

St. John – Endicott Cooperative Schools



St. John Elementary Parent/Student Handbook

2017-2018

(revised 8/29/17)

We look forward to having a great
year with you at
St. John Elementary School!

Please contact the school office if you
have any questions at
648-3336

Mr. Mark Purvine, Principal

Suzanne Schmick, Superintendent

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ST. JOHN ELEMENTARY SCHOOL STAFF

Superintendent	Suzanne Schmick
Principal	Mark Purvine
Business Manager	Dana Crider
Accounts Payable	Regina Simon
Secretary	Stephanie Dennis
Preschool / Library	Trinette Hartman
Preschool	Robin Hallenius
Kindergarten	Marianne Gfeller
Kindergarten	Carol Myers
1 st Grade	Sara Henning
2 nd Grade	Stephanie McNeilly
3 rd Grade	Katie Ellis
4 th Grade	Missy Kjack
5 th Grade	Maribeth Clements
Art	Travis Echanove
Band / Physical Education	Billy Ray
Physical Education	Darrell Miller
Custodial/Maintenance	Bob Simpson
Custodial	Lori Miller
Kitchen	Peggy Curtis
Kitchen	Georgia Hennigar
Paraeducator	Lisa Taylor
Paraeducator	Candace Johnson
Special Services Director	Amy Watt
School Nurse	Debbie Wolfe
Technology	Rich Hallenius
Transportation	Ken Gering

ELEMENTARY RECESS/LUNCH SCHEDULE

REGULAR SCHEDULE

GRADE(S)	LUNCH	RECESS
Preschool	11:00-11:25	N/A
K-2	11:25-11:40	11:40-11:55
3-5	11:40-11:55	11:55-12:10

2:15 RELEASE WEDNESDAYS

GRADE(S)	LUNCH	RECESS
Preschool	11:00-11:25	N/A
K-2	11:10-11:25	11:25-11:40
3-5	11:25-11:40	11:40-11:50

12:00 RELEASE SCHEDULE

GRADE(S)	LUNCH	RECESS
Preschool-2	10:55-11:15	11:15-11:30
3-5	11:15-11:35	11:35-11:50

DISTRICT CALENDAR:



ST. JOHN-ENDICOTT COOPERATIVE SCHOOLS

301 W. Nob Hill
St. John, WA 99171
(509) 648-3336
Fax: (509) 648-3451

2017-2018
District Calendar
<http://www.sje.wednet.edu>

308 School Drive
Endicott, WA 99125
(509) 657-3523
Fax: (509) 657-3521

AUGUST (2)				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 28 Teacher In-service
- 29 Teacher In-service
- 30 First Day of School:
Grades P-12

SEPTEMBER (20)				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 4 No School Labor Day
- 13, 20, 27: 2:15 Release

OCTOBER (22)				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	*27*
30	31			

- 18 Early Release SJE
Cooperative In-service
- 27 End of 1st Quarter
- 4, 11, 25 2:15 Release

NOVEMBER (18)				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- 1 Early Release P-T
Conference Prep
- 2 No School Parent Teacher
Conferences (PS-12)
- 10 No School Veterans Day
- 22 Early Release
- 23-24 No School
Thanksgiving Break
- 8, 15, 29 2:15 Release

DECEMBER (14)				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 6 Early Release SJE
Cooperative In-service
- 20 Early Release Winter
Break
- 21-31 No School Winter
Break
- 13 2:15 Release

JANUARY (21)				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	*19*
22	23	24	25	26
29	30	31		

- 1 No School Winter
Break
- 15 No School M.L.K. Day
- 19 End of 1st Semester
- 3, 10, 17, 24, 31
2:15 Release

FEBRUARY (19)				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

- 7 Early Release SJE
Cooperative In-service
- 19 No School Presidents Day
- 14, 21, 28 2:15 Release

MARCH (22)				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	*23*
26	27	28	29	30

- 6 Early Release Speech
Spelling & Math
- 21 PS-3rd No School:
Parent Teacher Conferences
- 23 End of 3rd Quarter
- 7, 14, 21, 28 2:15 Release

APRIL (15)				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- 2-6 No School Spring Break
- 27 No School Snow make-up
possible
- 11, 18, 25 2:15 Release

MAY (22)				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 24 Last Day of School:
Preschool
- 28 No School Memorial Day
- 2, 9, 16, 23 2:15 Release

JUNE (5)				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 3 HS Graduation
- 4 MS Promotion
- 7 Early Release Last Day of
School

- # = First/Last Day of School
- # = No School
- # = 12:00 Early Release
- *#* = End of Quarter
- # = No School for specific grades
- # = 2:15 Release (Wednesdays)

Board Approved
04/24/17

GENERAL INFORMATION

ADMISSIONS

Students who reside in the St. John School District or who have been released from neighboring districts are eligible to attend. The office staff must receive all registration paperwork at least 1 day in advance before a student can begin attending school. Choice placement papers must be accepted and signed by the St. John School Superintendent prior to enrollment.

ACCIDENTS

Accidents can happen. Every accident in the school building, on the school grounds, school transportation, at practice sessions or at school sponsored events must be reported immediately to a staff member and/or the building principal.

BUILDING/HALLWAYS

Students are expected to keep our building and hallways clean. Littering is not allowed. All belongings including backpacks, coats, books, etc. are to be kept off of the floor and stored in the designated areas at all times. Items left on the floors may be removed and held by staff and can be claimed in the office.

BULLETIN

A general information bulletin is available on the St. John School District web page, and is updated weekly by the secretary.

