

Napavine High School

2020-2021



Student Handbook

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Napavine, Washington

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Administration

Principal	Jason Prather	jprather@napavineschools.org
AD/Dean of Students	Josh Fay	jfay@napavineschools.org
Secretary / Registrar	Connie Barton	cbarton@napavineschools.org
Attendance / ASB / Athletics	Amanda Dalebout	adalebout@napavineschools.org
Counselor	Lynne Simmons	lsimmons@napavineschools.org

Office Hours: 8:00-4:00

Students are responsible to know and understand the school's requirements, regulations, policies and rules. This handbook is provided as the primary means to that understanding.

NAPAVINE HIGH SCHOOL

Student Handbook Acknowledgement 2020-2021

Students are responsible to know and abide by the school's rules and procedures. Student Handbooks are designed to assist with this process, though they may not contain information for every situation. Student Handbooks will be reviewed during the first week of school and referenced as needed. Handbooks are available online at napavineschools.org and by request from the office. Students and families are encouraged to ask questions if they are unsure of rules and procedures. Lack of awareness does not dismiss responsibility. **Please acknowledge your awareness of school rules and procedures by returning this document with appropriate signatures.**

Printed Student Name

Student Signature

Date Signed

Parent/Guardian Signature

Upon signing this form, the student is expected to return it to their advisory teacher.

WELCOME

Welcome to Napavine High School! You are very fortunate to be able to attend an excellent school. We believe our shared commitment to high standards in academics, behavior, and athletics drive our success. We expect that you will do your very best to continue the tradition of excellence at NHS.

The information found in the Student Handbook has been carefully prepared to assist you in achieving excellence. You will find that the rules and regulations that govern our lives at NHS make it possible for all of us to work together. As a student at NHS, you are expected to know and follow our rules and procedures. You should become familiar with the contents of your Student Handbook and refer to it as necessary. If you have any questions about the information in this handbook, see your teachers, guidance counselor, administrator, or any other staff member in the building; they will be happy to assist you.

You control two important things related to your success at NHS, your attitude and your effort. Your future is being molded by the decisions you make and the habits you form here. I encourage you to take advantage of every opportunity to pursue educational excellence and be active in as many programs as possible. Be proud of your school, become a part of it, and take good care of it. We wish you much success at NHS and look forward to a positive, rewarding and productive school year.

*Jason Prather
Principal*

NONDISCRIMINATION

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

Superintendent Shane Schutz
Civil Rights Coordinator
Title IX Officer
Section 504 Coordinator
PO Box 840, Napavine, WA 98565
360-262-3303
Email: sschutz@napavineschools.org.

INTRODUCTION

This handbook is a general outline of the rights and responsibilities of students and lists many of the procedures followed by the school. However, it is not all-inclusive. Federal and state laws, State Board of Education directives, school district policy, and administrative decisions all have greater authority than the material listed herein. While they should all be in conformity to the Student Handbook, the ASB Constitution, student government decisions, classroom rules and procedures, and activity and organization regulations also impact what a student may or may not do. If you question why something is done or why a certain policy is followed and you can't find the answer in this handbook, please check with the principal.

In accordance with the Family Educational Rights and Privacy Act, Napavine High School hereby gives notice to all parents, legal guardians, students 18 years of age and older, and married students attending this school that the following information is being categorized as directory information: the student's name, address, and telephone number; date and place of birth; participation in officially recognized activities and sports; weight and height of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student. Students' photos will be released in news releases and newsletters.

Directory information will be published and released without prior written consent unless parents, legal guardians, students 18 years of age or older or married students notify the school that the above-mentioned directory information should not be released without prior written consent. Such notification should be in writing and addressed to the building principal.

Parents and eligible students have the right to review a student's records by providing a written request to the principal. They may request an amendment to the records by writing a letter to the principal clarifying the addition and/or why the original is in error.

Student records will be forwarded without consent to another school district or institution in which a student seeks or intends to enroll.

Parents and eligible students who believe they have been aggrieved have the right to file a complaint with the Family Policy Compliance Office in the US Department of Education.

ACADEMICS

ADVANCED PLACEMENT

Students who are enrolled in Advanced Placement classes may also earn college credit if their achievement is validated by an approved national examination.

AIDES

Students who are juniors or seniors are eligible to serve as teacher assistants for 1 period per day. Credit may be earned for being an aide, grades are pass/fail. Being an aide could impact your ability to graduate with honors (See counselor for further information). Students desiring to be teacher aides may not always have the choice as to where they are ultimately assigned depending on the needs of the school programs.

BIRTH CERTIFICATES / IMMUNIZATION

In compliance with the "Missing Persons Act," NHS requires that a birth certificate or other reliable proof of a student's identity be provided at the time of first enrollment.

State law provides that students have a current immunization form on file in the office. Health department regulations require exclusion from school for those who lack documentation of immunization.

CHANGING CLASSES

Students who are scheduled into classes for which they did not pre-register may request a schedule change during the first week of each semester provided that they obtain prior written permission from parents, all teachers involved, the counselor and the principal. Any change made after the first week of each semester will result in a Withdrawal Failing grade being assigned for the course from which the student is leaving and no credit being given for the class to which the student is assigned. Class changes initiated by the counselor or the principal will not result in a Withdrawal/Failing grade unless the change is made for disciplinary purposes.

CLASS STANDING

Students are considered "seniors," "juniors," etc., on the basis of how many credits they have earned that apply to graduation requirements. While class standing has little to do with the actual classes a student may take, it is used for such non-academic distinctions as class officer voting, yearbook photos, etc.

To be considered a sophomore, a student must have earned 5 credits; to be considered a junior, a student must have earned 11 credits; and to be considered a senior, a student must have earned 17 total credits. No student may participate in the activities reserved for a particular class unless he/she has sufficient class standing.

COUNSELING

Students are urged to make use of the counselor for help in solving personal or academic problems. Students may request an appointment with the counselor by signing the appointment sign up sheet located in the office; the counselor will then send a request to the teacher so that the student may be excused from class. Students will not be allowed to leave a classroom to see the counselor without a request being made by the counselor and permission being granted by the teacher.

