must first be granted by the teacher and then an administrator. The item must then be kept in an administrator's office before and after the class in which it is used. **Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.**

### **School Bus Policy**

1. The driver of the bus is in final position of authority and must make final decisions on all matters.
2. Where there is a faculty advisor present, his specific assignment is to enforce all rules and regulations set forth by the school and the particular driver on that bus. The faculty advisor is directly responsible for control of the students.
3. Specific rules governing conduct of students:
  - a. Students must be seated at all times.
  - b. Students must remain on the bus at all times unless given permission to exit from the bus.
  - c. No food is allowed on the bus unless approved by the bus driver.
  - d. The bus is to be considered to have the same set of rules and regulations in so far as student conduct and actions are concerned, as a regular classroom situation.
  - e. With the permission of the faculty advisor and the bus driver, singing and group yells are allowed on the bus. However, discretion must be used regarding when and where this may be done.

\* Violations will be referred to the transportation supervisor, Principal or his designee who will take appropriate disciplinary action.

### **School Trips**

1. All students officially taking the trip are to leave and return on the school bus or in the type of transportation officially sanctioned by the school.
2. Parental permission is needed to have a student released from riding the bus to or from an activity and the parent must directly provide written permission to the advisor or coach in charge of the activity.
3. Only students and other authorized personnel may ride buses. All regular bus rules apply to students making school sponsored trips.
4. Buses will be used to transport athletes and other students in all possible cases unless distance, availability of vehicles, number of students involved, etc., make the use of the bus impractical in the discretion of the Superintendent of Schools.
5. Whenever cars are used they should travel in a caravan and have an adult driving the vehicle. No cars will be driven by a high school student on any school business or activity unless approved by the parent and authorized by the school administration.

