



# *Learning Center*



**2018 – 2019**

## ***Parent/Student Handbook***

This is a classroom copy; a copy is available online at:

[www.skillsource.org](http://www.skillsource.org)

SkillSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to persons with disabilities. WA RELAY 711



# Welcome to SkillSource Learning Center

Welcome, to the SkillSource Learning Center. We are excited that you have chosen to attend the SkillSource Learning Center. We look forward to partnering in your education and employment success.

*-SkillSource Staff*

<b>SkillSource Staff Members</b>	<b>Principal/Site Manager</b>	<b>Email</b>
	Susan Adams	<a href="mailto:susana@skillsource.org">susana@skillsource.org</a>
	<b>Instructional Staff</b>	
	Mike Dacey	<a href="mailto:miked@skillsource.org">miked@skillsource.org</a>
	Dana Osterlund	<a href="mailto:danao@skillsource.org">danao@skillsource.org</a>
	Larry Schreck	<a href="mailto:larrys@skillsource.org">larrys@skillsource.org</a>
	Joanne Roberts	<a href="mailto:joanner@skillsource.org">joanner@skillsource.org</a>
	<b>Youth Trainers</b>	
	Christy Mataya	<a href="mailto:christym@skillsource.org">christym@skillsource.org</a>
	Lee Hendrickson	<a href="mailto:leeh@skillsource.org">leeh@skillsource.org</a>
	<b>Office Staff</b>	
	Anne Miland	<a href="mailto:annem@skillsource.org">annem@skillsource.org</a>
	Gloria Hallead	<a href="mailto:gloriah@skillsource.org">gloriah@skillsource.org</a>
	<b>Classroom Assistants</b>	
	Ryan Johnson	<a href="mailto:ryanj@skillsource.org">ryanj@skillsource.org</a>
	Sydney McElroy	<a href="mailto:sydneyg@skillsource.org">sydneyg@skillsource.org</a>
	<b>Lunch Program</b>	
	Kay Cox	<a href="mailto:kayc@skillsource.org">kayc@skillsource.org</a>
	<b>AmeriCorps</b>	
	Ryan Osterlund	<a href="mailto:ryano@skillsource.org">ryano@skillsource.org</a>

# What You Should Know About the HSE (GED) Credential

## **WHAT IS THE HSE CREDENTIAL?**

The HSE (formerly the GED) is referred to as the High School Equivalency. The tests measure your basic skills in math, social studies, science, and reading/literature/arts.

## **WHY TAKE THE TEST?**

The HSE credential is a high school equivalency and is accepted for employment, college enrollment, promotion, and licensing just as a high school diploma.

## **WHAT SUBJECTS ARE ON THE HSE TEST?**

- Test 1: Reasoning Through Language Arts
- Test 2: Social Studies
- Test 3: Science
- Test 4: Mathematics



## **WHAT IS THE HSE TEST LIKE?**

All four tests include multiple choice, drag and drop, fill-in-the-blank; select an area, and drop-down questions. The RLA test includes a writing section. The HSE tests are timed and measure whether you have mastered the skill and have general knowledge that is acquired in high school.

*Accommodations are available to those that qualify.*

## **HOW IS THE TEST SCORED?**

Students must score at least a numeric score of 145 on each of the four tests to earn an HSE credential. Test results are generally available online at [GED.com](http://GED.com) within 24 hours.

## **CAN I RE-TEST IF I SCORE BELOW THE REQUIRED AVERAGE?**

Yes, of course. The re-testing fee for each individual test is \$10.00. **SkillSource does not pay re-testing fees.**

## **IF I AM SICK, CAN I CHANGE MY TEST DATE?**

Yes, you will need to log on to [GED.com](http://GED.com) and reschedule or cancel 24 hours prior to scheduled test. There is non-refundable test fee charged if you do not show up for your test. The re-testing fee for each individual test is \$10.00.