CREDIT FROM OTHER INSTITUTIONS

Napavine High School allows credits earned at other accredited institutions to satisfy NHS graduation requirements if the student is a transferee or if enrollment in those institutions and courses was pre-approved by the principal. When possible, NHS will attempt to enroll students in classes identical to those from which the student is transferring, and students who transfer during a grading period will receive full credit for the class in which they are enrolled provided that they meet all credit and attendance requirements for the full semester.

Credit may not be given for a class if so noted at the time of enrollment by the principal. Evaluation and placement is initially determined by the counselor and approved by the principal.

Transfer students must meet the graduation requirements in effect at NHS the year they first entered the ninth grade. Credit from alternative programs may be accepted if they have already been accepted and transcribed by an accredited high school and are listed on an official transcript from that high school as regular credits.

EARLY RELEASE / LATE START

Early release/late start is reserved for students with extraordinary financial, health, or other needs. It is not to gain extra sleep because student is in sports, working out, or even studying. Students requesting a reduced class day must be enrolled in at least five contiguous classes; have senior standing; not be deficient in required credits; and provide a letter of request signed by the parent. Applications will be reviewed by the Principal and Counselor. Parents may appeal denial by requesting a meeting with Principal/Counselor. Further appeal may be made to the Superintendent/School Board.

FEES / SPECIAL REQUIREMENTS

Students may be charged for extraordinary wear and tear, damage, and/or loss of books, equipment and materials as well as for lab classes in which students create items for personal use. A deposit of \$5 for locks will be assessed. Fees may be charged for materials and supplies that are voluntarily selected by students and will become their personal property. Students enrolled in PE classes must provide their own clothing and shoes. Locks used on lockers must be school-issued locks and may be rented for a nominal fee and kept for the duration of the student's stay at Napavine. Students enrolled in band must provide their own instruments.

FOOD SERVICE

Students utilizing school food services are expected to pay in advance of receiving food. Students are not permitted to "charge" against their accounts. In addition, due to federal guidelines for the free and reduced lunch program, students eating school breakfasts and lunches are not permitted to give portions to other students.

FOREIGN EXCHANGE STUDENTS

NHS may accept foreign exchange students if written permission is obtained beforehand from the principal and provided acceptance does not compromise programs/services to resident students. Foreign exchange students will be placed for social and cultural purposes, not academic, and no diplomas will be issued.

GRADUATION CEREMONY

School district policy allows an NHS student to participate in the ceremony of graduation only if actually eligible to receive a diploma. Since graduation typically occurs before the posting of credits, the list of graduates will be determined after first semester. Only those students who are within three credits of being eligible to receive a diploma at the end of first semester will be able to participate in "seniors-only" activities during second semester, including graduation. Students who are deficient in the required number of credits but who are enrolled in a credit retrieval program may be allowed to participate if they successfully complete and make-up deficient credits no later than 30 days before the graduation ceremony. Running Start students must also present a certificate of acceptable progress no

later than 30 days before the ceremony. Foreign exchange students of senior equivalent standing who successfully complete their year of study may be invited by the senior class to walk with them in the ceremony and receive a certificate of attendance.

To receive any honors at graduation, a student must have been enrolled in at least 5 non pass/fail courses each semester of their high school career. At graduation time, students who have earned a 3.25 or better accumulative GPA after their seventh semester, have accumulated 20.5 credits during those seven semesters, and who passed all required state standardized assessments will be allowed to wear honor cords. Except as noted, only students who have satisfied graduation requirements for NHS and are presently enrolled at NHS are entitled to participate in the ceremony of graduation. Students with outstanding fines/fees, including those from spring athletics, are ineligible to participate.

GRADUATION REQUIREMENTS

In compliance with state and local guidelines, Napavine High School has established the following course of study for graduation:

ENGLISH - 4 credits [English 9, 10, 11, and English 12 required].

MATH - 3 credits [Algebra, Geometry, Alg II or Fin. Alg.]

SCIENCE - 3 credits, two of which must be a lab science. [Earth/Space, Biology, Chem/Phys]

SOCIAL STUDIES - 3 credits [World History, US History, CWP/Economics]. Washington State History is required, middle school course may be used to satisfy this requirement.

ARTS - 2 credits

FITNESS/HEALTH - 2 credits in high school [PE/Health 9 required]

CAREER / TECHNICAL EDUCATION - 1 credit

ELECTIVES – 4 credits

WORLD LANGUAGE or PERSONAL PATHWAY REQUIREMENT – 2 credits Spanish and/or PPR.

TOTAL CREDITS REQUIRED FOR GRADUATION – 24

Non-credit requirements for graduation:

- Smarter Balance Math exam (10TH grade; or state approved alternative)
- Smarter Balance English/Language Arts exam (10TH grade; or state approved alternative)
- WA Comprehensive Assessment of Science (11TH grade; or state approved alternative)
- High School and Beyond Plan; WA St. History and Gov.

Students planning to attend a four-year college or university after high school graduation have additional credit requirements and should consult with the counselor to ensure they meet entrance requirements.

HIGHLY CAPABLE PROGRAM

The Napavine School District Highly Capable Program is designed to meet the academic needs of our students in grades K-12 who fall generally in the top 2 percentiles for cognitive aptitude, the top 10 percent academically, and who demonstrate exceptional ingenuity. Our purpose is to provide appropriate educational programs and services through instructional and curriculum modifications to create educational opportunities for Highly Capable students, which will maximize their individual potential. The high school program provides acceleration, honors and Advanced Placement level courses, mentorships, Running Start college credit, and other individual and group options. The district Highly Capable Program development plan contains more information and is available in the high school or district office or on the school website.

HONOR ROLLS

Students with high academic achievement will be honored at grade reporting time in the following manner: those earning a GPA of 3.00 to 3.24 will be honored as Honorable Mentions, those earning from 3.25 to 3.50 will be honored on the Principal's List, and those earning 3.51 to 4.00 will be honored on the Superintendent's List.

Students must be enrolled in at least 5 non Pass/Fail courses to make the Honor Roll. (TA periods are Pass/Fail courses, while early release / late start are non-class periods.)

REPETITION OF CLASSES

Some classes may be repeated for credit and are indicated in the course description catalog. Repeat courses taken through correspondence or from another educational institution must be pre-approved by the principal. All classes attempted will be recorded on the transcript.