## DISCIPLINARY PROCEDURES

Offense	Disciplinary Sanctions
<b>1. Aggressive/Disruptive Behavior:</b> Shoving, pushing, or acting aggressively towards another student, being overly disruptive in class, or inhibiting another student's ability to learn	<ol style="list-style-type: none"> <li>1. Discipline Notice; Detention; Parent Contact; 1-3 day suspension</li> <li>2. Notice of Misconduct letter; Suspension.</li> <li>3. Suspension</li> </ol>
<b>2. Alcohol:</b> Using, possessing or being under the influence of alcohol on campus.	<ol style="list-style-type: none"> <li>1. 45-day long term suspension reduced to a 5-day short term suspension with compliance in a youth drug intervention program; Police referral.</li> <li>2. 90-day long term suspension; Police referral.</li> <li>3. Expulsion; Police referral.</li> </ol>
<b>3. Arson:</b> Knowingly or recklessly cause a fire or explosion, which is dangerous to human life; or damages or threatens damage to any structure or vehicle.	<ol style="list-style-type: none"> <li>1. Long term suspension; Expulsion; Police referral.</li> <li>2. Expulsion; Police referral.</li> </ol>
<b>4. Assault on district personnel:</b> Assault or harassment that interferes with the discharge of the official duties of district personnel by intimidation, force, or violence.	<ol style="list-style-type: none"> <li>1. Emergency Expulsion; Police referral.</li> </ol>
<b>5. Assault on Students:</b> Assaulting another with intent to inflict substantial or great bodily harm as defined by RCW 9A.04.110, or knowingly inflict substantial or great bodily harm by any means.	<ol style="list-style-type: none"> <li>1. Emergency Expulsion; Police referral.</li> </ol>
<b>6. Bullying and Harassment:</b> Intimidating or harassing another person because of that person's race, color, gender, sexual orientation, religious beliefs, ancestry, national origin, or for any other reason. A threat to cause injury, property damage, or physical confinement or restraint of the person threatened, or any other act intended to substantially harm the physical or mental health of the person threatened. This includes cyber-bullying.	<ol style="list-style-type: none"> <li>1. Principal referral; Parent notice; 1-5 day short term suspension. Police referral.</li> <li>2. 5-10 day short term suspension.</li> <li>3. 10-45 day long term suspension; expulsion</li> </ol>
<b>7. Burglary:</b> Entering or remaining unlawfully in a district building with intent to commit a crime.	<ol style="list-style-type: none"> <li>1. Long term suspension; Emergency expulsion. Police referral.</li> <li>3. Expulsion; Police referral.</li> </ol>
<b>8. Cell Phones/Electronic Devices:</b> No personal cell phones or electronic devices are allowed to be used in the school building during the hours of 8:10-11:33 / 12:07-2:40.	<ol style="list-style-type: none"> <li>1. Staff member sends phone to office. Discipline slip given to student. Parent must pick up device... or it can be returned next day upon parent signature on discipline slip.</li> <li>2. Same at step 1.</li> <li>3. Device is suspended from school for 1 week – remainder of year.</li> </ol>
<b>9. Cheating:</b> (Teacher's word is final). Turning in someone else's work as your own. Looking at another person's work/test. Using electronics as a means of cheating. <u>This includes sharing your district assigned password with another student for ANY reason.</u>	<ol style="list-style-type: none"> <li>1. No Credit on assignment; Principal referral; No after school activities until work re-done; detention</li> <li>2. No Credit on assignment; No after school activities until work re-done; parent conference</li> <li>3. No Credit for <u>class</u>;</li> </ol>
<b>10. Controlled Substances:</b> Possessing, using, or being under the influence of drugs, inhalants, or controlled	<ol style="list-style-type: none"> <li>1. 45-day long term suspension reduced to a 3-day short term suspension and compliance in a youth drug intervention program; Police referral.</li> </ol>
<b>11. Controlled Substances:</b> Selling, or distributing controlled substances or other drugs.	<ol style="list-style-type: none"> <li>1. Suspension; Emergency Expulsion; Police referral.</li> <li>2. Expulsion; Police referral.</li> </ol>
<b>12. Defiance/Disrespect of School Authority:</b> Refusal to obey reasonable directions or requests of any staff member, including volunteers, aides, substitutes, secretaries, custodians, food service workers, bus drivers, etc.	<ol style="list-style-type: none"> <li>1. Discipline Notice; Detention; Parent Contact; 1–3 day short term suspension.</li> <li>2. 3-5 day short term suspension.</li> <li>3. 5-10 short term suspension; Expulsion.</li> </ol>
<b>13. Extortion, Intimidation, Blackmail, Coercion, or Robbery:</b> Obtaining money or property by violence or threat of violence. Forcing or attempting to force	<ol style="list-style-type: none"> <li>1. Long term suspension; Expulsion.</li> <li>2. Expulsion.</li> </ol>
<b>14. Fighting:</b> The act of quarreling involving any physical altercations.	<ol style="list-style-type: none"> <li>1. 1-3 day short term suspension; Police referral.</li> <li>2. 3-5 day short term suspension; Police referral.</li> <li>3. Emergency Expulsion; Police referral.</li> </ol>