## **HOW DO I REGISTER FOR THE HSE**

When you have passed two Pre-GED tests at the Learning Center with a score of 150 or higher, An instructor will request a purchase order for you (\$120.00 check from SkillSource that pays for all four HSE tests). Once your instructor receives a purchase order for your HSE test, he/she will assist you in signing up for the test at Wenatchee Valley College. **You will need to present a valid ID or SkillSource ID and arrive 10 minutes prior to your testing time.**

## **CERTIFICATES:**

When you have completed and passed all HSE tests, your certificate will be emailed to your school Gmail account.

# ***Why SkillSource Will Work For You***

## **Educational High School Completion Opportunities:**

- ★ SkillSource Learning Center offers learning alternatives offered through a cooperative partnership with the Wenatchee School District.
- ★ A learning alternative based on — “Students learn at their own pace.”
- ★ A computer-managed and competency-based curriculum that provides basic reading, math, writing, employment, and computer skills.
- ★ Academic Advising
- ★ Enables a student to advance to post-secondary education or enter a specific career field. (Running Start at WVC if you meet enrollment criteria.)
- ★ HSE(GED) Preparation
- ★ High School Credit Retrieval
- ★ Life Skills and Leadership Training
- ★ HS21+ (WVC contracted program, if appropriate)

## **Career & Technical Educational Opportunities:**

- ★ SkillSource Learning Center offers college credits (up to 10 credits) for Business Computer Technology courses in partnership with Wenatchee Valley College
- ★ Work-based learning activities
- ★ Explore opportunities in your field of interest
- ★ Enroll to attend the Wenatchee Valley Technical Center while attending SLC
- ★ Develop positive work habits that meet employer expectations
- ★ Career decision making, career development, and pre-employment workshops
- ★ Consistent support, career guidance, employment assistance or referrals and referrals to social and health services
- ★ Students may qualify for our school to work program which offers:
  - Paid on the job training
  - Support services
  - Achievement incentives
  - Comprehensive career guidance and counseling

## **Educational Opportunities Beyond Your HSE (GED) or High School Diploma:**

- ★ IC3 Certification
- ★ Microsoft Certifications
- ★ Workkeys Certification
- ★ Accuplacer preparation (college placement assessment)



# **General Information**

## **Attendance**

If a student cannot make it to class or will be late, they will call Anne Miland prior to class starting at 509-663-3091, extension 245 – leave a message if Anne is unavailable. Excused absences are illness, unavoidable doctor or dental appointments, family emergencies/funerals, religious reasons/holidays, court summons/detentions, suspensions, and pre-arranged absences.

## **Children**

Students are not to bring their children to the Learning Center during class time.

## **Visitors**

Only registered students are allowed in our classrooms. Visitors (including family and friends) must check in at the front desk and wait in the lobby area. Front desk staff will inform program assistants or instructors of the student's visitor and students will meet with their guest in the lobby.

## **Telephone and Cell Phone Use**

Students can make personal calls using the telephone located in the lobby during break time (please limit your call to 3 minutes). Messages will be taken by staff and delivered to the student during break time unless it is an emergency. Cell phones can only be used in the classroom for listening to music with headphones during designated times.

## **Class Breaks**

We share this facility with other SkillSource programs. Please respect all common areas in the buildings. Class breaks are 10 minutes. We have a closed campus policy: (1) Students are not allowed to leave our campus; (2) Students cannot sit in cars during break; (3) Students must return from break on time. Failure to comply with closed campus policy will result in disciplinary action as outlined in the Wenatchee School District Range of Sanctions Policy No. 3240 for Students.

## **Food and Drinks**

Food and drinks are not permitted in the classroom or testing room (food and beverages are allowed in the lobby). A lunchroom is available for students from Noon –1 pm, Monday through Thursday. Students attending class may choose to have a free lunch and a daily snack.