REPORT CARDS

Report cards are issued approximately every nine weeks. Only grades earned after a full semester's study (two nine-week periods) will be used to determine accumulative grade point averages.

A "P" or "F" is given in activity classes on a pass or fail basis. Credit is earned but no grade point is established.

Report cards are held in the office for those students owing fines or fees until such fines or fees are paid.

RUNNING START

NHS encourages eligible students to participate in Running Start but cautions that it has no way to monitor student progress so as to help avoid problems. Students who take Running Start must have all classes taken at the college pre-approved by the counselor or principal or no high school credit will be allowed. Students who change classes must have those classes also pre-approved if high school credit is intended.

STUDENT LOAD

Students, including seniors, are required to enroll in six classes each semester unless permission, in writing, is obtained beforehand from Parent/Guardian and the Principal. Enrolling in fewer than five non-pass fail classes could prevent a student from graduating with honors.

VALEDICTORIAN / SALUTATORIAN

A valedictorian and salutarian will be recognized at graduation. To be considered for these honors, a student must not be an exchange student, must have met the requirements to wear an honor cord, and must have at least a 3.5 accumulative GPA. Additionally, the student must have completed a course of study enabling him/her to be eligible for enrollment in a four-year Washington state public college or university and have been in attendance at NHS from the beginning of the senior year. Honors will be based upon accumulative GPA and the number of earned credits. In the event of a tie, students with the most credits in non-pass/ fail classes will be recognized; additional credits beyond the 6 period day will not be used to break a tie; otherwise, honors will be shared.

ACTIVITIES

An extra-curricular activity is any event or activity sponsored by a group officially affiliated with Napavine High School, whether that event takes place on or off school premises and in or out of normal school hours. Extra-curricular activities are a privilege for students who maintain high academic and behavior standards at NHS. A partial list of extra-curricular activities includes all sports, cheerleading, student government, and all clubs. Following is a list of requirements for participation in extra-curricular activities:

ASB CARD & ACTIVITY PERMITS

Any student participating in an extra-curricular activity must purchase an ASB (student body) card. These are available in the office for \$45 and provide free or reduced admission to NHS activities and reduced rates for events at other schools.

All activities, meetings, games, dances, fund-raising events, etc., must be pre-approved by the advisor, coach, sponsor, etc., and the principal before being placed on the master calendar or being announced to the student body or community. The sponsoring activity must post a \$50 per day custodial care bond prior to the activity. If the building grounds are left clean, the bond will be returned to the sponsoring activity.

ATTENDANCE

Any student participating in an extra-curricular activity, including a school-sponsored party, dance, or other event, must have been in attendance at least **four periods** on the day of the activity in order to attend the activity that night. Any classes missed must be for excused purposes, such as a doctor's appointment. Any student participating in a competitive extra-curricular activity who receives a truancy may not participate in any competitive event sponsored or engaged in by that activity for five school days. Students who are experiencing attendance problems including tardiness may incur disciplinary action and be removed from extra-curricular activities.

BEHAVIOR

Extra-curricular activities are a privilege for students who maintain high academic and behavior standards at NHS. In addition to losing participation privileges due to poor grades as outlined in the academic eligibility section, students may be held out of activities for behavior reasons as well.

Any student participating in an extra-curricular activity must not use or have in his/her possession or be in association with others who possess/use tobacco, vape devices, alcohol, or illegal drugs. This rule is in effect 24 hours a day, 7 days a week for the duration of the season of participation. The first violation of the extra-curricular substance policy results in removal for the remainder of the activity season and forfeiture of all awards, letters, etc. The second violation results in removal from activities for 1 calendar year, while a third violation results in removal from activities for the remainder of the student's career.

If violations occur during the school activity or on school property, the student will be suspended from school as outlined in the discipline grid. Failure to immediately report knowledge of athletic code violations during a school activity may be considered association/complicity and result in athletic and school disciplinary measures as outlined above. Additional behavior restrictions may be found in a particular activity's Participation Agreement. Any student suspended from school for disciplinary reasons, including truancy, will not be allowed to participate in or attend extra-curricular activities sponsored by NHS during the period of suspension.

DANCES

Dances sponsored by any organization of Napavine High School are considered school affairs and usual standards of behavior and dress will be enforced. Individuals who are not currently students at NHS will not be permitted to attend unless written permission is obtained beforehand from the principal. Students desiring to ask a non-NHS student to a dance must complete a Dance Guest Pass Application. Guests must be under the age of 21 and have pre-approval from the principal or designee.

Junior high students may not attend a high school dance and high school students may not attend a junior high dance. The activity sponsoring the dance must make arrangements for adequate chaperones, including three adults, one of whom must be the activity sponsor.

ELIGIBILITY

NHS concurs with the WIAA's established standard of determining scholastic eligibility. A student shall not be permitted to participate in practice or competition until the eligibility requirements have been satisfied. The Athletic Director and Principal shall be responsible for ascertaining the eligibility of all participants. The head coach is responsible for frequently reminding athletes of eligibility and conduct requirements.

■ WIAA Requirement: any student participating in a competitive extra-curricular activity must have passed five classes the preceding semester to be eligible for participation the following semester. Students must maintain passing grades in five classes at all times during their participation. Participants who are failing two or more classes at an eligibility check during the semester are ineligible until they meet WIAA and district standards. Participants who fail two classes at the semester are suspended for a 5 week period. Participants who fail more than two classes in a semester are ineligible for participation. No appeal exists to this requirement except through WIAA.

■ NHS has developed the following eligibility process in an effort to help extra-curricular activity participants be more successful in the classroom. Each step in the table is a 2 week interval.

Step 1	Step 2	Step 3
Failing any class at check = 2 week probation (full eligibility)	Passing all classes = back to step 1	Failing any class = dismissed from team. Will not receive any awards or letters
	Failing any class = Ineligible; practice only, no games	

Step 1: Students who have a failing course grade on any Eligibility Check will be placed on probation and given two weeks to improve their academics. While on probation, they will be allowed to practice and compete. If the problem is eliminated by the next eligibility check, the student returns to eligible status. However, if the student is failing any course on the second eligibility check, even a course they were previously passing, the student will move to

Step 2 and will be allowed to practice but not compete in games. The student will have two additional weeks to correct the problem. If the problem is corrected by the next Eligibility Check, the student returns to step 1 probationary status. If the student is failing any course on the third eligibility check, even a course they were previously passing, the student is dismissed from the team.

