



# Tenino High School

## Student Handbook

### 2023-2024

# Home of the BEAVERS

The Tenino School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran status, sexual orientation, gender expression or identity, disability or the use of trained dog guide or service animal and provides equal access to the Boy Scouts of America and designated youth groups. The following positions have been designated to handle questions and complaints of alleged discrimination: Title IX and Civil Rights Compliance Coordinator 360-264-3400, PO Box 4024, Tenino, WA 98589. Section 504/Special Services Coordinator, 360-264-3408, PO Box 4024, Tenino, WA 98589.

Dear Students and Parents,

It is with great excitement that we begin the 2023-2024 school year! I hope your break has been enjoyable, renewing, adventurous, and interwoven with fun and relaxation.

Beavers, this is the time to make a difference in your life and the lives of your peers. Begin by setting academic, social, and extracurricular goals for yourself. Then, remember that achieving goals will take commitment and a willingness to do the work. To help you along the way, we have a talented and dedicated staff ready to assist you. Our staff, your hard work, parent/guardian support, and a community that is involved and values education will help to put you well on your way to a successful future.

Parents and guardians, together, we can make this the best school year yet, by making sure your children are in the classroom every day and every period, focused on learning and celebrating success along the way. I can't emphasize how important attendance is. Research shows that missing 10 percent of the school, or about 18 days, negatively affects a student's academic performance. That's just two days a month and that's known as chronic absence. When our students succeed, we all succeed because of the contributions young minds can make to society and the communities in which they live.

We look forward to getting to know you and your family. We also wish everyone a year filled with academic achievements and many fun, memorable experiences while being a part of this great student-centered school.

With warmest regards,

Scott Hyder  
Principal

Jennifer Van De Wege  
Assistant Principal

**FREQUENTLY CALLED NUMBERS**

Location/Staff	Phone	Email
Main Office	264-3500	
Principal - Scott Hyder	264-3511	hyders@tenino.k12.wa.us
Assistant Principal-Jennifer Van De Wege	264-3512	vandewegej@tenino.k12.wa.us
Attendance Secretary - Alexis Marx	264-3520	marxa@tenino.k12.wa.us
Registrar - Jill Stiles	264-3521	stilesj@tenino.k12.wa.us
ASB/Administrative Secretary - Kristen Julsrud	264-3522	julsrudk@tenino.k12.wa.us
Counselor - Dawn Dauer	264-3525	dauerd@tenino.k12.wa.us
True North - Greg Myers	264-3526	myersg@tenino.k12.wa.us
Athletic Director (7-12) - Nick Bamer	264-3513	bamern@tenino.k12.wa.us
Nurse - Becky Stevens	264-3514	stevensr@tenino.k12.wa.us
Student Support/Library - Ronda Klene	264-3515	klener@tenino.k12.wa.us
Kitchen - Stephanie Slusher	264-5070	slushers@tenino.k12.wa.us

# GENERAL INFORMATION

## TENINO HIGH SCHOOL

**This is a condensed version of a larger Tenino School District Handbook. For an in depth district student handbook see “Student Rights and Responsibilities Handbook 2023-24**

For the Student Rights and Responsibilities Handbook see Tenino School District website under documents, student services.

### **Tenino High School Fight Song:** **ON TENINO**

On Tenino! On Tenino!  
Victory be our aim.  
Put it over all the others.  
Strike right out for fame.  
Rah! Rah! Rah!  
On Tenino! On Tenino!  
We will win this game.  
Fight Beavers fight.  
And we'll exalt your name.  
FIGHT!

**All students are expected to follow the Tenino School District Student Handbook. The following are in addition to those expectations and rules.**

### **ACADEMIC AND COURSE INFORMATION**

The course catalog contains all of our academic information, course descriptions, graduation requirements, and information about other programs.

### **ACADEMIC INTEGRITY**

The learning community for Tenino High School believes that the basis of all learning starts with a firm conviction in the value of integrity. Dishonest behavior, which includes academic dishonesty, is a detriment to all educational goals and is not acceptable.

- **Cheating** is defined as using dishonest methods, such as unauthorized copying of other people's work, to gain an advantage for you or others by doing so.
- **Plagiarism** is the act of appropriating the ideas, language or work of another, and passing them off as one's own product. It includes a range of actions from failure to use proper citation to wholesale cheating.

A student who plagiarizes may do so unintentionally or with malicious deliberation, but it is plagiarism nevertheless. The consequences for cheating or plagiarizing someone else's words, works and/or ideas will range from receiving no credit for the assignment, completing an educational lesson pertaining to plagiarism, serving discipline sanctions, to losing credit

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for the entire class.

### **ACCIDENTS/INJURIES**

If you need minor first aid, report to the Main Office. It is the student's responsibility to immediately report any serious illness or accident occurring on the school campus, at practice sessions or at any school sponsored event to the staff person in charge or an available school authority. Staff will make every attempt to reach parents/guardians or an emergency contact if the situation warrants. Accident forms are available in the Main Office and must be completed by the teacher/advisor/coach in charge as soon as possible.