**Exceptional Misconduct (cont.)**

<b>Offense</b>	<b>Disciplinary Sanctions</b>
<b><u>15. Firearms:</u></b>	1. Emergency Expulsion; Police referral.
<b><u>16. Forgery:</u></b> Fraudulently using [in writing] the name of another person, or falsifying times, dates, grades, addresses, or other data.	1. 1–3day short term suspension. 2. 3-5 day short term suspension. 4. Expulsion.
<b><u>17. Inappropriate Actions/Words Used in School or Directed at Students:</u></b> Behavior that is demeaning to other student, including words/actions/gestures and sexual innuendos.	1. Discipline Notice; Detention, 1-3 day short term suspension (in-house or out of school) 2. Notice of Misconduct; 3-5 day short term suspension 3. 5-10 day long term suspension.
<b><u>18. Inappropriate Actions/Words, Obscenity or Profanity Directed at Teachers/School Authority:</u></b> Behavior that is demeaning, including words/actions/gestures and sexual innuendos.	1. 1-3 day short term suspension (out of school). 2. 3-5 day short term suspension 3. Long term suspension; expulsion
<b><u>19. Lewd Conduct/Indecent Exposure:</u></b> Behavior that is indecent or obscene, e.g. mooning, exposing oneself, sexual misconduct, viewing/listening to inappropriate material on internet via any electronic device., etc.	1. 1-5 day short term suspension; long term suspension; expulsion 2. 5-10 day short term suspension; long term suspension; expulsion
<b><u>20. Malicious Mischief:</u></b> Intentionally destroying or damaging property, e.g. breaking windows, graffiti, defacing desks or lockers, damaging or destroying other peoples belongings, interfering with or damaging electronic information systems, etc.	1. 1-3day short term suspension (in-house or out of school); help rectifying damage 2. 3-5 day short term suspension; help rectifying damage 3. Long term suspension.
<b><u>21. Obscenity or Profanity:</u></b> Oral, written, gestures, or on computer networks. This includes 'sexting' or other electronic harassment. If the harassment begins at school or is viewed on school grounds, then it is a school issue.	1. Principal referral; parent notice; 1-3 day short term suspension. 2. 3-5 day short term suspension. 3. 5-10 day short term suspension; expulsion
<b><u>22. Possession of Stolen Property:</u></b> Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property.	1. 1-3 day short term suspension; Long term suspension; Expulsion; Police referral. 2. 3-5 day short term suspension; Long term suspension; Expulsion; Police referral. 3. Long term suspension; Police referral; Expulsion.
<b><u>23. Theft:</u></b> Stealing items from another. Obtaining and or retaining another's property without permission.	1. 1-3 day short term suspension; Long term suspension; Expulsion. 2. 3-5 day short term suspension; Long term suspension; Expulsion. 3. 5-10 day long term suspension; Police referral; Expulsion. 4. Expulsion; Police referral.
<b><u>24. Threat to inflict life-threatening bodily harm.</u></b>	1. Emergency Expulsion, Police referral – Parent Conference and individual student assessment. Counseling requirement put into place before re-entry into school.
<b><u>25. Tobacco/ecigs:</u></b> Use or <u>possession</u> of any tobacco products including storing or maintaining such products in lockers or other property of the district or at school sponsored events.	1. 1-3 day short term suspension. 2. 3-5 day short term suspension.
<b><u>27. Truancy</u></b>	1. Unexcused absence; extended day; no after school activities as determined 2. Unexcused absence; extended day; no after school activities as determined 3. probation counselor referral.
<b><u>27. Weapons and Explosives:</u></b> The district has a no tolerance policy for weapons. Possessing or using weapons, explosives, or any other items capable of causing bodily harm, including "fake" weapons that are represented as "real" weapons.	1. Emergency Expulsion; Police referral.
<b><u>28. Other Offenses:</u></b> Such as dress code and other violations of school policy.	Step process determined by administration such as detention, short-term, long term suspension, or expulsion.

**\*Note: Sequence and progression of discipline is at Principal's discretion. Items separated by semi-colons denote range of possibilities within the step.**

## ATTENDANCE REGULATIONS AND PROCEDURES

### Forward

The State Board of Education No. WAC 180-4C-100 states: "Pupils shall be punctual and regular in attendance and shall obey all rules and regulations of the school district as determined by the administration and board of directors." The faculty and administration of Wilbur High School strongly believe that regular and punctual attendance is necessary for students to achieve maximum benefit from the school program, is of the greatest importance for your child's success, is a most necessary habit toward a productive adult life & regular attendance has a positive effect on student learning and achievement. Mastery of course content and achievement of objectives through participation in class activities and student/teacher interaction are of extreme importance. In accordance with this belief, we enforce the compulsory attendance laws of the state. Washington State law (RCW 28A.225.010) states that all parents shall require children between ages 8-18 to attend school and each child has the responsibility of attending school full time unless excused by the proper school authority.