Note: Any student who is failing two or more classes at a grade check following a period of eligibility becomes ineligible by WIAA rule. The period of ineligibility shall last until the next grade check (2 weeks), at which time the

student will become eligible if they are passing all classes, move into step 2 if they are failing 1 class, or continue to be ineligible at step 2 under WIAA rule until a third check.

EXPENDITURES

All funds generated by groups, organizations and activities affiliated with NHS must be deposited in the student body account. Purchases made with funds from this account may only be made after an expenditure request has been signed by the advisor and the principal and a purchase order authorizing a purchase has been provided and approved by the ASB.

ORGANIZATIONS

All organizations and clubs affiliated with Napavine High School must have an adult advisor, must request and receive recognition from student council and the principal, and must submit all funds to the ASB Treasurer. After recognition, each organization shall be entitled to representation in student government.

PARTICIPATION, INSURANCE & MEDICAL WAIVER,

Participation in extra-curricular activities is a privilege, not a right, and each participant in a competitive extra-curricular activity shall sign a Participation Agreement outlining other, specific requirements adopted by individual coaches or sponsors for their respective sports, activities, or organizations. Failure to adhere to the participation agreement and/or concerns regarding academic progress, attendance, or behavior may result in loss of participation privileges. Students may only participate in one athletic activity per activity season. To participate in competition, all school related fines and fees must be paid, including turning all issued items in from the prior sport. When required, participants in extra-curricular activities must be covered by adequate insurance. The school does not carry insurance for students, but individual, optional insurance from private sources is available for purchase in the office. Participants in extra-curricular activities must have an emergency medical treatment permission form on file before participating in any activity.

RUNNING START

Running Start students and early release students who wish to participate in athletics must be enrolled in classes worth at least the equivalent of 2 high school credits and be deficient in no credits required for graduation; have a history of good attendance; and provide a letter of request signed by the parent.

TRANSPORTATION

Students are required to use school provided transportation to and from all school sponsored activities. Students going on a bus to an activity must return by the same means unless a parent requests in person that other arrangements be made. The principal and the activity advisor, coach, etc., must pre-approve the request. Students may not ride to and from away activities with another student. Students whose school transportation privileges are suspended will not be allowed to participate in activities using school transportation.

ATTENDANCE

Students who are making the most out of their academic possibilities at Napavine High School have regular and punctual attendance. Likewise, students who have regular and punctual attendance have learned the valuable lesson of self-discipline that characterizes success.

To assist students to develop good attendance habits and to reinforce how important good attendance is, all teachers at Napavine High School have adopted a policy that automatically denies credit if a student misses more than nine days in a semester. Students who are denied credit due to attendance will have the ability to appeal for credit reinstatement.

To petition for credit reinstatement students must return a completed petition form by the deadline. Students with more than 12 absences in any class must make up time to have credit reinstated. Students owe 30 minutes for each class period they miss over 12 days. Make up time must be completed within 10 business days of the last day of the semester. More information will be provided to those students needing to petition at the time of need.

Absences that are doctor excused or school activity related will not be counted toward cumulative absences for petitions. Students must complete missed work and any absences may impact student achievement. Whenever possible and for family vacations during school time to be marked as excused, students are encouraged to complete a pre-arranged absence form.

ABSENCES

In order to make certain that parents are aware of a student's absence, we request that the parent call the school office when an absence occurs. An attendance clerk or an answering machine is available 24 hours a day at 262-3301, extension 302. The school may attempt to contact the parent if no call is received, but if no verbal communication occurs between the parent and the school, a note must be sent when the student returns to school explaining the absence. In order for an absence to be excused, state law requires it relate to one of the following:

Excused Absences

- Illness, health condition, or medical appointment (includes medical, counseling, dental, optometry).
- Family emergency, including but not limited to a death or illness in the family.
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction.
- Court, judicial proceeding, or serving on a jury.
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview.
- State-recognized search and rescue activities consistent with RCW 28A.225.055.
- Absence directly related to the student's homeless status.
- Absence related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010
- Absence resulting from a disciplinary/corrective action (e.g., suspension or expulsion).
- Principal (or designee) *and* parent, guardian, or emancipated youth mutually agreed upon approved activity provided that such excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student educational progress consistent with RCW 28A.225.010. Must have prior notice/permission to be excused.

Unexcused Absences

- absences resulting from signed notes or parent/guardian phone calls which do not constitute an excused absence as defined above or failure to submit any type of excuse statement.

Truancy

- being absent from a class without the school knowing the student's whereabouts or the parent providing an acceptable excuse within a reasonable period of time, whether the absence is for a few minutes or a few days. "Skip" days are not permitted. If such an event occurs, all involved will be considered truant and missed time will be required to be made up in a place, time and manner as determined by the principal.

If a truancy occurs, a note will be sent home to parents outlining the consequences of truancy which are also found in the discipline grid. Additionally, the student will receive zero credit for all work missed during the truancy.

RCW 28A.225.030 Petition to juvenile court for violations by a parent or child – School district responsibilities.

(1) If a child is required to attend school under RCW 28A.225.010 and if the actions taken by a school district under RCW 28A.225.020 are not successful in substantially reducing an enrolled student's absences from public school, not later than the 7th unexcused absence by a child within any month during the current school year or not later than the 10th unexcused absence during the current school year the school district shall file a petition with the juvenile court alleging a violation of RCW 28A.225.010: (a) By the parent; (b) by the child; or (c) by the parent and the child. (2) The district shall not later than the 5th unexcused absence in a month: (c) file a petition under subsection 1 of this section.-

MAKE-UP WORK/INCOMPLETES

When a student knows in advance that an absence will occur, every effort should be made to obtain and complete assignments in each class in advance. Make-up work will be due upon return. For excused absences, make-up for missed work will be allowed in accordance with the policy established and posted by each teacher. Students are responsible for requesting any missed classroom work. If requested by the parent or student, the office will send for homework for a student who is absent 2 or more consecutive days. Please allow 24 hours for all the correct homework requests to be filled by the teaching staff.