### **ADVISORY**

All students are assigned to a grade-level class in which they will work with an advisor on the High School and Beyond Plan. Completion of Advisory lessons are required.

### **ASB CARD**

Students are encouraged to purchase an ASB card and become active, contributing members of the Associated Student Body. An ASB card entitles you to: free admission to home athletic events. Students should carry their ASB/ID card with them at school or any school sponsored activity. The cost of an ASB card is \$35. A replacement card is \$5. **In order to be admitted for free into a THS sporting event, a student must show an ASB card at the gate.**

### **ASSEMBLY BEHAVIOR**

Assemblies of a varied nature will be scheduled. All assemblies are compulsory. Expected conduct for these events includes:

- Go directly to the assembly area and be seated in assigned area.
- Remain attentive, courteous and silent during any speech or performance. Students who are disruptive or behave inappropriately will be subject to school discipline.
- Use applause as the appropriate form of appreciation or recognition.
- Return to your class immediately following the assembly.

### **ASSOCIATED STUDENT BODY**

The Associated Student Body (ASB) is the governing body for all students. The ASB shares students' ideas, interests, and concerns with teachers and administration.

### **FRIENDLY REMINDER**

- All fines must be paid in full to purchase non-academic items (dance tickets, etc.) or participate in commencement
- We accept only cash, money orders or credit cards from students who are withdrawing from THS.
- Payments can be made to Ms. Julsrud

### **ATTENDANCE**

Daily attendance and participation is significantly related to achieving the instructional objectives developed for each course offered at THS. See section on Attendance Policy for a complete explanation of rules and guidelines. **ALL ABSENCES MUST BE EXCUSED WITHIN 3 DAYS.**

#### **Excused and Unexcused Absences**

Students are expected to attend all assigned classes each day. Teachers shall take attendance in the first 5 minutes.

#### **Excused Absences**

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

- Absence due to illness, health condition, family emergency or religious purposes.
- Participation in school-approved activity.

**Students are required to pre-arrange absences for appointments, family trips, field trips, holidays (religious), etc.** as far in advance as possible. All non-school-related pre-arranged absences must be approved by the principal. If approved, students must ask teachers about assignments. Teachers will decide on the assignments that need to be made up. Pre-Arranged Absence Forms are available in the Main Office. Absences of this nature that are not pre-arranged will be considered unexcused.

### **BOOKS/ MATERIALS/ LAB FEES/ UNIFORMS & FINES**

Students are expected to return all books and materials issued to them. Students who lose materials will be expected to pay for the replacement of that material. Students will be assessed a fine for damaged materials. Students are expected to pay lab fees, uniform fees, and project fees for certain classes. Further, they will not receive their diplomas or transcripts until their account is paid in full.

### **BUS TRANSPORTATION**

Transportation is provided for students by the district. All students are expected to follow the directions of the bus driver and obey the posted bus rules. Failure to obey may result in a loss of transportation privileges. **\*If you**

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are unsure about which bus to take, you may come to the office for help.

### **CELL PHONE/ ELECTRONIC DEVICES**

Students are allowed to use Electronic Devices, including cell phones, during passing times, break, and lunch. Devices are expected to be silenced and put away during class sessions, but may be permitted in the classroom for academic purposes with explicit teacher permission. Cell phone use is not permitted in the restrooms. Students are required to leave their cell phone in the classroom when they use the restroom. Recurring infractions may result in, meeting with parent(s)/guardian(s), lunch detention, after-school detention, cell phone restrictions (cell phone locker) and/or Saturday School. Tenino High School and Tenino School District are not responsible for theft or vandalism of cell phones or other electronic devices brought to school.

### **CLASSROOM ATMOSPHERE**

To create and maintain a good atmosphere for learning, teachers have developed a set of rules for their classrooms and behavior expectations. These rules and expectations will be discussed and posted by the teacher, readily available to students and parents, and a copy will be housed in the front office.

### **CLOSED CAMPUS**

Tenino High School is a closed campus. Students are not allowed to leave school grounds during lunch. Students who leave school grounds without permission will be deemed truant and referred for administrative discipline. All parking lots are closed to students during school hours without prior approval from administration.

We DO NOT allow students from other schools or nonstudents to visit THS. Please refer any questions or concerns to administration. Exceptions to our visitor guidelines can be considered for families of foreign exchange students and their respective families visiting from outside the United States. We also do not allow small children or non-service pets to accompany THS students to school.

For reasons of safety and security, it is important that office personnel know where students are during the school day. All students must check out at the office when leaving campus.

### **COMMENCEMENT**

To be eligible to participate in commencement the student shall be currently enrolled at Tenino High School. Exceptional circumstances may be presented to the principal for possible approval. Alteration, replacement (of pieces or the whole) or addition(s) to school adopted commencement attire will not be allowed unless authorized before the date of commencement.

Students on an Individual Education Plan (IEP) are eligible to participate in commencement according to Kevin's Law RCW 28A.155.170. Information regarding Kevin's Law can be obtained from the student's IEP advisor.