- If a student is ill, he/she should be kept home or if a student will be absent from school, communication of this absence is to be made with the school office/Attendance Secretary by 8:30 am. This is most helpful to us and assures the school of the child's safety. If a parent has not communicated with the school office/Attendance Secretary, a written excuse is to be sent to the school office/Attendance Secretary upon the first day of the student's return (with the exception of appointments-see below).

### Student Sign-out/Check-out

Students are **NEVER** to leave the school premises during the official school day, except by written or phone permission of parents/guardians or by permission of the principal. If a student is to be dismissed at a time other than the regular dismissal time, it will be necessary to call the office or send a written notice to that effect. The only exception to this is the lunch hour. Students in grades 9-12 are allowed off-campus.

### Excused Absences (EA)

- Excused absences are those resulting from illness, family emergency, a death in the family, religious holidays, or excused pre-planned absences. If the student is hospitalized and/or has needed long-term medical treatment, please supply the school with information related to the illness including doctor's signatures and pertinent information that our nurse can keep on file and may be shared with teachers.
- School-approved activities and disciplinary actions or short-term suspensions (as required by law) shall be automatically excused.
- Eighteen-year-old students living with their parents/guardian must have parent verification of absences or have a **Contract** with the Superintendent/Principal for an alternative verification of absence excuse. Any absence for which an excuse note has not been submitted within **two (2)** school days will be considered truancy.
- Missing attendance in participation type classes may affect a student's grade because of the student's inability to make up the activities conducted during the class period.

### Planned Absences (PL)

Students and parents should pre-arrange absences whenever possible. Pre-arranged absence forms must be picked up 48 hours before the student will be absent. Pre-planned absences from school are for family need or clear educational benefit, which is aligned with the appropriate school curriculum. Not all pre-planned absences are considered excused. Those that are unexcused will result in no make-up work being given.

- **APPOINTMENT:** If an appointment is scheduled for a student, the parent/guardian shall have the burden of providing verification of the appointment, which requires providing the school office/Attendance Secretary with a note from the appointment to verify the absence. They will have two (2) school days to excuse an absence.

**Unexcused Absences (UA)** Any absence or tardiness from school, unless the school is notified in advance and/or prior approval is given, shall be deemed an "unexcused" absence. Students who have unexcused absences will face the disciplinary consequences outlined below.

**1<sup>st</sup>/2<sup>nd</sup> Truancy:** Notification to parents via letter or phone call.

**3<sup>rd</sup> Truancy:** Notification of parents via a phone call.

**4<sup>th</sup> Truancy:** A conference will be held with the principal, the parent and the student. The conference shall determine what corrective measures should be taken to improve the students' attendance.

**5<sup>th</sup> Truancy:** Students who continue to be truant may be referred to the Lincoln County Prosecuting Attorney for legal action under Becca Bill (RCW 28A.225.010). If a student reaches five (5) unexcused absences in an attendance month or ten (10) in a year, a truancy petition must be filed with the juvenile court. Excessive truancy and/or absence even if excused may result in a petition being filed also. Excessive tardiness whether excused or unexcused, may also result in a truancy petition being filed.

**After a student has acquired 10 absences (Excused or Unexcused), any further absences may only be excused with a doctor, dentist, counselor, or lawyer's note to verify absences. Parent notes will not be accepted after 10 absences.**

### Tardiness

Students are expected to be on time to class. A student will be considered tardy up to twenty minutes into any given class period. After twenty minutes, the student may be recorded absent. A tardy is excused if a student has been detained by a teacher of the previous class, an administrator, or counselor, and has a note to that effect. If a student is tardy for a class or not in their designated class during class time, he or she may face a range of disciplinary consequences from an administrator or other staff member. Tardiness is counted on a quarterly basis and will be handled in the following ways:

**1<sup>st</sup> Tardy:** One (1) free unexcused tardy

**2<sup>nd</sup> Tardy:** A half-hour of detention time is to be served.

**3<sup>rd</sup> Tardy:** A half-hour of detention time is to be served.

**4<sup>th</sup> Tardy:** A half-hour of detention time is to be served.

**5<sup>th</sup> Tardy:** A fifth unexcused tardy will result in loss of open campus for 5 school days

**6<sup>th</sup> Tardy:** A sixth unexcused tardy will result in a one (.5) day in-house suspension from school or extended loss of open campus.