BUSING AND RULES

Some of the students who live in the St. John Cooperative School District area are eligible to ride the bus to school. The Director of Transportation determines this, based on the distance the child lives from school. The transportation coordinator establishes time schedules.

Riding the school bus is a privilege. Students are expected to follow all school rules and expectations while riding the bus. Students who choose to not follow the rules and show improper conduct on the bus will be subject to progressive discipline and/or denial of bus privileges. School bus expectations are as follows:

1. Respect others and be safe:
 - a. Keep hands and belongings to yourself.
 - b. Talk respectfully to others.
 - c. Do not use obscene and/or unacceptable language or gestures.
 - d. Do not scuffle or fight.
 - e. Do not be disobedient, disrespectful or disturbing to others.
 - f. Remain in your seat, facing forward, while on the bus.
 - g. Get on and off the bus in an orderly manner.
2. Keep the bus clean and orderly.
3. Students are not allowed to put their head, hands or objects out of the bus window.
4. Please do not litter.
5. Students shall not tamper with or abuse the bus and/or equipment.
6. Students are not allowed to possess or be under the influence of a controlled substance, alcohol or tobacco.

COMPUTER USE

Computers are the property of the St. John – Endicott Cooperative School Districts. A set of safeguards has been instituted in order to provide the safest and best possible access for students

to the network. Students are expected to follow the technology agreement and guidelines and are responsible for their own actions while on the school network.

The inappropriate use of the Internet, district network, or any individual computer is prohibited, and may result in progressive discipline and/or loss of technology privileges.

DRESS CODE

The St. John-Endicott Cooperative Schools strive to present an atmosphere where all students feel safe and show pride in themselves and others. Students are expected to dress appropriately at all school functions/activities. Any unusual dress or grooming as determined by administration that causes disruption of the school program, is unclean, presents a safety hazard and/or is indecent is considered unsuitable and will not be allowed. As a general guide, the following parameters are to be followed:

1. Shoes/footwear must be worn at all times.
2. Shirts/tops cover the tops of the shoulders (Four finger rule). Shirts/tops must be able to cover mid-body area throughout normal activities (Raised arm rule).
3. Dresses/skirts/shorts must be appropriate length (Extended arm and fingers rule).
4. All undergarments must be covered at all times.
5. Clothing must not have inappropriate language or messages printed on them (including tobacco, alcohol, drug and/or suggestive messages, etc.).
6. Staff and students are **NOT ALLOWED** to wear **HATS** in the school building during school hours except for approved events. Upon entering the building, all hats are to be removed and placed in a secure place. Hats may be confiscated if worn in the building during school hours.
7. Excessively baggy clothes, chains, trench coats, sunglasses, or other clothing or items deemed to be inappropriate by administration will **NOT** be allowed.

Students will be asked to change their clothing immediately if not within the above guidelines. Progressive discipline procedures will be enforced for students who continue to disregard the dress code. Suspension may result from consistent violations of the above expectations. Clothing for extracurricular activities may be deemed appropriate for that activity even though it does not meet the above standards (i.e. formal dance clothing, game uniforms, etc.).

EARLY RELEASES

Below is a list of scheduled early release days. On these days the students will be dismissed at 12:00. For supervision purposes, students should be picked up or walk home promptly when the school day is over. Thank you for your cooperation with this.

The early releases will occur:

Oct. 18, Nov. 1, Nov. 22, Dec. 6, Dec. 20, Feb. 7, Mar. 6, and June 7

The purpose for each early release is:

- St. John/Endicott Cooperative professional development days are: Oct. 18, Dec. 6 and Feb. 7.
- The remaining early release days will be for: conference planning, Nov 1; Thanksgiving break, Nov. 22; Winter break, Dec. 20; Speech, Spelling and Math Competition, Mar. 6, last day of school, June 7

ELECTRONICS (CELL PHONES, IPODS, MP3 PLAYERS, ETC...)

Students may have cell phones/electronic devices at school. Cell phone and other electronic usage is restricted to breaks between classes, before and after school, and lunch. Individual teachers will establish their own room use expectations. Students are expected to honor the individual device use expectations their teachers hold. Respectful, timely compliance will be expected of students regarding classroom use of electronics. Students not in compliance with these expectations shall fall subject to the following procedure.

- Step 1: Phone/electronic device taken by the classroom teacher and returned at the end of the school day.
- Step 2: Phone/electronic device taken by the classroom teacher and given to the principal/designee. Parents will be notified.
- Step 3: Phone/electronic device taken and given to the principal/designee. Parents will be notified. Parents must pick up phone/electronic device.

EMERGENCY/FIRE DRILLS

When the fire alarm sounds, all students and building personnel will evacuate the building immediately in an orderly manner. Teachers and students must leave their classroom and proceed directly to the designated exit. All classroom windows must be closed. In the event of a Lockdown Drill staff and students will remain in the classroom with doors and blinds shut, and follow lockdown procedures.

EMERGENCY SCHOOL CLOSURES

Occasionally situations arise that may require us to close school. The most common cause of such a situation is weather. If severe weather, or any other situation, causes us to close school there will not be anyone available to supervise your child. It is important to listen to local radio and television stations. The school will notify local stations early in the morning. You will also receive an automated phone, text or email message from the instant alert system. If for some reason you are unable to find a local station or have concern you may have missed the phone announcement, you can call 509-648-4069 or 509-657-3762.