An incomplete on a report card will automatically be changed to an "F" after two weeks.

TARDINESS

Prompt attendance is a life skill emphasized for all students and tardiness is disruptive to the educational process. It is the student's responsibility to arrive on time. A tardy is defined as arrival to a class after the bell has rung or as the teacher expectations are defined in classroom rules. After half the class period, the tardy will count as an absence. Tardiness may only be excused by an official note from the office or a staff member and is unexcused unless related to state approved reasons for absence. Oversleeping, missing the bus or ride, waiting for trains, alarm clock failure, and parent note not related to state approved absence, among others, are not valid reasons for excused tardiness.

Teachers will be responsible for recording tardiness and trying to change student behavior. Teachers may assign detention time for tardiness. Excessive tardiness is defined as 5 or more tardies to a class in one semester and will result in referral to the office for disciplinary action outlined in discipline grid level 1.

BEHAVIOR

Two student behavior rules are absolute at Napavine High School: no student has the right to interfere with other students' right to learn or the teachers' right to teach, and disrespect and/or abuse of other others will not be tolerated. This handbook only briefly describes the most common and/or most important infractions.

AFTER SCHOOL ACTIVITIES

Students who remain after school must be in a supervised activity, such as seeking assistance from a teacher, participating in club meetings, or participating in athletics. While it is understood that students may need to wait for transportation or activities at times, students are expected to behave responsibly and failure to do so could result in disciplinary action.

BUS RULES

Drivers are in charge of buses and students and may assign seats and control behavior. Students must be at their pick-up points on time, must board and exit in an orderly manner, and may ride buses only as long as their conduct is acceptable. Principals may sign requests to board or leave the bus at any place other than normal stops and requests to ride other buses. Students must remain in full view of the driver and must remain seated while the bus is moving. They may walk in front of the bus only after being given approval of the driver.

Students may not throw things from buses, smoke or light matches, or hold any body part out of the window. They may not talk to the driver except as necessary, sit in the driver's seat, or touch emergency equipment. They may not bring animals, guns, glass or breakable material, heavy, bulky, or sharp items that could be a hazard in an emergency. They may not use profane language or gestures on the bus. Students must get permission to open the windows and must talk only quietly. School transportation privileges may be suspended for failure to follow rules.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones and other electronic devices are NOT necessary to have at school, though students are permitted to bring them at their own risk. Such devices shall not be a disruption to the learning process. Therefore, such devices are only permitted to be used before school, during lunch, during passing periods and after school in the public areas. They are not to be used during times students have a hall pass or during assemblies. Teacher discretion may be utilized to allow electronic devices in the classroom, but such privileges do not extend to hallways.

Cell Phone violations are a level 1 offense and may result in confiscation of the phone by any staff member. Students who fail to surrender such a device when directed to by a staff member will be considered insubordinate and reported to the principal for further discipline. The school is not responsible for confiscated items. Repeat offenders may lose cell phone use privileges. See Disciplinary Action for consequences.

Recording devices (for sound and/or pictures) are not necessary to have at school. They may, however, be used with advance approval from the teacher or principal. Any recording by any means in restrooms or locker rooms will result in immediate suspension from school and possible referral to law enforcement. Other non-approved pictures or recordings may be subject to disciplinary consequences.

CLASSROOM CONDUCT

Each teacher will create and post the standards for student behavior and participation while in that particular classroom. Those standards will be consistent with district policy. Students are expected to cooperate with and comply with the directions of staff members. Most behavior problems are minor and will be handled by the classroom teacher. Any concerns a student may have regarding teacher expectations should be addressed to the principal.

Generally, the first step the teacher will use to solve a minor problem is to talk with the student and/or parents. If the behavior persists, more serious intervention may be applied such as parental conferences, reassignment to other classes, in-house suspension, or suspension. Major behavioral concerns will be dealt with immediately by sending the student to the principal.

CLOSED CAMPUS

For the safety of all, NHS has a closed campus. Students are expected to remain on campus once they arrive until school is dismissed. Students must have an appointment, emergency, or illness, be released by a parent, and check

out through the office to leave campus during the school day. Lunch time is no different. Students may not be released by guardians to leave campus for lunch. Failure to follow procedures for leaving campus will result in student being marked truant or absent unexcused and possible disciplinary consequences as outlined in the discipline grid. Likewise, all visitors, including parents, must check in at the office upon arrival. Certain areas of the campus are closed at all times.

DETENTION

Napavine High School may employ detention to help students learn more appropriate behaviors. Students assigned to detention may be required to give up a portion of their free time (before school, during lunch, or after school) at the discretion of the principal or teacher to spend time in a supervised disciplinary study hall in which no talking, eating or drinking is allowed or in a work detail. Tardiness to detention may result in additional detention time being levied and failure to serve detention, unless pre-excused by the principal, may be considered the same as a truancy. Detention has priority over extracurricular activities. If a student fails to learn more appropriate behaviors after spending some time in detention, the principal has the authority to levy more severe punishment, including in-school or out-of-school suspension.

DISCIPLINARY ACTIONS

Students are under the jurisdiction of all school personnel whenever they are on school property or are involved with school activities, including bus transportation to and from school. Throughout the educational process and at all levels of the discipline process, it is important that school officials make an attempt to keep parents/guardians informed and involved. School and home must work together to help students become responsible young people who know and understand the difference between right and wrong.

The following definitions describe, in order of severity, possible disciplinary actions school officials may take. In each case, due process shall be followed. For a more complete description of the relationship between actions and possible consequences, see the chart at the end of this section.

Informal Talk: a school official will talk to the student and outline alternative behavior and possible consequences of continued misbehavior.

Conference: a formal meeting will be held between the student and one or more school officials. Conferences may be recorded in student files. Parents will be informed as deemed appropriate and may be required to attend the conference.

Detention: a temporary requirement that the student forfeit free time as a consequence. Recorded in student file and parents will be informed. Detentions may be assigned by teachers or the Principal. Detention time may be assigned at lunch and/or after school, may include work service, and take precedence over extra-curricular activities.