## **Sexual Harassment and/or Intimidation**

No bullying, including unwelcome sexual or gender-directed conduct or comments made by one person or several persons towards another will not be tolerated. If you experience any harassment, report the incident to a staff member immediately. Prompt action will be taken. We have a “zero tolerance policy” towards sexual harassment, intimidation, or fighting. We comply with all local, state and federal laws.

# *Program Schedules*

## **Morning Session**

Monday – Thursday from 9:00 am - Noon

*{10 minute breaks on the hour}*

*One monthly Friday activity scheduled – See Classroom Calendar*

**Snack provided**

*Lunch provided from Noon – 1:00 pm*

## **Afternoon Session**

Monday – Thursday from 1:00 pm - 4:00 pm

*{10 minute breaks on the hour}*

*One monthly Friday activity scheduled – See Classroom Calendar*

**Snack provided**

## **Evening Session**

Monday – Thursday from 4:00 pm – 7:00 pm

*{10 minute breaks on the hour}*

**Snack provided**

*Our class is designed to help work with your schedule  
outside of the classroom.*

# *Academic Progress Requirements & Attendance Expectations*

The SkillSource Learning Center places a high value on student attendance and academic progress. Statistics and research support the fact that regular attendance and academic achievement go hand-in-hand. We are here to help student's succeed. We offer two (2) programs depending on your age at enrollment:

**Open Doors Program** (Students under 21 years of age, but at least 16 years of age as of September 1 of the current school year):

To meet the requirement for satisfactory academic progress:

- Student must have a weekly status check – attend class in person; meeting with program staff; or telephone call, email, or text with program staff each week.
- Student will complete a minimum of one (1) Indicator of Academic Progress (IAP) in every three (3)-months of enrollment in the program.
- Student will attend scheduled monthly meeting with staff.

Attendance Expectation:

- Students are scheduled to attend either morning, afternoon, or evening sessions each week and are expected to attend class 12 hours per week. Students attending Running Start, employed, or other approved reason, may receive an individualized schedule that meets their needs.

*Satisfactory Academic Progress is reviewed every month. If a student does not meet Satisfactory Academic Progress requirements and/or monthly attendance requirements and/or the weekly status check requirement, student and staff will review their learning and career plan. Interventions will be discussed and goals will be set that will help the student meet the academic progress requirement and attendance expectations.*

*Three months of not meeting satisfactory academic requirements within the school year, may result in student being withdrawn from the program.*

**ALE Program** (Students 15 years of age or not 16 years of age by September 1 of the current school year)

To meet the requirements for satisfactory academic progress:

- Student will complete 4 hours of Academic Progress per week or an average of 16 hours per month
- Student will complete independent study requirements outlined on their Written Student Learning Plan

Attendance Expectation:

- Student will meet 80% of Attendance hours scheduled. Students are scheduled to attend either morning, afternoon, or evening sessions each week and are expected to attend class their scheduled hours per week. Students attending Running Start, employed, or other approved reason, may receive an individualized schedule that meets their needs.

*Satisfactory Academic Progress is reviewed every month. If a student does not meet Satisfactory Academic Progress requirements, they will receive an **intervention plan** that will help them meet the academic progress requirements*

*Three months of not meeting satisfactory academic requirements within the school year, may result in student being withdrawn from the program.*



# Appearance and Dress Policy

## DRESS CODE (BOARD POLICY 3224)

Appearance and attire at school should be neat, clean and within the bounds of decency, health and safety. Dress and appearance shall not be disruptive of the educational process of learning objectives. This dress policy is in accordance with District Policy 3224.

## DRESS STANDARDS

The following standards are provided to assure the safety and well-being of all students and staff. The key is that school attire should be modest and appropriate. Dress may not be disruptive to the learning environment. In order to maintain a learning environment, here are a few keys:

### Modesty Dress Code:

- Tops must have a modest neckline and shoulder line. Spaghetti straps will not be permitted. All tops need to cover the midriff area.
- Clothing and/or other accessories that would be considered a disruption to the learning environment are prohibited. Any clothing that goes against our curriculum, respect toward others, or any clothing that is lewd, sexual, drug, tobacco, alcohol-related or gang-related is prohibited.
- Sagging and exposure of underclothing.