HEALTH

Students who feel that they are unable to continue in school due to illness should come to the office where they will either rest in the sickroom or call their parent/guardian to make arrangements to go home. All students must check with an office official and have parent/guardian permission before going home.

All students needing to take medications (prescription and/or over the counter) at school must bring them to the office accompanied by the *Medication Authorization* form completed. The school nurse or designee will then dispense them to the student as per the directions. Under no circumstances are school staff allowed to give students aspirin, pain relievers, cough drops, Vaseline, or any other medications without medication authorization. St. John-Endicott School District contracts with Debbie Wolfe. She oversees and develops care plans for students who have specific health-related concerns, and provides first aid in conjunction with our office staff.

IMMUNIZATIONS

All students who register and attend school must have an up-to-date immunization record to present upon entry or appropriate opt out documentation signed by a physician.

INSURANCE

A school insurance plan is available to all students attending the school. This plan covers the students in non-athletic activities and any accidents that may occur during the school day while the student is under the supervision of a staff member. We urge all students to purchase this insurance. Athletic insurance is available and covers all sports and activities. All students should have either this school insurance plan or some type of insurance that the family may be carrying.

LIBRARY

The library is open for your convenience. It is a privilege to be able to use books, magazines, and available reference materials. We are proud of the facilities provided by the St. John School

District. Each one of us must help to make the library materials available to everyone. Please see that books are properly checked out and returned on time. Also see that books are given proper treatment to avoid undue wear. Books must be checked out before they are taken from the library. Those using the library must remember that a library atmosphere must be maintained at all times. Please help the librarian help others keep quiet so that studying may be accomplished without interruption.

LOST AND FOUND

Students are urged to turn in all items found to the main office. Lost items may be claimed at the main office with the building secretary or an administrator.

LUNCH/BREAKFAST

Breakfast will be available to students free of charge. Class "A" Lunches are served in our hot lunch program for all students and teachers. Proper behavior and common courtesy are expected of all who eat there. Consideration for cooks, custodians and fellow students should be shown through civil and courteous behavior during the meal. Students will be taken to lunch by class. Respectful behavior and cleanliness are expected throughout the school day including in the lunch room. Students are to eat breakfast and lunch in the cafeteria; not in the hallways, classrooms or other areas.

MEAL CHARGE POLICY

School meal applications are sent out to all households at the beginning of the school year to ensure that all eligible children for free or reduced price meals are accurately charged for lunches. Families may submit applications at any point during the school year if the household experiences a change in financial circumstances. Applications are available at the office and will be evaluated within 10 working days and then notifications will be sent.

The school district encourages families to pre-pay for meals at the reduced price or paid rate to help ensure children have consistent access to healthy, reimbursable meals without accruing unpaid meal charges.

*Please note that all, including free and reduced, families will be charged for extra milks if their student elects to take one. This also applies to students bringing a cold lunch and taking milk.

Students are allowed to charge their lunch on occasion, as we know that sometimes the money is forgotten at home. We make allowance for this by allowing children to charge no more than one time but they must repay this charge prior to having any more charges. If you need to wait before purchasing a lunch ticket, please send a cold lunch.

Weekly notices will be sent to families notifying them of low or past due balances. We encourage families to send funds to the school as soon as notified. If there is a special need, the school will work with families to create a payment plan.

SECOND MEAL

Second meals will be charged but not claimed for reimbursable meals. Unlimited seconds will not be allowed due to weekly limits for calories, sodium, saturated fat and trans fat. We will instead limit seconds to occasional "left-over" food that cannot be reserved for a later date and offer unlimited seconds on fruits/vegetables, once the student has eaten all other meal components.

ADULT AND NON-STUDENT MEALS

Visitor meals are charged at guest adult rate and non-student meal charged at student guest rate. Visitors pay at the office and will be given a copy of the receipt to show the cashier they have paid at the office.

MESSAGES

Telephone messages to the school to/for other students will not be delivered during class time, except for emergencies.

MULTI-PURPOSE ROOM

Students are asked to eat lunches and snacks in the Multi-Purpose Room or in one of the designated outside areas. Food service will be available only when classes are not in session.

SIGN-IN/SIGN-OUT

Students are expected to be signed-in or signed-out any time they are arriving at or leaving school during school hours. Parents or guardians must accompany the student and sign them in or out through the office.

STUDENT DIRECTORY INFORMATION

The district may release the following directory information unless a student's parent requests in writing that such information not be released:

1. The student's name, address and telephone number.
2. Date and place of birth.
3. Participation in officially recognized activities and sports.
4. Weight and height of members of athletic teams.
5. Date of attendance.
6. The most recent previous educational agency or institution attended by the student
7. Photographs and other similar information.

**At least once a year, parents shall be notified of their right to request that student directory information not be released without their prior consent.*

TELEPHONE

Students may use the school telephone with permission from the office staff. Telephones are not for personal use and are not to be used during class time except for emergencies.

TEXTBOOKS & CLASSROOM SUPPLIES

The St. John and Endicott School Districts furnish textbooks and related classroom supplies. In cases of severe damage or lost books the student may have to pay replacement/repair costs. The life of a book is rather short and students are expected to exercise extreme care in protecting the books from excessive wear and undue damage.

VALUABLES

Valuables should not be brought to school. If it is necessary to bring such articles to school, they should be left at the administration office for safekeeping. St. John and Endicott School Districts are not liable for any damage to, loss of, or misplacement of personal belongings. The main office is the center of all found articles and you may make your inquiries for lost articles in this office.