In order to participate in commencement the student must:

- have completed all graduation requirements as listed in the course of study by the established deadlines
- have passed the required state testing or completed an established graduation pathway
- have paid all fines and fees
- be in good standing in regard to discipline
- completed the senior checkout process

Fifth year students do not have to be fully enrolled in the second semester to participate in commencement. Please consult your counselor.

Only Tenino High School students will be eligible to participate in the Tenino High School commencement. Students in **Tenino School District alternative programs** who wish to participate in the Tenino High School graduation ceremony must:

- enroll at THS by the first day of the second semester of their senior year
- have passed the required state testing, or completed and established graduation pathway
- be on track for graduation with all academic credits meet all other THS requirements for graduation

### **COUNSELING SERVICES**

Counseling Services include programs to provide academic guidance and planning, non-therapeutic personal counseling, and other assistance to help students meet the challenges of becoming a young adult. A counselor is available by appointment and/or on an emergency walk-in basis meet with students and parents to help resolve concerns. You may make appointments by contacting Dawn Dauer or Greg Myers.

### **CREDIT RETRIEVAL**

Students have access to a credit retrieval program on an as needed basis. Decisions regarding placement in credit retrieval courses are made in conjunction with the students, family and counselor. Credit Retrieval is arranged with the School Counselor, and follows established placement guidelines.

### **CULTURAL/RELIGIOUS ABSENCES**

A parent/guardian may schedule pre-arranged absences for cultural or religious activities. Appropriate forms are available in the Office and must be approved by the administration.



### **DAILY ANNOUNCEMENTS AND PLEDGE OF ALLEGIANCE**

The daily announcements are delivered over the school intercom system and through our ASB leadership students. The Pledge of Allegiance is conducted daily over the intercom.

### **DANCES**

Dances are scheduled throughout the school year. Students are expected to abide by all school rules when attending a dance whether on or off campus. Only currently enrolled THS students may purchase tickets.

Rules pertaining to guests:

- Limit of one guest per THS student
- Guest students must be at least in the 9th grade.
- Guests may not be over the age of 20.
- A Guest Pass form must be completed, returned and approved to purchase a ticket.
- Guests are required to provide a copy of a picture ID with birth date or a current ASB/ID card. Identification must be provided at the door for admittance.
- No substitutions of persons named on the dance list. Only the person whose name is on the list will be admitted.
- Appropriate dance attire is required.
- Guests are subject to administrative approval.

### **DELIVERIES**

Flower/Gift/Food deliveries, including on Valentine's Day, will not be accepted in the school office due to disruptions, allergies, and lack of storage space for such items. Buses do not allow large items (Ex: balloons, flowers, stuffed toys, etc.), so students would require other transportation home. Families are certainly encouraged to celebrate special occasions at home. Food deliveries by retail food outlets, and food delivery companies are not allowed for students at school. Under extenuating and/or unusual circumstances parents/guardians may make food deliveries to the school office for their student(s). Students will be notified to pick up that food during their scheduled lunch period.

### **DISASTER PREPAREDNESS**

In the event of a natural disaster or a critical situation, students will not be dismissed unless it is safe for them to use their regular transportation home and parent / guardian permission is obtained. Students being

dismissed will be asked to sign out through the Main Office or at a temporary student release station. Periodic security and emergency drills will be held throughout the school year. Depending on the type of emergency, students should evacuate at the appropriate time from their classrooms in an orderly manner through the safest exit and proceed to the designated area as a group to wait for instructions from their teacher who will conduct a roll call. To avoid problems with the movement of emergency vehicles and equipment please make every effort not to congregate in the roadways located on or around the campus. No one will be allowed to return to the building or classrooms until authorized by school staff.

### **DRESS CODE**

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of THS. Students' choices in matters of dress should be made in consultation with their parent(s) or guardian(s). Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A health or safety hazard shall be presented by the student's dress or appearance;
- Damage to school property shall result from the student's dress; or
- A material and disruption of the educational process will result from the student's dress or appearance.

#### What is expected:

Students are expected to dress comfortably in a manner that is not educationally disruptive. All clothing must be modest in covering a student's body.

Footwear must be worn at school for health and safety reasons. Students wearing unacceptable attire will be required to change clothes. Repeat offenses result in a parent meeting.

#### What is prohibited:

Clothing may not have inappropriate messages, which includes but is not limited to: sexual innuendo, racial slurs, confederate flag, swastikas, gang-related messages or colors, portrayal of weapons or illegal acts/items for minors, tobacco, drugs, or alcohol. Full face masks, face paint or anything obscuring a person's identity is not allowed. This rule extends to all school-sponsored events.

Indecent wear of attire is not permitted. Indecent attire includes (but is not limited to): underwear worn as outerwear or undergarments visible; any clothing that exposes, or comes near to exposing, private parts. This can include exposure due to rips, tears, or non-opaque fabric made of mesh or sheer material.