## ATTENDANCE REGULATIONS AND PROCEDURES

\*Students are expected to attend all assigned classes each day. Teachers shall keep a record of absences and tardiness.

\*An absence is defined as being more than 20 minutes late for any class. For first period, that would be after 8:30a.m.

\*As per state law, final verification of absence will be made by the principal or designee.

### **Excessive Absences**

Regular, punctual, attendance is a vital factor in academic success in school and will carry over into the success of the working world. Lack of attendance affects learning: It is impossible to "make up" a missed classroom experience. To prevent students from failing classes, the school will attempt to notify the student and parent/guardian after the student's 7th, 10th, 13th and 15th absence each semester. We will make every effort to solve attendance-related problems with the student, but in some cases parent conferences may be necessary.

#### **The following procedure is established for granting academic credit:**

- 1) A student may miss up to 15 days (excluding school-related activities) per semester per class and receive full academic credit provided a passing grade is achieved.
- 2) After 15 days of absences for non-school related activities, no credit will be granted and the grade shall be recorded as "NC" or "F".
- 3) The student will be required to stay in the class and continue to do work in case there would be an appeal regarding the no credit. However, if the student disrupts the educational process, regular discipline steps will be followed.
- 4) An appeal board will be set-up to hear "no credit" grade appeals for unusual or extenuating circumstances. Appeals will be heard at the end of semester grading periods.
- 5) The appeals process will be as follows:
  - Step 1: Appeal to staff attendance committee
  - Step 2: Appeal to the Superintendent
  - Step 3: Appeal to the board of directors

All grades except the "F" carry credit. An incomplete must be made up or the incomplete will convert to an "F". Incompletes for courses taken during the second semester are discouraged because teachers are not readily available following the close of the school year. Emergency situations should be cleared with a counselor and the principal. Grades for the first and third quarters are temporary grades and are not recorded in the permanent records. Grade reports for the first and second semesters are permanent and are a record of the student.

Step 1: Appeal to staff attendance committee

Step 2: Appeal to the Superintendent

Step 3: Appeal to the board of directors



# WILBUR SCHOOL DISTRICT #200

202 SE Pope St PO Box 1090

Wilbur, WA 99185

Voice: 509-647-5892 Fax: 509-647-5606

Net: www.wilbur.wednet.edu

**Steve Gaub**  
Superintendent

**Carla Hudson**  
Principal

## PRE-ARRANGED ABSENCE FORM

STUDENT NAME: \_\_\_\_\_

DATE/DATES ABSENT: \_\_\_\_\_

The above student has requested an excused absence for the period of \_\_\_\_\_ to \_\_\_\_\_.

He/she will be absent because of \_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_  
Authorized Signature (Office)