### Safety Dress Code:

- Footwear must be worn at all times
- Head coverings – religious head coverings are permitted, while the wearing of any other head cover is prohibited. This includes, but is not limited to baseball caps, cowboy hats, bandanas, scarves, hairnets, etc.
- Clothing that may also be disruptive to the learning environment and are not permitted are: chains, sharp protruding objects protruding from necklaces, collars, bracelets, and rings, sunglasses, charms or jewelry depicting any kind of weapons, alcohol, tobacco, drug or drug paraphernalia.
- Clothing identified as “gang-like” and are not permitted are:
  - Playerz69
  - Playboys/playgirls (bunny logo)
  - Dallas Cowboys
  - 5-point star
  - Raiders football
  - Los Angeles Dodgers
  - Colonia Chiques
  - SSL logo
  - Old English script
  - “13” or “14” or “22”
  - Sureno s, Nortenos,
  - Smile now/Cry later (in words or the theatrical mask)
  - Bandanas
  - Hanging belts (the loose end past the buckle that is hanging down)
  - 8-ball symbols
  - Marijuana leaf
  - Clothing with “ICP”
  - “Insane Clown Posse” (gang and violence related)
  - Gloves or anything demonstrating affiliation with local gangs

**Failure to comply with this policy will result in disciplinary action as outlined in the Wenatchee School District Range of Sanctions Policy No. 3224 for Students.**

# Classroom Behavior

*Students attending SkillSource Learning Center are expected to stay on task during class time, display appropriate appearance, and maintain respectful conduct. We emphasize life skills, ethics, and values that will take you beyond the academics of the classroom and into the workplace and a successful future. Classrooms will model a workplace environment.*

## **Appropriate Classroom Behavior:**

- You are expected to work at your computer workstation, complete coursework and assignments as directed by instructors, attend designated workshops, and participate in career exploration activities.
- Be respectful to staff and other students. Disruptive behavior and use of profanity shows disrespect towards yourself and others and is not acceptable.
- Student must stay on campus while signed in. We are a closed campus facility.
- Any tobacco product, including vaporizers, cigarettes or chew may not be on desk or visible in classroom.

## **Dangerous or Unlawful Behavior:**

- You are expected to respect all SkillSource property. Vandalism, graffiti, stealing, or destruction of property is prohibited by law and is not acceptable student behavior.
- Items that could be considered illegal or dangerous are strictly forbidden (i.e. pocket knife).
- Harassment of, intimidation of, or fighting with other students is not allowed.
- Students are expected to comply with WA State law regarding drugs and alcohol.
- Smoking is not allowed in our building or within 25 feet of any doorway. A designated smoking area is located in the parking lot for students over 18 years old.

**Failure to comply with this policy will result in disciplinary action as outlined in the Wenatchee School District Range of Sanctions Chart on pages 12-15.**

The 3 C's of life:  
**CHOICES, CHANCES, CHANGES.**  
You must make a  
choice to take a chance  
or your life will never change.

# *Computer Resources Policy*

## **General**

Access to computing resources at the Learning Center is granted to students for the purpose of learning-related activities.