### **FAMILY AND STUDENT ACCESS via SKYWARD**

Family Access allows parents/guardians to view  
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information for all children using only one account. Information is available for attendance, class schedules, progress reports and other student information. This can be given by the registrar or school counselor.

### **FINAL EXAMS**

Final exams will be given on designated dates. If a student is not in attendance on the scheduled exam date due to an excused or pre-arranged absence, arrangements may be made with the teacher to take the final exam on a different date.

### **GRADE REPORTING**

Students will be provided written guidelines during the first week of class outlining the expectations necessary to attain each letter grade. Included will be an accounting of what portion of the grade is determined by tests, daily work, projects, participation, etc. Grades will be available and updated weekly in each class. Quarter grades are given as a report of the progress being made towards earning semester credit. At the end of each semester, grades issued are transferred to a permanent record, along with the corresponding credit that is earned.

### **GRADING SYSTEMS**

Tenino High School uses a standard grading scale. While students are not directly graded on attendance, regular attendance has a positive effect on students being successful in the classroom. Refer to classroom / instructor syllabi for specific grading information. Teachers are available to answer specific questions regarding their grading standards and practices.

Teachers may deny make-up work for unexcused and truancy absences. The teacher will determine the format for make-up sessions. **It is the student's responsibility to make arrangements to make up missed work.** Students who fail or receive "no credit" in any required class are responsible to retake and pass the required courses.

<b>Grade</b>	<b>Percentages</b>
A	100 – 90
B	89 – 80
C	79 -70
D	69 – 60
F	59 - below

### **GRADUATION REQUIREMENTS**

Graduation requirements have been established in order that students may acquire the skills, knowledge and aptitudes necessary for their next career steps. Please see the current THS Course Catalog for the graduation credit requirements.

## **HALL PASSES**

Students are required to have a teacher-provided hall pass labeled with the teacher's name when going from one location to another during class time. Students without a valid pass or a note from the teacher will be escorted back to their class. Subsequent violations may result in disciplinary sanctions and the student may be prohibited from leaving class.

## **HEALTH/NURSE'S OFFICE**

The School Nurse's goal is to help keep students in the classroom ready to learn. A health history form is annually requested so the nurse can anticipate health issues that might arise at school. If the student has any health concern that causes absences, please contact the nurse to develop a plan of care as needed. If the student has any health concern that may require emergency care while at school, again please contact the nurse to develop an emergency plan of care.

Medications may be taken at school with proper documentation from the prescribing doctor and parent/guardian. Medications are delivered and picked up by the parent/guardian, and they must remain in the original container. Medications are kept by the nurse and students report to her office to take them. Students are not allowed to carry their own medications without specific permission from the nurse and/or the doctor. Documentation is updated annually.

Schools are required by law to maintain information on mandatory vaccinations. Please keep shots up-to-date and inform the nurse when they are done.

## **HIV/AIDS**

THS is required by law, Omnibus Bill, to cover annually the HIV/AIDS updated information. The facts will be given to students during a scheduled advisory class. Parents have the right to exempt their child from the information by contacting the school. For more information or questions, please contact the Tenino School District nurse.

## **HOME SCHOOL**

When a homeschool student prepares to enter Tenino High School, the parent will take information to verify the grade level of the student to the Registrar for evaluation of grade level and credit. Transfer credit from home school will be Pass/Fail unless on an official transcript from a homeschool agency. Home School students who wish to enroll in Running Start but not receive a diploma from Tenino High School will access Running Start from the main office. Home School students wishing to access Running Start must have on file a "Letter of Intent to Home School" at the District Office the year prior to enrolling in Running Start.

## **HONOR CORDS**

Honor cords will be based on continuous enrollment. Honor cords will be determined by the cumulative G.P.A. of final grades posted as of the end of the 1st semester of the fourth year of high school.

## **ILLNESS/INJURY**

Minor injuries and mild illnesses are handled at school. The nurse can offer an opinion, but ultimately it is a decision between the student and the parent/guardian whether to remain at school or go home. Students must have a pass from the teacher to go to the health room, and students going home must check out at the Main Office. Major health and injury events require a 911 call for an ambulance. Every effort will be made to contact the parent/guardian. Please be sure your emergency contact information, phone numbers, doctor clinic and health insurance information in the school records are up-to-date.

## **INTERNET/COMPUTER ACCESS**

Computers and other technology are provided for educationally appropriate purposes. Inappropriate use of technology, including equipment, software, the network and internet will result in disciplinary action ranging from revoking of the privilege of using technology up to and including expulsion. Electronic measures are in place to prevent students from inappropriate use. It is a violation of school rules to attempt to bypass the measures in place. It is also a violation to store or access electronic files in locations other than a student's own user folder or a shared location set up for that purpose. Students must use only their individual computer/network account. Using other accounts may be considered impersonation and/or identity theft.

Placing staff pictures, their likenesses, or inappropriate statements regarding school staff on the internet can be considered slander or harassment and are subject to disciplinary action or legal consequence. School staff may review student files, internet history, and other electronic files to maintain system integrity and ensure that users are using the system responsibly.