Office Referral: a disciplinary action taken by a teacher to remove a student from the classroom for at least the remainder of the period and not longer than the balance of the school day. Students will not be readmitted to class until the principal and teacher have conferred. Recorded in student file and parent notified. Additional punishment (detention, in-house detention, or suspension) may result.

In-School Suspension: the student will be temporarily reassigned to a separate but supervised environment away from the activities with which he/she would ordinarily be associated. May be for a short or an extended time. Recorded in student file; parents notified.

Suspension, Short: student excluded from school and all school activities for up to ten consecutive school days. Recorded in file; parents notified and may be required to attend re-admission conference.

Suspension, Long: exclusion from school and all school activities for more than 10 school days; may not exceed the length of 1 academic term (90 days). Recorded in file; parents notified given opportunity for informal review by suspending authority. Parents and student required to attend re-admission conference.

Expulsion: denial of admission to current school placement for up to 90 days, may be extended. Principal may expel on an emergency basis as provided by law. Recorded in file; parents notified.

Long term suspensions and expulsions

Expulsions and long term suspensions must be for a definite period and are limited in duration to one academic term (90 days). Building administrators may petition the superintendent to exceed one term when warranted based on public health or safety. Emergency expulsions will be converted into a different form of discipline within 10 school days of removal. The student and family will be provided notice and afforded due process rights for the conversion action.

Reasonable efforts will be made to assist the student and his or her parents in returning to the educational setting by the end of the expulsion. A reentry conference with the student/parents will occur within 20 days of a long term

suspension or expulsion and no later than five days before the student reenrolls to discuss a reengagement plan tailored to the student's individual circumstances. The plan will consider the incident that led to the discipline and aid the student in taking the necessary steps to remedy that situation.

DISCIPLINE GRID

The five level grid is a means of documenting progressive discipline and providing students, staff, and parents/guardians with a record of disciplinary actions. Disciplinary consequences will follow the grid scale at the appropriate level of the infraction. Level 1 infractions will result in progressive Level 1 consequences, Level 2 infractions will result in progressive Level 2 consequences, etc.

Once the student has reached the maximum consequence at that level of the grid, all additional infractions will be dealt with at the maximum consequence. If an offense seriously endangers or threatens students, staff or others or creates serious disruption to the orderly function of the school, a recommendation for long-term suspension and/or expulsion may be made regardless of the accumulative points of a student.

Level I - are minor infractions that affect the daily educational processes. Level 1 infractions alone cannot be grounds for suspension. Individual teachers will determine the rules and guidelines for conduct in their own classroom. These rules will be explained to students during their first week. The teacher will also explain the consequence if the rules are violated. Teachers may assign detentions in accordance with their classroom rules.

LEVEL I Offenses	# of Occurrence / Consequence (Detention time may be assigned at lunch and/or after school, may include work service, & takes precedence over after school activities.)		
	Step 1	Step 2	Step 3
1. Excessive Tardiness (by semester) 5 th = step 1, 6 th = step 2, etc. 2. Disruption of educational process; inappropriate behavior, dress, language, materials 3. Electronic Device Violation – students will receive one warning from office in which they retrieve device at end of day. At step 2 device will only be released to parent / guardian.	1 hour detention	2 hours detention	3 hours detention.

Level II - are deemed more serious in nature resulting in increasing disruption to the educational processes.

LEVEL II Offenses	# of Occurrence / Consequence		
	Step 1	Step 2	Step 3
1. Cheating, may also result in loss of credit 2. Lying to staff member 3. Truancy, skipping class, leaving school w/o permission or check out 4. Damage to school property / grounds, restitution may be required 5. Disrespect of staff / environment 6. Disruption of an assembly or event 7. Failure to serve detention 8. Inappropriate use of technology 9. Peer conflict, encouraging conflict, failure to intervene or report 10. Unsafe conduct	3 hours detention	5 hours detention	1-3 Days ISS / OSS

Level I and Level 2 seek to create a situation where the student, especially one with a chronic behavior problem, can be isolated from the rest of the students, counseled, and given an opportunity to consider his/her behavior and how he/she can change that behavior with minimal missed class time.

Level III - are those offenses that are more aggressive or threatening in nature and cause concern for the safety of self, students, and staff. After a hearing with the principal, the consequence may be suspension as outlined below. When the student finishes an out-of-school suspension of three days or longer, his/her parents/guardians will be asked to bring the student back to school for a conference with the administrator and other school personnel as deemed necessary. The goal of this meeting is to provide the student and his/her parents/guardians with an opportunity to jointly develop a course of action to improve the student's behavior and educational experiences in Napavine High School. A third infraction at Level 3 will result in long-term suspension and may result in a long term suspension and/or alternate educational program.

LEVEL III Offenses	# of Occurrence / Consequence		
	1	2	3
1. Contributing to or failure to report major misconduct 2. Endangerment 3. Fighting 4. Gross disrespect of staff, flagrant, vulgar, deliberate misbehavior, insubordination 5. Harassment / Intimidation / Bullying 6. Possession / Use of tobacco, vape devices & products 7. Theft / Vandalism	1-3 Days ISS / OSS	3-5 Days ISS / OSS	5-10 Days ISS / OSS Long Term OSS Alternate Education Program

Level IV - are those offenses that are malicious and defiant in nature where there is an immediate concern for the safety or welfare of self, students, staff and property. Level 4 offenses may result in out-of-school suspension and long term suspension for second offense.

When the student finishes his/her out-of-school suspension, his/her parents/guardians may be asked to bring the student back to school for a conference with the administrator and teacher in charge of the disciplinary action. The goal of this meeting is to provide the student and his/her parents/guardians with an explanation of the seriousness of the offense and an understanding that a second Level IV offense will result in long term suspension and may result in a recommendation for expulsion to the school board.

LEVEL IV Offenses	# of Occurrence / Consequence	
	1	2
1. False alarm / tampering with safety systems 2. Felony theft / vandalism 3. Gang activity 4. Indecent exposure 5. Possession or use of alcohol, drug paraphernalia or drugs during school or activities 6. Threats to safety, physical, verbal, written	5 - 10 Days OSS	Long Term OSS Expulsion Alt. Ed. Program

Level V - are extreme and unacceptable offenses resulting in immediate suspension until an expulsion hearing before the school board.