- Each student is assigned a Google Apps account which includes a Gmail email account, access to Google Apps, and 5G of online storage in Google Drive. This account can be accessed from any location, onsite or offsite. Users are expected to comply with Google's Cloud Platform Acceptable Use Policy (<https://cloud.google.com/terms/aup>). Google may cancel accounts of non-compliant users at their discretion.
- Students should save documents to their assigned Google Drive. Files saved to the local machine will be lost when computer is rebooted.
- Games (Solitaire, etc.) are not allowed unless authorized by instructors.
- Personal CDs or portable media players may be used during class time. No sharing headphones. Music must be kept at a volume that no one else in the classroom can hear.
- **No food or drink is allowed in the main classroom or testing room.**

## **Appropriate Use of Internet**

- Internet access and use is allowed for authorized learning activities only.
- All student computer use is monitored and accessible by staff at any time: appropriate use is expected.
- Streaming media (YouTube, Pandora, Spotify, etc.) uses a lot of bandwidth and has the potential to slow down the entire network. Use of these resources is limited to authorize learning activities only.
- Access to or distribution of inappropriate websites, including sites that promote discrimination, violence, illegal drugs or practices, gambling, weapons, or pornography are not allowed. Online harassment of others is prohibited.
- Attempts to defeat or bypass SkillSource's Internet filter or conceal Internet activity are prohibited.

## **Plagiarism**

- While computer technology makes it easy to download, copy, duplicate or distribute software, music, movies, images, or other copyrighted materials, students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Always use proper citation for others' work.

**Failure to comply with this policy will result in disciplinary action as outlined in the Wenatchee School District Range of Sanctions Chart on pages 12-15**



# RANGE OF SANCTIONS CHART

# GRADES K-12



This chart shows the range of sanction options administrators can use in disciplining students. This range of sanctions is progressive and repeated offenses in any one category or combination of categories will result in more severe sanctions.

For the purpose of this policy, assault shall be defined as "An intentional contact with another person that would be harmful or offensive to an ordinary person who is not unduly sensitive, or an act done with unlawful force with intent to inflict bodily injury or fear of such injury, even if no injury is inflicted".

**••Use the code that best describes the incident••**

ABBREVIATIONS	
ATT=ATTENDANCE	PERF=PERFORMANCE
ASLT=ASSAULT	PERM=PERMISSION
CONT=CONTRACT	POSS=POSSESSION
DIST=DISTRICT	REPR=REPRESENTED
DSTB=DISTRIBUTE	RPT=REPORT
INAP=INAPPROPRIATE	STU=STUDENT
NI=NO INJURY	TRU=TRUANCY = cannot use
MI=MAJOR INJURY	VIO=VIOLATION = can be used
PER=PERSONNEL	

WSD Policy #3240	Offense	Discipline codes (use only these codes)	School Discipline	Short-Term Suspension 1-10 days	Long-Term Suspension 11-90 days	Expulsion/Emergency Expulsion	Notification Non-School Agency
	"The following list is not exclusive of other behaviors for which a student may be disciplined up to and including expulsion and notification of non-school agencies."						
1	<b>Alcohol:</b> Possessing, using, or being under the influence of alcohol. [See Drug/Alcohol/Tobacco Policy]	1					
2	<b>Arson:</b> Knowingly or recklessly cause a fire or explosion which is dangerous to human life, or damages or threatens damage to any structure or vehicle.	2					
3N	<b>Assault of District Personnel:</b> 3N = Assault, harassment, threats or abuse of district personnel that causes no major injury, and <u>requires NO medical attention from a doctor.</u>	3N (NO major injury)					
3M	3M = Assault, harassment, threats or abuse of district personnel that results in major injury <u>requiring medical attention from a doctor.</u>	3M (with major injury)					
4N	<b>Grievous Assault on Students:</b> 4N = NO Injury: Assaulting another student with <u>intent</u> to inflict substantial or great bodily harm by any means <b>but does not result in injury &amp; requires NO medical attention from a doctor</b> as defined by RCW 9A.04.110.	4N (NO major injury)					
4M	4M = MAJOR Injury: Assaulting another student with <u>intent</u> to inflict substantial or great bodily harm by any means that <b>results in major injury requiring medical attention</b> from a doctor as defined by RCW 9A.04.110.	4M (with major injury)					
5N	<b>Assault on student:</b> 5N = Violence with NO Injury: The act of violence without intent to cause harm, that causes no major injury and <u>requires NO medical attention from a doctor</u> as defined by RCW 9A.04.110.	5N (NO major injury)					
5M	5M = Violence WITH Major Injury: The act of violence with intent to cause harm and <b>results in major injury requiring medical attention</b> from a doctor as defined by RCW 9A.04.110.	5M (with major injury)					
6	<b>Burglary:</b> Entering or remaining unlawfully in a district building with intent to commit a crime.	6					
7	<b>7 = Cheating:</b> For example, copying, using "crib notes", falsifying records or scores.	7					
7A	<b>7A = Plagiarism:</b> Using someone else's work as your own.	7A					
8	8 = Marijuana: [See Drug/Alcohol/Tobacco Policy] Possessing, using, or being under the influence of marijuana, or in possession of drug paraphernalia.	8					
8I	8I = Possessing, using, or being under the influence of any illicit drug (not marijuana), or in possession of drug paraphernalia.	8I					
9	9 = Possessing/Selling/Distributing Marijuana: Possessing, selling or distributing marijuana.	9					
9I	9I = Possessing Selling/Distributing Any Illicit Drug (not marijuana): Possessing, selling or distributing any illicit drug.	9I					