## **LATE ENROLLMENT/ REGISTRATION RESTRICTIONS**

Registration for enrollment will be open the first twenty (20) school days of each semester. Students requesting enrollment after that period must be currently enrolled and transferring from another high school. Non-transferring students, entering high school after 20 days from the beginning of a semester will be placed on "audit" (non-credit) status or directed to other in-district credit bearing programs. As a condition of enrollment, auditing students will be required to interview with an administrator and will be subject to a performance contract. Fifth year seniors must meet with a counselor and administration to evaluate the transcript and see if THS is a good fit or explore other options.



## **LIBRARY SERVICES**

Tenino High School provides a variety of services and materials for research and educational support. Students are expected to observe appropriate behavior while in the SSC and to follow the stated rules. Borrowed materials are to be returned in the specified time period.

**Students must have a pass** from their classroom teacher to access library services during regular class time.

## **LOCKERS**

Students are assigned two lockers, one in the hallway of the school and one in the locker room. Students may obtain hallway lockers through the high school office. Problems with your lockers should be reported to the high school office or custodian. Students are cautioned not to bring money or valuables to school. The school is NOT responsible for theft or vandalism of personal items brought to school. Personal locks may not be used. Your school locker is the property of Tenino School District and is subject to search and seizure under the law.

Use of lockers for any given school year is determined by administration and is not guaranteed.

## **LOST AND FOUND**

The Lost and Found is located in the THS Commons. The high school is not responsible for lost articles. Students who find lost or unclaimed items should take these items to the main office immediately so the rightful owner can be found. Students seeking lost items should inquire at the main office. Students are responsible for the safety and security of their possessions and should never leave items unattended. Likewise if you find an item please take that item to a school staff member nearest you or the main office immediately.

## **LUNCH**

Our Food Services Department takes pride in ensuring that our students receive the quality, nutritious meals they need in order to learn. We know that the right balance of carbohydrates, protein, and fats helps our students have good health as well as perform better in school. Tenino High School is a closed campus & students may NOT leave campus for lunch. All lunches are to be consumed in the Commons, and students are to remain in those designated areas.

## **MEDICATION**

It is recommended that students take their medications at home, before or after school. However, if it becomes necessary for a student to take any form of medication at school, there is a procedure, including documentation signed by a physician, parent/guardian and/or the school nurse (see Nurse's Office). Students are not to carry medications of any kind (over-the-counter or prescribed) without documented permission. Students may keep

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inhalers, Epipens and diabetic equipment but the medication form must be on file. These forms must be renewed annually.

## **MILITARY RELEASE OF INFORMATION**

Section 8025 of the Every Student Succeeds Act (2015) states that schools "shall provide on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings." A secondary school student or the parent of the student may request that the student's name, address and telephone listing not be released without prior written parental consent. Contact the school office for help.

## **NEW MARKET SKILLS CENTER (NMSC)**

Morning Session transportation is available for students enrolled in classes at NMSC. Students are to be aware that the NMSC schedule is different from that of the schedule at THS. Please see the school counselor for more information.

## **PARKING & MOTOR VEHICLE VIOLATIONS**

Students must request a THS parking permit from the office to park on campus by completing the THS parking pass request form. The form, a valid driver's license, and proof of insurance must be on file with the office to obtain a permit.

Students may not park in Visitor, Staff, Administration, Nurse, Handicapped, white curb, or red curb spaces at any time. **(Consequence: vehicle will be towed at owner's expense.)**

Cars parked in the student parking lot are subject to random, unannounced searches by school personnel and/or drug dogs. **Vehicles are not to be used as lockers, lunchrooms or meeting places during the day (restricted area).** Students must obtain Administrative approval to access their vehicle during the day unless leaving with a pass. The school is not responsible for the student vehicle or its contents.

Recommended Consequences for Parking or Driving Violations (per year):

1. Disciplinary action: including but not limited to detention and possibly leading up to a suspension.
2. Loss of on-campus parking. Student and parent notification.
3. Impounded vehicle.

Tenino School District and/or Tenino High School are not legally or financially liable for vehicles parked on school district property.

1. Park only in the student parking lots. Do not park in staff parking lots, handicapped stalls, visitor stalls,

crosswalks, or areas not designated for student parking. Doing this may result in a student fine, law enforcement citation, and/or a vehicle may be towed.

2. Obey all posted signs and directional marking in the parking lot and on roads adjacent to school property. Students driving vehicles on campus or adjacent to the school property before, during, or after the school day or to school-sponsored activities in a reckless or endangering manner may be subject to either school discipline and/or police citation.
3. Lock your vehicle when leaving it parked and unattended. Tenino High School and Tenino School District are NOT responsible for any damage, theft, vandalism, etc. that may occur while parked in the school parking lot.

### **PHOTOCOPIES-STUDENT**

There is no photocopy service for student use.

### **PHOTOGRAPH OPT OUT**

Student Opt Out Photography Forms signify that a student picture will not be used in publications, slides, or video presentations when a student is singled out and identified.