PARTY INVITATIONS

Please do not bring invitations to birthday or any other parties to school unless the student is inviting everyone in the class. We do not want to create situations where students' feelings get hurt. Thank you for your cooperation.

VISITORS

Parents and other adult visitors are welcome to visit our schools for appropriate purposes. All visitors must sign in at the office upon arrival on campus so that we are aware of the purpose of the visit and to ensure the safety of all students, staff and visitors. All visitors are required to get permission from the administration prior to visiting a classroom for any reason.

Students must obtain permission at least one day before bringing a guest to school. Prior arrangements must be made with the principal and classroom teachers. Only one guest per student is allowed. The visiting student must follow all school rules and regulations. The student must accompany his/her guest throughout the day and will be responsible for his/her conduct.

COMPLAINT PROCEDURES

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program. If, for any reason, you feel that our school or district has not followed the appropriate steps/laws related to the services that your student is or has received you can file a complaint. The Office of the Superintendent of Public Instruction has clear guidelines that parents can follow. You can find those guidelines at:

<http://www.k12.wa.us/TitleI/FamilyInvolvement/pubdocs/HandoutCitizenComplaintSchoolDistrictESDSubgrantee.pdf>

Or contact the school office for a copy. This information can also be found on our District website under the 'Parent' tab.

EAGLE PRIDE

St. John Elementary School has implemented the character education program PBIS (Positive Behavior Interventions & Supports) to benefit our entire student and staff population. Here are the key points of PBIS:

1. We have five clearly defined expectations: Perseverance, Respect, Integrity, Discipline, and Empathy (PRIDE). Every student will be taught the expectations in multiple settings throughout our school.
2. We will continually self-evaluate our school culture to effectively meet the social and emotional needs of all our students, and staff.
3. We have reduced the need to always be reactive by replacing it with a more proactive positive approach of teaching students our expectations first, as well as recognizing and rewarding those examples of PRIDE with all our students and staff.
4. Research has shown that PBIS not only improves a school culture, but it will also improve academic performance.

The purpose of implementing Positive Behavior Supports and Interventions at St. John Elementary School is to:

1. Create a more positive culture in the entire learning community: P-5 building, buses, extra-curricular activities and homes.
2. Continue to improve life in school for all students.
3. Challenge students and adults to maintain consistent expectations.
4. Inspire positive behaviors within the learning environment.
5. Empower the decision-making process by utilizing behavioral data.
6. Celebrate the successes of our students and staff.

Defined Expectations: PRIDE

PERSERVERANCE = Always keep trying!

RESPECT = Ourselves, other, and property!

INTEGRITY = Do what's right!

DISCIPLINE = Do your best!

EMPATHY = Be understanding and accepting!

Simply put in all areas or activities related to the school, we expect students and staff to always model Eagle PRIDE!



ACADEMIC EXPECTATIONS

FAMILY ACCESS

The administration and staff at the St. John-Endicott Schools recognizes that many parents would like to play a greater role in their child's education. To make it easier for you to get involved, we are providing you with the ability to view up-to-date student information anytime day or night by utilizing our Skyward student database system. With this program, you can be a more proactive member of your child's educational team. If you have a question or need to contact a teacher, staff email addresses are provided through Family Access for your convenience. Parents of students can view their student's Schedule, Assignments, Grades, Missing Assignments, Attendance, School Calendar, Food Service Information, Account Balances, Deposits, and Student Information – address, phone numbers, emergency contacts, and health alerts. Family Access and Student Access is available at <http://family.stjohn.wa-k12.net/>

ACADEMIC FIELD TRIPS

Academic fieldtrips are planned to enhance the educational process by attending activities not normally available within the school setting. This requires additional planning and cost to the district, as well as causing disruptions to other classes. For those reasons, it is important for students to attend school and participate when field trips are planned.

Every year the district allows the students in each class an opportunity to take part in one non-academic fieldtrip. These fieldtrips are a privilege that is earned through good behavior and academic performance. Only students who are passing all classes at the time of the trip and have not received more than two suspensions and/or five detentions (in-school or out of school) will be allowed to attend. Students may be granted the opportunity to earn back the right to attend a fieldtrip. Administration will use reasonable professional judgment on an individual case-by-case basis. Improved behavior can have an impact in two ways. First, the improved behavior may provide the opportunity for the student to attend the trip and second, would eliminate the need for the student to be accompanied by an adult parent/guardian on the trip. If your child has been suspended from school for more than two days, you (parent or guardian) will be required to be a chaperone for your child on the field trip.

GRADING

Grades are issued on a quarterly basis. Classroom specific grading scales and expectations will be issued individually by each classroom teacher.

LAP SERVICES (LEARNING ASSISTANCE PROGRAM)

Our LAP program provides assistance for students struggling in reading, as identified by multiple data sources. Our intervention specialist provides assistance in a variety of ways, including but not limited to, pullout and/or in-class services.

HIGHLY CAPABLE PROGRAM

Highly capable services are available in St. John and Endicott School Districts at all levels (K-12) for students whose academic needs are not being met by our general education curriculum. A teacher, parent/guardian, student, and member of the community, or any person who has knowledge of the student's abilities may initiate a referral for highly capable services.

Referral forms are available in the school office and may be submitted before October 1st to the principal at the school. A Parent Information Referral is also available. Referrals are reviewed annually.

REGISTRATION

Pre-registration for students will take place in the spring prior to the upcoming school year. Additional registration will also be available one week prior to the first day of school. The school counselor will help each student make proper registration decisions based on each student's needs.