<b>10</b> <b>10H</b> <b>10K</b>	10 = <b>Criminal Acts:</b> Students who involve themselves in criminal acts (anything that is against the law) on school property, off school property at school-supervised events, or off school property – and which acts have a detrimental effect upon the maintenance & operations of the schools or District – are subject to disciplinary action by the school and prosecution under the law.	<b>10</b> <b>10H</b> (Homicide) <b>10K</b> (Kidnapping)						
---------------------------------------	--	---	--	--	--	--	--	--

<b>WSD Policy #3240</b>	<b>Offense</b> "The following list is not exclusive of other behaviors for which a student may be disciplined up to and including expulsion and notification of non-school agencies."	<b>Discipline codes (use only these codes)</b>	<b>School Discipline</b>	<b>Short-Term Suspension 1-10 days</b>	<b>Long-Term Suspension 11-90 days</b>	<b>Expulsion/ Emergency Expulsion</b>	<b>Notification Non-School Agency</b>
<b>11</b>	<b>Defiance of School Authority (Willful Disobedience):</b> Refusal to obey reasonable directions or requests of any WSD staff member, including volunteers, aides, substitutes, secretaries, custodians, food service workers, bus drivers, etc. All students must, upon request, identify themselves to school authorities.	<b>11</b>					
<b>12</b> <b>12E</b>	<b>12 = Disruptive Behavior:</b> Conduct that interferes with the educational process, e.g. disruptive behavior in class, assemblies, school activities, or on school transportation. <b>12E =</b> The use of electronically transmitting devices (cell phones, iPads, iPods, etc.) that have the affect of substantial disruption to the school or interfering with another student's education. (Board Policy #3207)	<b>12</b> <b>12E</b>					
<b>13E</b>	<b>13E = Extortion:</b> Obtaining money or property by violence or threat of violence. Forcing or attempting to force another person to do something against his/her will by threat of force.	<b>13E</b> (Extortion)					
<b>14N</b> <b>14M</b>	<b>Fighting:</b> <b>14N =</b> The act of quarreling involving any physical altercation <b>that results in no major injury and requires NO medical attention.</b> <b>14M =</b> The act of quarreling involving any physical altercation <b>that results in major injury requiring medical attention.</b>	<b>14N</b> (NO major injury) <b>14M</b> (with major injury)					
<b>15</b>	<b>Forgery:</b> Fraudulently using in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data.	<b>15</b>					