### **PHYSICAL EDUCATION WAIVER**

All high schools in the state shall emphasize the work of physical education, and carry into effect all physical education requirements established by rule or regulation of the State Board of Education. Tenino High School requires every student to complete physical education requirements offered at THS in accordance with state laws. THS has a process in place to accommodate students who need to waive or earn physical education credits by participating in sports or complete mastery assessment.

### **POSTERS & FLYERS**

Only THS-sanctioned clubs or organizations may distribute/display posters/flyers on the campus. Posters/flyers must include the name of the sponsoring club, cost, if any, and where funds raised will go. No posters or notices may be hung without an administrative stamp of approval.

### **RELEASE OF RECORDS AND PRIVACY**

Tenino School District considers the educational records of students to fall within two categories: Directory Information and Personally Identifiable Information. *The district may release directory information*, unless a student's parents or legal guardian, or an eligible student, requests, in writing, that such information not be released.

Generally, this information includes the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and

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height of members of athletic teams, dates of attendance, honors and awards received, the most recent previous educational agency or institution attended by the student, photographs and other similar information. *Personally Identifiable Information* generally requires written prior approval of a parent/guardian or legal-aged student before disclosure, and may include such information as names of parents and/or other family members, addresses, identifiers such as student number, social security number, lists of personal educational characteristics and other similar information.

### **RUNNING START / SKILLS CENTER / LATE ARRIVAL / SPECIAL RELEASE STUDENTS**

If enrolled in a class at THS and a special program, the student may not come onto campus more than 5 minutes before the start of that class and must leave immediately following the class unless prior arrangements have been made. Students are not allowed to loiter in the Commons or around campus and will be escorted to the library if awaiting class. Students are requested to check-in and out at the attendance window at arrival and departure.

### **SCHEDULES**

Students register in the spring for the next school year, and should choose classes wisely, as they will be held to their choices. Schedule correction requests may only be made during the first three (3) days of each semester or during the previous semester. To request a schedule correction a student must meet one of the following criteria:

1. Lack of prerequisite
2. Class previously completed
3. Previous failure
4. Misplacement (per teacher/counselor)

Request Forms are available from the school counselor

### **SEARCHES**

Students, their cars, lockers, and/or belongings (and unattended items) are subject to searches by school personnel to maintain safety and security of all. "Reasonable Suspicion" including out-of-character behavior that a student may be in possession of any item(s) or substance(s) contrary to school rules and/or state or local laws may warrant a search. All property brought onto Tenino School District campus is subject to search and confiscation under RCW 28A.600.230 and Tenino Board Policy 3230 and 3230P.

### **SPORTSMANSHIP**

As a member of the WIAA and its affiliate leagues, we will abide by the "Just Play Fair" sportsmanship campaign.

It is the responsibility of every athlete and adult to serve as a positive role model for our student body. As members of the Evergreen Conference, we will use only

positive cheers, signs and chants, as directed by the pep squad to encourage and support the players, coaches and officials. Player and spectator conduct will be positive, directed only to support our teams, and not derogatory to our opponents or disruptive to the contest. It is the expectation of our school and community that athletics and spectators respect the rights of others by showing courtesy and consideration for all visitors and by accepting responsibility and the consequences for their actions. Our community has recognized the value of school activities as a vital part of education and sportsmanship as an integral part of the extra-curricular process.

**Acceptable Behaviors** An individual can model sportsmanlike behavior by: accepting the decision of officials; applauding good plays by either side; acknowledging opponents with positive remarks; following the lead of the cheer squad and not making up individual chants; treating the competition as a game and not a personal war or vendetta; showing concern for an injured player, regardless of team affiliation, and by encouraging and modeling sportsmanlike conduct.

Spectators are requested to:

- Remember that the game is for the players
- Refrain from distracting the players during play
- Recognize skill in performance regardless of affiliation
- Treat the officials with respect at all times
- Display good conduct and do not use abusive language
- Cooperate and respond enthusiastically to pep squad members

**STATE REQUIRED TESTING**

Testing requirements in Washington continue to change. Passing the English Language Arts, and Math portions of the required state testing, or a designated graduation pathway is required to earn a diploma and to participate in commencement. Students with IEP’s have other options and should contact their IEP Case manager for information.

**STUDENT IDENTIFICATION**

Students are required to accurately identify themselves whenever asked by a school employee. They should always carry an ID/ASB card and be prepared to show it if asked.

**TARDIES**

Tardies are counted as arriving to class less than 15 minutes late. Tardies are tallied by semester.