REPORT CARDS/PROGRESS REPORTS

Report cards are sent home four times during the school year, after the conclusion of an academic quarter. Teachers may choose to send home intermittent progress reports over the course of each academic quarter.

WITHDRAWAL PROCEDURE

Any student wishing to withdraw from school must have parent/guardian permission. The checkout procedure will include returning books and equipment, payment of all fees and fines, and getting a signed clearance from all teachers under whom the student has participated in classes and activities. Records will not be released until fines and fees are paid. The principal will sign off and approve any withdrawal forms.

ACTIVITIES & EXTRA/CO – CURRICULAR

A.S.B.

The Associated Student Body annually elects an executive board. The executive board holds a minimum of one meeting a month called by the A.S.B. president with the consent of the faculty advisor. The ASB is the student voice in building leadership. The A.S.B. executive boards' duty shall be to represent the will of the Student Body.

ATHLETIC & EXTRA CURRICULAR ACTIVITY POLICY

Extra-curricular activities are an important part of the school program. The development of physical, mental, and teamwork skills are vital for healthy personal growth and development. Participation in extra-curricular activities like sports, clubs, field trips, band and chorus/drama programs is an earned opportunity. High expectations for behavior and academic standing will be an important part of extra-curricular eligibility.

ATTENDANCE

Education is a cooperative venture to which the student, teacher and the parent/guardian contribute. Prompt, regular attendance is an important factor in determining a student's academic success, including success in meeting state and local requirements. Students who attend school consistently develop better socially, establish better communication with their teachers, acquire important lifetime habits such as dependability, self-sufficiency, responsibility, and have greater success academically. St. John - Endicott Public Schools recognize that school attendance is the responsibility of the student and parent/guardian, supported by teachers and administration. The following procedures are designed to encourage regular and punctual school attendance so that learning can take place. It is intended to be positive and corrective, and all measures taken will be in the students' best interest. These practices and procedures will assist families and school personnel in making attendance decisions.

STUDENT RESPONSIBILITY

1. Attend all assigned classes and other instructional activities on time every day that school is in session.
2. Be aware of and follow the correct procedures when absent from an assigned class or other instructional activity.
3. Request any missed assignments due to an absence
4. Complete assigned work in a timely manner.

PARENT AND/OR GUARDIAN RESPONSIBILITY

1. Ensure the student is attending school.
2. Inform the school in the event of a student absence.
3. Be aware of and follow the correct procedures for reporting student absence.
4. Work cooperatively with the school and the student to resolve attendance issues that may arise.

EXCUSED ABSENCES

These include family authorized absences and school authorized absences. Absences can be documented through a parent phone call or note. The following reasons shall be sufficient to constitute excused absences:

1. Family authorized absences (legal, medical/dental, bereavement, family emergencies)
2. Personal illness
3. Other activities as approved in advance by the school
4. School sponsored activities

UNEXCUSED ABSENCES

These are absences that are not authorized by the parent/guardian or the school. The following are examples of unexcused absences:

1. Leaving school premises without authorization from the nurse, secretary or principal's office.
2. Failing to attend class (while remaining on the premises) without advanced permission.
3. Family trips/vacations for which no prior arrangements have been made with the school.
4. Other absences not authorized by the school or parent/guardian.

REPORTING STUDENT ABSENCES

1. When a student must be absent from school the parent/guardian is requested to notify the school's office whenever possible, in advance of the absence.
2. Whenever possible, students are to request make-up work in advance of the absence and to complete work according to the timelines established by the school policy.

ATTENDANCE INTERVENTION

1. Principals at each school will develop an intervention committee. This will provide an opportunity for proactive intervention by the school, and the family of the student.
2. Students acquiring five (5) or more Unexcused or Excused absences per calendar month will be considered at risk for developing chronic absenteeism. Once a student has accumulated his 5th, (excused or unexcused) a letter will be sent to the parent notifying them that their child has accumulated 5 absences (excused or unexcused).
3. Student acquiring ten (10) or more Unexcused or Excused absences per semester will be considered in danger, and will be required to meet with the intervention committee, and a letter will be sent to the parent or guardian.

SCHOOL-HOME COMMUNICATION

In order to keep students and parents informed of school events, teachers send home newsletters, and the office sends out occasional informational fliers. In addition, the school bulletin is updated weekly or as changes occur and can be found on our website.

To access please go to:

1. www.sje.wednet.edu
2. Click on the St. John link in the red column on the left hand side
3. Scroll down and click on the "Bulletin"

STUDENT BEHAVIOR AND DISCIPLINE

CONDUCT

All students of school age are expected to conduct themselves in a responsible manner at all times and comply with all district and school rules. Failure to do so shall be cause for consequences and/or discipline. Individual freedom must be compatible with equal rights of others. Each student must consider the welfare of the group. The rules shall be enforced by school administrators/staff:

1. On the school grounds at any time;
2. Off the school grounds at a school activity, function, or event;
3. Off school grounds if the action or incident was initiated on school grounds, or
4. Off the school grounds if the actions of the student materially and substantially affect the educational process.

When considering the level of discipline to be administered to a student, school authorities shall consider several factors including, but not limited to, the student's attitude, the severity of conduct, the student's intent, the effect on other students and/or staff, the safety of the student and other students and/or staff, mitigating circumstances, and the student's discipline history. Depending on these factors, a more severe punishment or alternative consequences may be imposed. The range of sanctions so noted is generally progressive. Repeated offenses could result in more severe sanctions. When violations of the laws of the United States and the State of Washington are involved, the school will refer such matters to parents/guardians, or appropriate authorities and/or agencies.