<b>16H</b>	<b>16H = Harassment:</b> A course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim.	<b>16H</b> (Harassment)					
<b>16I</b>	<b>16I = Intimidation:</b> Conduct, words, or circumstances with the intent to produce fear. To make a person fearful or to put another person into a fearful situation.	<b>16I</b> (Intimidation)					
<b>16B</b>	<b>16B = Bullying:</b> Aggressive behavior that intends to hurt, threaten, or frighten another person. An imbalance of power between the aggressor and the victim.	<b>16B</b> (Bullying)					
<b>16R</b>	<b>16R = Sexual Battery/Rape:</b> An unwanted form of contact with an intimate part of the body that is made for the purposes of sexual arousal, sexual gratification or sexual abuse. Sexual battery may happen whether the victim is clothed or not.	<b>16R</b> (Sexual Battery / Rape)					
<b>16G</b>	<b>16G = Gender: *</b>	<b>16G</b> (Gender)					
<b>16E</b>	<b>16E = Ethnicity/Race: *</b>	<b>16E</b> (Ethnicity/Race)					
<b>16O</b>	<b>16O = Sexual Orientation: *</b>	<b>16O</b> (Sexual Orientation)					
<b>16F</b>	<b>16F = Religion/Faith: *</b>	<b>16F</b> (Religion/Faith)					
<b>16S</b>	<b>16S = Sexual Harassment:</b> Sexual harassment occurs when a person is subject to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.	<b>16S</b> (Sexual Harassment)					
<b>16T</b>	<b>16T = Threat To Injure:</b> An expression of an intention to inflict an injury on another person.	<b>16T</b> (Threat to Injure)					
<b>WSD Policy #3240</b>	<b>Offense</b> "The following list is not exclusive of other behaviors for which a student may be disciplined up to and including expulsion and notification of non-school agencies."	<b>Discipline codes (use only these codes)</b>	<b>School Discipline</b>	<b>Short-Term Suspension 1-10 days</b>	<b>Long-Term Suspension 11-90 days</b>	<b>Expulsion/Emergency Expulsion</b>	<b>Notification Non-School Agency</b>
<b>17</b>	<b>Inappropriate Display of Affection:</b> Sexually oriented actions at school or school-sponsored activities.	<b>17</b>					
<b>18</b>	<b>Inappropriate Dress/Disruptive Dress:</b> Dress or appearance that is either obscene, presents a health or safety problem, causes a disruption of the educational process, or otherwise violates the district dress code. [see <b>37D</b> for gang related dress]	<b>18</b>					
<b>19</b>	<b>Lewd Conduct/Indecent Exposure:</b> Behavior that is indecent or obscene, e.g. mooning, exposing oneself, sexual misconduct, etc.	<b>19</b>					
<b>20</b>	<b>Possession of Stolen Property:</b> Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property.	<b>20</b>					
<b>21</b>	<b>Robbery:</b> Taking another's property by force or threat of force.	<b>21</b>					
<b>22</b>	<b>Tardiness:</b> Being late to school or class without a valid excuse.	<b>22</b>					
<b>23</b> <b>23A</b>	<b>23 = Theft:</b> To take the property of another person without right or permission. <b>23A = Theft of a motor vehicle</b>	<b>23</b> <b>23A</b> (Motor Vehicle)					
<b>24</b>	<b>Tobacco - Use or Possession:</b> [*See Drug/Alcohol/Tobacco Policy] Use or possession of any tobacco products on school grounds (including E-Cigarettes) and storing or maintaining such products in lockers or other property of the district, or at school-sponsored events.	<b>24</b>					
<b>25</b>	<b>Bus/Van Misconduct-Transportation Sanctions:</b> In accordance with transportation department policy. (See WSD Policy #6605)	<b>25</b>					