3 tardies	<ul style="list-style-type: none"> <li>• Problem solving meeting</li> </ul>
5 tardies	<ul style="list-style-type: none"> <li>• Call/email home by Administration or admin designee</li> <li>• Parent Meeting</li> <li>• Lunch Detention</li> </ul>
10 tardies	<ul style="list-style-type: none"> <li>• Call home by Administrator</li> <li>• Parent Meeting</li> <li>• After School Detention</li> </ul>
15+ tardies	<ul style="list-style-type: none"> <li>• Call home by Administrator</li> <li>• Parent Meeting</li> <li>• Saturday School</li> </ul>
25+ tardies	<ul style="list-style-type: none"> <li>• Administrator Parent Conference</li> <li>• Attendance Contract</li> <li>• Saturday School</li> <li>• Restorative Practices</li> </ul>

**TELEPHONE MESSAGES**

Students who become ill or encounter an emergency situation must go to the office for help. In an effort to reduce classroom disruptions, only phone messages from members of a student’s immediate family will be accepted. Teachers can use their discretion in allowing students to use classroom phones.

**TEXTBOOKS**

Basic texts may be loaned to students for their use during the school year. Upon receipt of a textbook, each student should enter his/her name in the book in whatever manner the teacher specifies. Textbooks are to be kept clean and handled carefully. Students will be required to pay for lost or damaged books. Workbooks and other supplies are paid for by the students. Transcripts and subsequent diplomas will be withheld until restitution is made for lost or damaged books.

**THEFT/VANDALISM AND UNUSUAL OR SUSPICIOUS SITUATION REPORTING PROCEDURES**

Any theft, vandalism or unusual or suspicious situation should be reported immediately to an administrator. School vandalism and theft of over \$100.00 will be reported to the police department for investigation.

**TOBACCO/ DRUGS/ ALCOHOL**

In accordance with state law and school district policy THS is a tobacco, drug, and alcohol free campus. Students may not possess or distribute any of the above items; they will be confiscated and appropriate disciplinary action will be taken.

## **TRANSCRIPT OR RECOMMENDATION LETTER REQUESTS and FEES**

Students currently attending Tenino High School may request up to five transcripts per school year at no charge. A transcript request form must be turned in to the registrar at least two business days prior to the date needed. For transcript requests or a letter of recommendation for college entry or scholarship applications, you **MUST** submit requests for these documents a minimum of two weeks prior to your actual date of need. Students choosing to submit requests with less than the two week minimum standard may find their requests denied. Students are encouraged to use this same courtesy when approaching teachers, employers, etc., for letters of recommendation.

## **TRUANCY/SKIPPING**

A student absent from one or more classes without the knowledge and consent of the parent or guardian, or absent from school once arriving on the campus is truant. Repeated truancy will result in disciplinary action and/or referral to the Community Engagement Board. (A complete explanation can be found in the section on attendance.) Leaving campus without obtaining an authorized campus pass prior to leaving will be considered a truancy.

Examples of truancy/skipping:

1. Leaves school without signing out in the office;
2. Leaves school at lunch without a pass;
3. Is absent from school without prior permission of parent or guardian;
4. Is absent from a class without permission or without a pass;
5. Is absent from class beyond the reasonable time allowed by the teacher;
6. Obtains a pass to go to a certain place and does not report there and/or detours to another place, lingers, or does not return to class;
7. Arrives at school but does not attend class;
8. Becomes ill and goes home or stays in the restroom rather than reporting to the office;
9. Has permission to go home for lunch, becomes ill and remains there without having a parent or guardian call;
10. Fails to attend a scheduled assembly;
11. Fails to verify absence. Any absence without an excused note will be considered truant. The student has two days to verify an absence, otherwise his absence remains a truancy. (Appeals may be made to an administrator.);
12. Participates in a "skip day" or "sneak day;"
13. Is more than ten minutes late to a class without a pass; or
14. Is found in an off-limits area at any time during the school day.

Any student who is truant will be ineligible for co-curricular participation the day the truancy is discovered.

Updated 8/21/23

## **VISITORS**

Informal social visitations will not be allowed during school time. A student's request to bring a visitor on campus will be considered for approval only under circumstances when the visitor is scheduled to participate in a planned instructional school or classroom activity. All requests must be submitted to the principal, at least one week in advance.

## **VOLUNTEERS**

Every non-district employee **MUST** complete a Volunteer Washington State Patrol form in order to participate in any activity putting them in direct contact with students, including field trips. There is no cost to the volunteer for this, but the form should be turned in three weeks or more prior to the event to allow for clearance verification.

## **YEARBOOK**

The annual Yearbook is a student publication. Although multiple methods are used to ensure completeness and accuracy, there is no guarantee of quality or that a student's picture will be included, or that all names will be entered and/or spelled correctly. Senior students are required to meet specific deadlines for submission of pictures and follow appropriate procedures.