ELEMENTARY DISCIPLINE

Elementary teachers handle the majority of the discipline issues within their classroom, according to their individual policies. Occasionally an elementary student is referred to the office, at which time the progressive discipline policy is implemented.

PROGRESSIVE DISCIPLINE

Student safety is a primary concern in the St. John-Endicott school district. School discipline is recognized as part of the educational process. Unfortunately, good people sometimes make poor choices. Progressive discipline is a model designed to dissuade students from making poor choices. Increasing severity for repeated behaviors is the basis of progressive discipline. Care is used in applying these principles in a respectful manner and administration will use reasonable professional judgment in each situation and proceed as necessary.

DISCIPLINE, SUSPENSION AND EXPULSION

It is impossible for teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Students are responsible for their own actions and are held accountable for all the rules and responsibilities within this handbook, as well as the St. John and Endicott Board of Directors' Policies concerning student conduct, and other rules set forth by the St. John and Endicott School Administration. Students not adhering to any of the above will be subject to discipline, suspension and/or expulsion. When a student is on out-of-school suspension, the student will not be permitted on school grounds; therefore, they will not be allowed to participate in extra-curricular activities, either practice or interscholastic competition, during the suspension time. A student assigned Step 1 or Step 2 more than three times during any semester is subject to the next Progressive Discipline step, determined by the principal.

DANGEROUS WEAPONS

Possession of a dangerous weapon, such as firearm or knife, including those listed in RCW 9.41.250 and RCW 9.41.280, or any weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another, or that warrants alarm for the safety of other persons, is not allowed. Pocket knives or any other type of utility knives are NOT to be carried onto the school grounds at any time. Students violating this guideline will be subject to discipline sanctions as outlined under the progressive discipline plan found in this handbook.

Upon the first offense, contact of parent/guardian and law enforcement will be made and immediate expulsion for the remainder of school year will occur. The expulsion is subject to an appeal pending written notification to the Superintendent requesting a hearing within 10 school days of receipt of written notification of expulsion.

DRUGS, ALCOHOL AND TOBACCO

Possession or use of illegal drugs, alcohol or tobacco by young people has a debilitating effect on personal development and erodes the very essence of public education. Illegal sales, trafficking and enticement for controlled substance use perpetuates this problem. Therefore, the maximum penalty is to be imposed on those students involved in the sale, trafficking or enticement for the use of controlled substances. In any school-related case when a student is involved with the possession, sale, trafficking or enticement for the use of controlled substances, the building principal or designee shall:

1. Cooperate with law enforcement and probation officers, investigate all of the facts and circumstances related to the case;
2. Carefully evaluate the facts and circumstances of each case and confer with the student's parent/guardian so that appropriate remediation can occur and/or
3. Rehabilitative action may be taken with due regard to the best interests of the individual student and the welfare of the other students of the school; and
4. Prepare a complete written report of all findings and circumstances in each case including the action taken. The report and all similar reports concerning the same student shall remain on file as long as the student remains in the St. John-Endicott School District and shall be open and available to authorized juvenile and probation officers upon subpoena, court order or parent/guardian authorization for release of such information.
5. In every case, when student involvement with controlled substances is established by investigation, a summary report of the case including discipline taken shall be submitted to the superintendent or designee by the building principal.
6. Furthermore, paraphernalia possessed for drug use shall not be allowed on school premises. Students possessing such articles shall be subject to the procedures specified in this policy.
 - First Offense: The student shall be removed from the regular school program for a period to be determined by the administration. The district will determine whether the removal will involve in-school or out-of-school suspension. If the principal or designee believes the student's presence constitutes a danger to other students or threatens disruption of the educational process, the student may be removed immediately in accordance with procedures regulating emergency expulsion. If the student and parent/guardian agree to an assessment by a certified Drug/Alcohol Agency, the suspension may be reduced.
 - Second Offense: The student shall be suspended from school and must submit to assessment prior to remittance.

- Third Offense: The student will be expelled from the St. John – Endicott Cooperative School Districts.

GRIEVANCES/HEARINGS

Discipline or Short-Term Suspension:

1. Students, parents, or guardians have the right to have a conference with the building administrator to resolve the Grievance.
2. If the Grievance is not resolved, the student, parent, or guardian has the right, with two days prior notice, to present the Grievance to the superintendent or his/her designee.
3. If the Grievance is not resolved, the student, parent, or guardian has the right, with two days prior notice, to present the Grievance at the next regular board meeting.
4. The board shall notify the student, parent or guardian of the decision within 10 school business days after the date of the board meeting.
5. The short-term suspension shall continue notwithstanding the implementation of the Grievance procedure.

Long-Term Suspension or Expulsion:

1. A written request for a hearing must be received by the superintendent, or by his or her office, on or before the expiration of the third school business day after the receipt of the notice of opportunity for a hearing.
2. The district will schedule a hearing within three school business days after the date upon which the request for a hearing was received.
3. A written decision shall be provided to the student's legal counsel, parent or guardian.
4. An appeal of this decision shall be to the courts.