\_\_\_\_\_  
Parent Signature or note attached

# WILBUR SCHOOL DISTRICT | 2016-2017 CALENDAR

## AUGUST 2016 (1)

S	M	T	W	Th	F	S
	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			

29 Open House  
30 Staff First Day  
31 First Day of School

## FEBRUARY 2017 (19)

S	M	T	W	Th	F	S
			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				

17 Prof. Dev.  
Early Release  
20 Presidents Day

## SEPTEMBER 2016 (21)

S	M	T	W	Th	F	S
				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	

5 Labor Day  
16 Prof. Dev.  
Early Release

## MARCH 2017 (23)

S	M	T	W	Th	F	S
			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	

17 Prof. Dev.  
Early Release  
29,30,31 Parent Conferences  
Early Release  
30 No School K-6 Only  
  
29 end of quarter

## OCTOBER 2016 (20)

S	M	T	W	Th	F	S
						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					

7 Bi-Cnty In-Service Day  
No School for Students

## APRIL 2017 (15)

S	M	T	W	Th	F	S
						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						

3-7 Spring Break  
21 Prof. Dev.  
Early Release

## NOVEMBER 2016 (19)

S	M	T	W	Th	F	S
		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			

2,3,4 Parent Conferences  
Early Release  
3 No School K-6 Only  
11 Veterans Day  
23 Thanksgiving Early Release  
24,25 Thanksgiving Break  
  
2<sup>nd</sup> end of qtr.

## MAY 2017 (22)

S	M	T	W	Th	F	S
	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			

19 Prof. Dev.  
Early Release  
29 Memorial Day

## DECEMBER 2016 (14)

S	M	T	W	Th	F	S
				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

2 Prof. Dev.  
Early Release  
  
Christmas Break  
Dec. 21 – Jan. 2

## JUNE 2017 (6)

S	M	T	W	Th	F	S
					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

3 Graduation  
8 Last Day of School  
(10:30 Release)

## JANUARY 2017 (20)

S	M	T	W	Th	F	S
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				

2 Christmas Break  
16 M.L.King Day  
20 Semester Grades  
Early Release  
  
20 end of semester

○ TEACHERS HERE      \_ END OF QUARTER

△ FIRST AND LAST DAY OF SCHOOL

◡ EARLY RELEASE (12:10)

Subject to change  
Updated 5/03/16  
Adopted 3/23/16

## Wilbur School District No. 200 Board of Directors

### School District Directors

**Mrs. Karla Jaeger, Chair**  
**Mr. Glen Richardson, Vice Chair**  
**Mr. Ralph Monteaudo**

**Mr. Phineas Haglin**  
**Mrs. Jill Schmierer**  
**Mr. Steven Gaub, Superintendent**

### School Board Goals

The Wilbur School Board of Directors believes that the five most important goals for the 2014-15 school year are:

- *Continue committee to plan, implement and prioritize Capital Projects.*
- *Work towards a cash reserve of at least one year M&O Levy.*
- *Continue academic improvement with an emphasis on math/science.*
- *Continue to upgrade classroom technology and explore the feasibility of a tech levy.*
- *Explore more academic sharing with neighboring school districts.*

### Nondiscrimination Policy for Wilbur Schools

It is the policy of Wilbur School District No. 200 to provide equal opportunity for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, marital status, pregnancy, sexual orientation, handicapping condition, or previous arrest or incarceration (unless a clear and present danger exists).

The Wilbur School District Title IX Compliance Officer can be reached through the Wilbur School District Office by writing to PO Box 1090, Wilbur, WA 99185 or telephone at 509-647-2221. Any concern regarding discrimination should be filed with the Title IX Officer by calling or writing as soon as possible.

It is the intent of Wilbur School District to ensure that students who are disabled within the definitions of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Due process rights of students with disabilities and their parents under section 504 will be enforced. Questions or Comments can be directed to Steven Gaub, Superintendent, PO Box 1090, Wilbur, WA 99185, telephone 509-647-5602 or via email at [steveng@wilbur.wednet.edu](mailto:steveng@wilbur.wednet.edu). Mr. Gaub is coordinator of Section 504 activities for Wilbur School District.

## **Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students) certain rights with respect to the student's educational records. They are:

- (1) The right to inspect and review the student educational records within 45 days of the day the District receives a request for access. (Although FERPA allows 45 days to honour a request, the state policy records law {RCW 42.17.320} requires an appropriate response to a "public records" request within five business days.

Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.

- (2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Wilbur School District to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them to their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 600 Independence Avenue, SW  
 Washington, D.C. 20202-4605