LEVEL V Offenses	# of Occurrence / Consequence
	1
1. Physical assault 2. Possession or use of firearms, dangerous weapons, explosives 3. Possession or use of illicit or illegal drugs	Long Term OSS Expulsion Alt. Ed. Program

Regulations of Dangerous Weapons on School Premises Policy

It is a violation of district policy and state law (RCW: 941.250) for any student to carry firearms or dangerous weapons (including but not limited to guns, knives, nunchuks, or metal knuckles) on school premises, school provided transportation, or areas of other facilities being used exclusively for school activities. A violation will result in:

- 1) Notification of the student's parents or guardians
- 2) Notification to appropriate law enforcement agency
- 3) Disciplinary action including a one (1) year expulsion for a violation involving a firearm. The Superintendent may modify the one-year expulsion on an individual basis.

If an offense is deemed serious enough by the administration, a recommendation for long-term suspension and/or expulsion may be made regardless of the accumulative points of a student if the offense(s) seriously endangers or threatens students, staff or others or creates serious disruption to the orderly function of the school.

Students are under the jurisdiction of all school personnel whenever they are on school property or are involved with school activities, including transportation to and from school.

Throughout the educational process and at all levels of the discipline process, it is important that school officials make an attempt to keep parents/guardians informed and involved. School and home must work together to help students become responsible young people who know and understand the difference between right and wrong.

DRESS and APPEARANCE

NHS does not have a dress or behavior code per se. Instead, the school uses the "common sense and common decency" approach. Teachers, and ultimately the principal, determine which dress and behaviors are appropriate for an educational setting. Dress and behaviors that interfere with the educational process or hurt or offend others will not be allowed.

Students must be modestly covered from the shoulders to the mid thighs. Revealing clothing, including clothing which exposes the midriff, chest, or open back area, pants, tube or spaghetti strap tops or other clothes that expose or do not fully cover undergarments, and skirts, dresses or shorts which do not cover the mid-thigh area are not allowed.

Inappropriate dress may also include but is not limited to: pajamas, clothing (headwear, jewelry, and accessories of any kind included) which disrupts the education process and/or promote tobacco, alcohol, drug use, or promote or imply profanity, obscenities, violence, or violent acts, weapons, sexual suggestion, or gang involvement. Students who are inappropriately dressed will be given the opportunity to change into other clothes. Repeated concerns will be directed to administration, with discipline being assigned.

DRIVING

Driving to school is a privilege that may be rescinded. Students may not drive or sit in their cars during the school day, including during lunch, unless they have approval by the principal. If a complaint is received concerning a student driving to and from school or if a student abuses the restrictions placed on the parking lot during school hours, he/she may forfeit his/her privilege to drive to school or be subject to other discipline. Student parking is restricted to those areas assigned by the principal.

DUE PROCESS

Students are entitled to due process, which means that no action will be taken against them until everyone involved has presented all the facts. All actions taken by school officials are capable of being appealed to the next higher school authority, and students, parents and/or guardians have the right to an informal conference with the principal for the purpose of reviewing any grievance. A more detailed description of student rights, due process, and appeal procedures is available from school administrators but the general provisions are as follows.

The Board of Directors, the Superintendent, the Principal, or the administrative designee may suspend a student. Unless an emergency exists involving health or safety, the student shall receive prior notice of suspension, specification of charges, and an opportunity to present his/her view of the alleged misconduct. In all cases, the suspending administrator shall inform the parents by letter or, when possible, by phone. Decisions to suspend may be appealed. In special cases, suspensions may be extended pending the occurrence of some specific action (e.g., physical or psychological examination, Board action, etc.).

In addition to an emergency expulsion by the principal, the Superintendent through the Board of Directors may expel a student. The student will be suspended pending a hearing and/or action by the Board, which shall determine the length of the expulsion. When a recommendation for expulsion is made, the student and parent/legal guardian will be informed by telephone and/or certified mail and a fuller explanation of the student's rights provided.

GUIDELINES FOR IN-SCHOOL SUSPENSION

1. The student is responsible for obtaining and bringing all necessary work/materials prior to reporting each day.
2. The student will be strictly and closely supervised.
3. The student is to have no speaking privileges with fellow students or ECDs not directly related to assignments.
4. Students placed on in-school suspension will not be counted absent from their regularly scheduled classes. They will be awarded credit for the assigned work they accomplish just as they would if they attended their regular classes. Should their class work involve discussion, debate, or other group work that can be done only in the classroom, it is expected that the teacher will find alternative ways of awarding credit for work missed.
5. Failure to follow rules/guidelines in ISS may result in additional and/or more severe disciplinary consequences.
6. The administrator will make every reasonable attempt to contact the parent or guardian when students are placed on in-school suspension.

HALL PASSES

Except for passing periods and the lunch break, students must have a time-dated hall pass signed by a staff member to be in the halls. Otherwise the student will be considered truant and be subject to discipline.

HARASSMENT, INTIMIDATION, and BULLYING

It is in violation of board policy 3207 for a student to harass, intimidate, or bully others. Information regarding this policy is available at the district or high school office. Harassment, intimidation and bullying can be defined as any intentional written, verbal, or physical act that harms a student or damages property, substantially interferes with their education, is severe, persistent, or pervasive enough to threaten the educational environment or has the potential to disrupt the operation of the school. Students participating in such activities are subject to discipline, up to and including suspension from school.

ILLEGAL SUBSTANCES

Possession of or use by students of alcohol, tobacco, or illegal drugs will not be tolerated. Violators will face suspension or expulsion. Law enforcement will be notified as necessary. Students who knowingly associate with those in possession or use of illegal substances or who fail to report illegal substances on school grounds or at school activities may be considered complicit and subject to disciplinary measures outlined in the discipline grid.

PARKING LOT

The parking lot is not an appropriate place for socializing and is a restricted area except for students who are arriving or leaving the campus. Students must obtain permission to be in the parking lot or access their cars during school hours. Violations may result in disciplinary consequences.

POLICE INVOLVEMENT

School officials have the option to inform law enforcement agencies regarding disciplinary problems and may press charges. If police are notified, parents will be informed. Any action taken by legal authorities will be in addition to that taken by the school. School officials, guided by district procedures and state and federal laws, will cooperate with law enforcement authorities during investigations.