Emergency Expulsion:

1. A written request for a hearing must be received by the superintendent, or by his or her office on or before the expiration of the tenth school business day after the receipt of the notice of opportunity for a hearing.
2. The district will immediately schedule a hearing to commence as soon as reasonably possible and in no case later than the third school business day after receipt of the request for hearing.
3. Within one school business day after the date upon which the hearing concludes, a decision as to whether or not the expulsion shall be continued shall be rendered, and the student's legal counsel, or the student, the parent, or guardian will be notified by certified letter.
4. An emergency expulsion may be continued following the hearing on the basis that the emergency situation continues.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are expected to know their responsibilities as well as their rights. These are explained in the student handbook, which is distributed in the fall and available throughout the school year. Students are subject to discipline for violations occurring at school, on school district property, or at school sanctioned events. All students have responsibilities and rights. Due process must be observed when discipline, suspension and expulsion are imposed. The following is only a summary of your responsibilities and rights. A complete copy of the school board policy and the Washington State Administrative Code dealing with discipline, suspension and expulsion is available from the school office or on the school website. Please take time to read this complete document. St. John-Endicott students are expected to conduct themselves in a manner that promotes a proper learning environment and reflects positively on themselves, their classmates, parents, teachers and community.

STUDENT RIGHTS

No student shall be denied an equal educational opportunity or be discriminated against because of national origin, race, religion, economic status, sex, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration, or physical, mental or sensory handicap. In addition, students have the right to:

1. Receive a meaningful education that will be valuable to them for the rest of their lives.
2. Expect the maintenance of high educational standards in the district.
3. Use established channels to voice their opinions in the development of curriculum.
4. To be secure in their person, peers, and effects against unreasonable searches and seizures.
5. Safe buildings and sanitary facilities.
6. Consult with teachers, counselors, administrators and other school personnel.
7. Free election of their peers in student government. All students have the right to seek and hold office subject to the provisions of the A.S.B. constitution.
8. Democratic representation on advisory committees affecting students and student rights.
9. Review (with authorized person) their cumulative academic folder at reasonable times during school hours.
10. Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations.
11. A relevant education consistent with the stated district goals.
12. Know the requirements of the course of study and to know on what basis the grade will be determined.
13. Be free from the unlawful interference in their pursuit of an education while in the custody of the St. John and Endicott School Districts.
14. To due process of law.

STUDENT RESPONSIBILITIES

1. Pursue their course of studies.
2. Attend school daily and to be on time to all classes.
3. Be aware of all rules governing student behavior and conduct them accordingly.

4. Express their opinions and ideas in a respectful manner so as not to libel or slander others.
5. Dress in a manner, which does not disrupt the educational process, or threaten the health and safety of themselves or others.
6. Conduct themselves in a manner that will not disrupt their education or the education of others around them.
7. Respect the rights of others and exercise self-discipline in observing and adhering to established rules and regulations. Specifically, to refrain from disrespectful behaviors including the use of obscene or profane language, public displays of affection, littering and misuse of school property. Students are expected to be quiet when in the hallways so they do not disrupt classes.
8. Follow established procedures in seeking changes to those policies, rules or regulations which affect them and with which they disagree.
9. Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school-sponsored events or on school buses.
10. Comply with reasonable requests of school employees in the performance of their duties.

BULLYING, HARASSMENT, & INTIMIDATION

The District is committed to safe and civil educational environments for all students, employees, parents/legal guardians, volunteers and patrons that are free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional "choosing to engage" written message or image, including those that are electronically transmitted. Also included would be repeated verbal or physical acts, including but not limited to: one shown to be motivated by race, color, religion, ancestry, national origin, gender, or sexual orientation (including gender expression or identity). Other distinguishing characteristics could be mental/physical disability, physical appearance, clothing or other apparel, socioeconomic status, and weight.

An act will be considered bullying, harassment or intimidation if it:

1. Physically harms a student or damages the student's property.
2. Has the effect of substantially interfering with a student's education.
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
4. Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

DISCRIMINATION AND SEXUAL HARASSMENT POLICY

All students and staff members have the right to a discrimination-free and a sexual harassment-free learning and working environment. Any language or actions which cause people in this school setting or at any activities to feel discriminated against or harassed may result in serious

disciplinary action up to and including long-term suspension for students or disciplinary action for staff members. Staff members will set a positive example by providing discrimination-free and harassment free environments in classes and activities. Any student or staff member who experiences discrimination or harassment should immediately report the incident to the School Counselor, School Principal or another staff member. Every person is a valuable, unique human being with a right to be here and not be subjected to discrimination or harassment.

NON-DISCRIMINATION

The Districts shall not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained guide dog or service animal by a person with a disability, and provides equal access to the boy scouts and other designated youth groups as approved by the administration.

INTERNET AND NETWORK INFORMATION

Acceptable Use Guidelines

Network

1. All use of the system must be in support of education and research and consistent with the mission of the district. Both districts reserve the right to prioritize use and access to the system.
2. Any use of the system must be in conformity with state and federal law, network provider policies and licenses, as well as district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes, must be approved in advance by the superintendent or designee.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
6. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
7. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
8. Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the superintendent or designee.

Security

1. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
3. Communications may not be encrypted so as to avoid security review.
4. Users should change passwords regularly and avoid easily guessed passwords.

Personal Security

1. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult.
2. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
3. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

Copyright

1. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited.

General Use

1. Diligent effort must be made to conserve system resources. For example, users should frequently delete E-mail and unused files.
2. No person shall have access to the system without having received appropriate training; a signed Individual User Release Form must be on file with the district. Students must have the approval of a parent or guardian.
3. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

Violation of any of the conditions of use may be cause for disciplinary action.

SEARCH, SEIZURE, & INSPECTION

All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable search and seizure. However, in order to maintain a safe and orderly school environment a student is subject to search, including but not limited to the use of metal detectors, by school officials if reasonable grounds exist to suspect a safety issue, or that the search will yield evidence of a student's violation of the law or school rules governing student conduct. The discovery of contraband, or other evidence of a student's violation of the law or school rules, may precipitate a search.