**GO  
BEAVERS**

**We are Tenino  
REAL**

- **We Respect**
- **We Encourage**
- **We Achieve**
- **We Lead**

**WASHINGTON STATE SCHOOL LAW REFERENCES &  
WEBSITES**

**RCW Website:** <http://apps.leg.wa.gov/rcw/>

**Access to Student Records:** RCW 42.17.255, RCW 28A.600.475, WAC 180-52-030, WAC 180-10, WAC 392-168-120

**ASB Funds:** RCW 28A.325

**Assault:** RCW 9A.36

**Attendance:** RCW 28A.225, RCW 28A.600

**Dangerous Weapons:** RCW 9.41, RCW 9.91.160, RCW 28A.635.060

**Disciplining Disabled Students:** WAC 392-172

**Equal Education Opportunity:** WAC 392-190, RCW 28A.640

**Gangs and Gang Activity:** RCW 28A.600.455, RCW 28A.320.140, RCW 28A.225.225(5), RCW 9A.46

**Grievance Procedure:** WAC 180-40-317, RCW 28A.305.160

**Harassment, Intimidation and Bullying:** 28A.300.285

**End of Course Exams/Smarter Balanced Assessment Consortium:**

<http://www.k12.wa.us/GraduationRequirements>

**Inciting a Riot:** WAC 148-120-100 (4)

**Medication and Related Services:** RCW 28A.210.260, RCW 28A.210.270

**Minors Living Away From Parents:** RCW 13.64.020, RCW 13.64.060

**Negligence:** RCW 28A.400.370

**Office of the Superintendent of Public Instruction (OSPI):** [www.k12.wa.us](http://www.k12.wa.us)

**Parental Rights:** RCW 26.09.225

**Parental Responsibility When Students Vandalize:** RCW 4,24,190, RCW 28A.635.060

**Religious Expression in Public Schools:** WAC 180-40-215 (2), WAC 180-40-227

**Removing Students from School Grounds:** RCW 28A.605.010

**Required Curriculum:** RCW 28A.150.210

**Sexual Harassment:** RCW 49.60.400

**Special Education:** WAC 392-172, RCW 28A.155

**Speech and Press:** RCW 28A.600.020, WAC 180-40-215 (2)

**Student Conduct:** WAC 72-120-100

**Student Discipline and Due Process:** RCW 28A.305.160, RCW 28A.600.010, RCW 28A.600.020,

RCW 28A.600.410, RCW 28A.635, WAC 180-40-235 to 320, RCW 9A.16.030, RCW 28A.600.040, RCW 28A.400.010, WAC 392-400

**Student Searches:** RCW 28A.600.210, RCW 28A.600.220, RCW 28A.600.230 (3)

RCW 28A.600.240, RCW 10.79.070, RCW 10.79.071 (1)

**Student Fees and Fines:** RCW 28A.325.010

**Teacher Exclusions of Students:** RCW 28A.600.010, RCW 28A.600.020, WAC 180-40-290

**Teacher Responsibilities:** WAC 180-44

**Tobacco Products:** WAC 72-120-100 (13)

**Truancy Court (Becca Bill):** 28A.225.030

**Trespass vs. Access:** RCW 28A.605

**Weapons on Campus:** RCW 9A.04.050, RCW 28A.600.010, RCW 9.41.250, RCW 9.41.270, RCW 9.41.280, WAC 180-40

**Website for "504 Plan":**

<http://www.ed.gov/offices/OCR/regs/34cfr104.html>

Section 504 of the Rehabilitation Act of 1973

## **2022/23 ASB/Class Officers**

### **ASB Officers**

President: Kaiden Lindholm  
Vice President: Wyatt Schott  
Secretary: Ellie Chance  
Business Manager: Austin Ebling-Knaggs  
Social Chairs: Sophia Hussey  
Macie Scharber

### **Class Officers**

#### **Class Officers**

##### **Seniors-Class of 2024**

President- Sophia Scibelli  
Vice President-Makinzy Jensen  
Secretary- Dakota Lees  
Treasurer-Isaiah Mathis

##### **Juniors-Class of 2025**

President- Eden Rush  
Vice President- Brynn Williams  
Secretary-Atlas Schiewe  
Treasurer-Peter Hilton

##### **Sophomores-Class of 2026**

President-Carter Mounts  
Vice President- Miguel Espinoza  
Secretary-Haley Huber  
Treasurer-Briana Contreras

**Class of 2027 will hold elections in the fall**

**Staff Contact Information**

<b>First Name</b>	<b>Last Name</b>	<b>Email (____@tenino.k12.wa.us)</b>
Shelby	Baird	bairds
Nick	Bamer	bamern
Andrew	Bowerly	bowerlya
Nick	Bamer	bamern
Lindsey	Bullouch	bullouchl
Ella	Caplan	caplane
Jeannie	Crain	crainj
Dawn	Dauer	dauerd
Stuart	Des Rochers	desrocherss
Genice	Ebling	eblingg
Chris	Johnson	johnsonc
Alex	Hicks	hicksa
Scott	Hyder	hyders
Cecilia	Meade	meadec
Sara	Olfson	kaisers
Brittainy	Kinney	kinneyb
Ronda	Klene	klener
Geraldine	Maxfield	maxfieldg
Kristin	Nilsen	nilsenk
Chiyo	Sanada	sanadac
Terriann	Schiferl	schiferlt
Ken	Simeone	simeonek
Jill	Statler	statlerj
Shelley	Sundy	sundys
Jennifer	Van De Wege	vandewegej