PUBLIC DISPLAY of AFFECTION

Displays of affection may make others feel uncomfortable and be an unwanted distraction to teaching/learning. Please limit displays of affection to holding hands, friendly hugs, and very short, discreet pecks goodbye. Prolonged embraces, entangled bodies, and kissing are not appropriate at school, on buses, or events and activities sponsored by the school.

RIGHTS

Freedom of Speech and Assembly: Students shall have the right to orally express their opinions, but such expressions shall not interfere with the rights of others and slander, obscenities, or personal attacks are prohibited. Although students have the right to peaceably assemble, all students meeting in school buildings or on school grounds may function only as part of the formal educational process or as authorized by the principal. Conducting demonstrations or activities which interfere with the operation of the school or classroom are prohibited.

Freedom to Publish: Students are entitled to express their opinions in writing, although the creation and distribution of such expression shall not interfere with the educational process nor infringe upon the rights of others. Students who edit, publish, or distribute within the school any handwritten, printed, or duplicated materials which have not been authorized or produced by school supervision must assume responsibility for the content of such

publications. School authorized publications shall conform to decisions of the United States Supreme Court regarding such publications.

Right to Privacy: While the school will protect the student's right to privacy, it must also protect the health and safety of all students and promote efficient operation of the school. A student shall be free from searches by school officials of clothing or property unless there is reason to believe that the student may be concealing something that presents an imminent danger to the student or others. School officials may request that a student remove all items from clothing or property, and if the student does not comply, the school shall refrain from searching but contact the parent or, in case of possible criminal activity, the police. Search of a student's person or possessions shall be limited to a situation wherein it is believed the student is concealing evidence of an illegal act or a school violation. When practical, the student shall be present when a search of possessions (including automobiles) is conducted. Items confiscated during such a search will be held by school officials pending further investigation or disciplinary action. Contraband or illegal items will not be returned to the student or any representative of the student. Lockers are school property and may be inspected by school officials at any time.

SEXUAL HARASSMENT

It is the policy of the Napavine Public Schools to maintain learning and working environment that is free from sexual harassment. Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off campus during a school sponsored activity.

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

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, Superintendent Geoff Parks.

You also have the right to file a complaint. For a copy of Napavine School District's sexual harassment policy and procedure, contact either school office or the district office.

MISCELLANEOUS

COMPUTER USAGE

Students must have a signed computer usage agreement on file to access computers. Students are provided network accounts. Such accounts come with a temporary password, which students may request to have changed through the office. Such passwords are kept on file through the technology department. Misuse of computers can result in loss of computer privileges for an extended period of time and disciplinary action as outlined in the discipline grid

EMERGENCIES

In the event of an emergency, cell phones are to be left OFF until given permission by a teacher.

Students who are not in a classroom when an earthquake occurs should stand against an interior wall or under a doorway until a teacher directs otherwise. Students who are not in a classroom when any other emergency occurs should immediately seek shelter in a classroom.

In the event of an emergency which requires evacuation of the school, the first assembly area will be the high school football field; the next assembly area will be either Bethel Church or Winlock High School. Parents must NOT come to the school to get their children. Parents should listen to KITI, KMNT or KELA for information regarding the pickup site, or they may watch KING 5 TV.

LOCKERS

Since unlocked lockers provide no security for valuables, students should keep lockers secured at all times. Only locks provided by the school may be used on lockers. Lockers are school property and are subject to inspection at any time.

LOST AND FOUND

Items found in the school will be turned in to the office and students should report missing items there. Items left in the lost and found will be disposed of periodically.

LUNCH AND FOOD IN THE SCHOOL

Students may bring a lunch from home and milk may be purchased through the lunch line or purchase lunch from our food service provider. Students who eat school lunch are expected to pay for their lunches, or qualify for free and reduced lunches (forms for such are available through the office). Students may not "charge" for their lunch. Should they have a negative balance, the student will be notified. Failure to bring in an appropriate lunch fair may result in suspension of lunch purchasing privileges. In addition, student who eat school lunches are not permitted to share such lunches with other students due to federal guidelines for school lunch programs.

Students are required to stay in appropriate, visible areas and are expected to clean up after themselves during lunch time. Lunches may be eaten in the cafeteria or outside areas when weather permits provided students respect all rules and keep the campus free of trash. The library and gym areas may be open during lunch, though no food or drink is permitted. The annex, office, woodshop/art, and senior halls, locker rooms, parking lots, area west of annex, portable buildings, area behind locker rooms, track and stadium area are off limits without advanced permission.

PRAYER

NHS has no policy that denies participation in constitutionally protected private prayer in schools. Students should see the principal for information.

PUBLICATION OF STUDENT PICTURES

Throughout the school year, we like to take pictures of our students participating in various school activities. Often, we publish these pictures as a means of sharing with the community what goes on in our schools. Such publications include, but are not restricted to, the Napavine School District Newsletter and Webpage, the yearbook, *The Chronicle*, *The Town Crier*, and other publications. If you do not wish to have photos of your child published by the school district, please contact the school office at 360-262-3301.

RECOGNITION PROGRAMS

NHS rewards students for exhibiting appropriate, desired behaviors. This section outlines the rewards students who are attempting to make the most of their education will enjoy.

PRIDE (Positive Recognition Increases the Drive for Excellence)

Each semester, students who have earned a 3.5 grade point average or increased their grade point average by at least 0.5 with an overall GPA of 2.0 receive coupon booklets that provide discounts and free items from various businesses and activities, and an ice cream social.

In addition, NHS recognizes students of the month nominated by staff. Student of the month certificates, with a description of the outstanding achievement or behavior, are posted in the school and good news letters are sent home to parents. NHS also reports student achievements to the *Chronicle* newspaper.

TELEPHONES

The school telephones are for official or emergency use only.

VISITORS

Visitors are generally disruptive to the educational process and are therefore generally not approved. For safety and security, visitors are generally not approved even at lunch. Under certain circumstances, a visitor may be allowed with prior permission from the principal or principal designee. Visitors must report to the office to obtain a pass.

NONDISCRIMINATION

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax: (202)690-7442; or

email: program.intake@usda.gov

This institution is an equal opportunity provider.