For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or district policy including, but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or dangerous weapon. If contraband is discovered during a search, it may be confiscated and disciplinary action taken and/or the evidence may be relinquished to law enforcement personnel.

Staff are required to search a student, the student's possessions and locker if there are reasonable grounds to suspect the student has violated the law against contraband on school grounds, transportation or at school events.

The right to privacy is a fundamental tenet of human liberty. Staff shall take particular care to respect student's privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the schools. The principal or other such staff designated by the superintendent shall have the authority to conduct student searches. They shall do so only upon reasonable suspicion and in the manner prescribed by district policy.

Staff shall conduct searches in a manner, which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. No student shall be subject to a strip search or body cavity search by school staff. School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

The building administrator/designee may, with approval of the appropriate administrator, due to the prevalence and seriousness of a drug problem at their site, use a "drug dog" certified by the Washington State Police Canine Association in conjunction with its trained handler, to search areas school-wide where the individual has no reasonable expectation of privacy. Positive reaction by the "drug dog" shall be considered probable cause to search. The "drug dog" may not be used to search individuals, student groups or their vehicles unless the administrator has individual suspicion that the search will uncover drug contraband or other evidence of misconduct. Appropriate security and law enforcement agencies shall be notified of and presented with confiscated contraband.

Student desks and storage areas are the property of the St. John-Endicott School Districts and are made available for student use. No right nor expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such spaces are subject to search without prior notice or reasonable suspicion. As noted above, school authorities have the right to inspect and /or search desks and/or storage spaces anytime. In addition, any container in such area including but not limited to, purse, backpack, gym bag, electronic devices (e.g. laptops, cellphones, etc.) or an article of clothing may also be searched if there is reasonable basis to believe that the search will reveal evidence of a violation of the law or school rules. A student's personal property, including a motor vehicle or other means of transportation, shall be reasonably free from search. However, if there is reasonable cause to believe that school policies and regulations have been violated, school authorities may search such person or property and may take into custody any objects which could disturb or interfere with the educational process or which present a threat to the safety and security of others.

COMMON SCHOOL LAWS OF THE STATE OF WASHINGTON

Listed below, in part, are some of the State laws, State Superintendent of Public Instruction rules and regulations that affect teachers' responsibilities and rights with respect to discipline of students.

RCW 28A.600.040, PUPILS TO COMPLY WITH RULES AND REGULATIONS

All pupils who attend the common school shall comply with the rules and regulations established in pursuance of the law for the government of the schools, shall pursue the required course of studies, and shall submit to the authority of the teachers of such schools, subject to such disciplinary or other action as the local school officials shall determine.

RCW.600.420, FIREARMS ON SCHOOL PREMISES, TRANSPORTATION, OR FACILITIES

Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall be expelled from school for not less than one year under RCW 28A.600.010. The superintendent of the school district may modify the expulsion of a student on a case-by-case basis.

For purposes of this section, "firearm" means a firearm as defined in 18 U.S.C. Sec. 921, and a "firearm" as defined in RCW 9A.01.010.

Nothing in this section prevents a public school district if it has expelled a student from such student's regular school setting from providing educational services to the student in an alternative setting.

RCW 28A.600.455, GANG ACTIVITY-SUSPENSION OR EXPULSION

A student who is enrolled in a public school or an alternative school may be suspended or expelled if the student is a member of a gang and knowingly engages in gang activity on school grounds.

"Gang" means a group which: (a) Consists of three or more persons; (b) has identifiable leadership; and (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.

RCW 28A.635.060, INJURY TO PROPERTY

Any pupil who defaces or otherwise injures any school property, or property belonging to a school contractor, employee, or another student, is subject to suspension and punishment. If any property of the school district, a contractor of the district, an employee, or another student has been lost or willfully cut, defaced, or injured, the school district may withhold the grades, diploma, and transcripts of the pupil responsible for the damage or loss until the pupil or the pupil's parent or guardian has paid for the damages.

RCW 28.635.010, ABUSING OR INSULTING TEACHERS

Any person who shall insult or abuse a teacher anywhere on the school premises while such teacher is carrying out his or her official duties, shall be guilty of a misdemeanor, the penalty for which shall be a fine of not less than ten dollars nor more than one hundred dollars.

RCW 28A.635.020, WILLFULLY DISOBEYING SCHOOL ADMINISTRATIVE PERSONNEL OR REFUSING TO LEAVE PUBLIC PROPERTY

It shall be unlawful for any person to willfully disobey the order of the chief administrative officer of a public school district, or of an authorized designee of any such administrator, to leave any motor vehicle, building, grounds or other property which is owned, operated or controlled by the school district if the person so ordered is under the influence of alcohol or drugs, or is committing, threatens to imminently commit or incites another to imminently commit any act which would disturb or interfere with or obstruct any lawful task, function, process or procedure of the school district or any lawful task, function, process or procedure of any student, official, employee or invitee of the school district.

RCW 28A.635.030, DISTURBING SCHOOL, SCHOOL ACTIVITIES OR MEETINGS

Any person who shall willfully create a disturbance on school premises during school hours or at school activities or school meetings shall be guilty of a misdemeanor.

RCW 28A.635.100, INTIMIDATING ANY ADMINISTRATOR, TEACHER, CLASSIFIED EMPLOYEE, OR STUDENT

It shall be unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge or conduct of his or her duties or studies.