26	<b>Trespassing:</b> Entering or remaining unlawfully in school buildings, property, grounds, or at school-sponsored events or refusing to leave when asked to do so.	26					
27	Truancy - This code is <u>used only by the District Truancy Officer.</u>	Truancy Officer Use Only					
28 O 28P	<b>28 O = Use of Obscenity:</b> Conduct, words, or circumstances that are lewd or of a sexually offensive nature. <b>28P = Use of Profanity:</b> Words or written expressions that denote or provoke violent resentment or denoting language so grossly offensive to members of the public who actually hear it as to amount to a nuisance.	28 O 28P					
29	<b>Use of Obscenity or Profanity:</b> Directed at school personnel	29					
30	<b>Malicious Mischief:</b> Destroying or damaging property. (minor level - not to the level of vandalism #38)	30					
31A 31B 31E 31F 31H 31K 31M 31 O 31R 31T 31Z	<b>Weapons and Explosives:</b> The District has a no tolerance policy for weapons. Possessing or using weapons, explosives, or any other items capable of causing bodily harm, including "fake" weapons that are represented as "real" weapons.	31A (Air/Co2 Gun) Dagger) 31B (Brass Knuckles) Firearms) 31E (Explosive) 31F (Fake) Shotgun) 31H (Handgun) 31K (Knife / Dagger) 31M (Multiple Firearms) 31 O (Other) 31R (Rifle / Shotgun) 31T (Toy / Imitation) 31Z (Other Firearms)					
WSD Policy #3240	<b>Offense</b> "The following list is not exclusive of other behaviors for which a student may be disciplined up to and including expulsion and notification of non-school agencies."	<b>Discipline codes (use only these codes)</b>	<b>School Discipline</b>	<b>Short-Term Suspension 1-10 days</b>	<b>Long-Term Suspension 11-90 days</b>	<b>Expulsion/ Emergency Expulsion</b>	<b>Notification Non-School Agency</b>
32 32A	<b>32 = Absence</b> (Unexcused) <b>32A = No Show Detention</b>	32 32A					
33	<b>Gambling:</b> Risking something of monetary value for the chance to win a prize.	33					
34	<b>Illegal Fire Alarm Pull</b>	34					
35 35S 35D	<b>35 = Off Campus Without Permission</b> <b>35S = Off Campus Without Slip</b> <b>35D = Left Campus From Wrong Doors/Not Office(WHS)</b>	35 35S 35D					
36	<b>Reckless Driving/Parking</b>	36				Revocation of driving privileges at school	
37 37I 37D	<b>37 = Gang Related:</b> Belonging to a gang and/or knowingly engaging in gang activity. <b>37I = Gang Intimidation:</b> Threatening another student because that person refuses to join or has attempted to withdraw from a gang. <b>37D = Gang Dress Violation</b>	37 37I 37D					
38	<b>Vandalism:</b> Destroying or damaging property, e.g. breaking windows, graffiti, defacing desks or lockers, damaging or destroying other people's belongings, interfering with or damaging electronic information systems, etc.	38					

<b>39</b>	<b>Violation Of Contract:</b> <b>39 = Performance</b>	<b>39</b> (Performance )					
<b>39A</b>	<b>39A = Alcohol</b>	<b>39A</b> (Alcohol)					
<b>39D</b>	<b>= Drug</b>	<b>39D</b> (Drug)					
<b>39G</b>	<b>39G = Gang</b>	<b>39G</b> (Gang)					
<b>39T</b>	<b>39T = Attendance</b>	<b>39T</b>					
<b>41</b>	<b>41 = Internet Violation</b> [See WSD Policy #2022]	<b>41</b>					
<b>42</b> <b>42F</b>	<b>42 = Threat of Bomb, Fire, Shooting, other</b> <b>42F = False reporting of any threat – fire, shooting, bomb, other – involving emergency services</b>	<b>42</b> (Threats) <b>42F</b> (False Report of					

**Parents will be notified of the discipline listed below**

<b>STS - Short-Term Suspension</b>	<b>1-10 days out of school</b>
<b>LTS - Long-Term Suspension</b>	<b>11-90 days or for remainder of semester out of school</b>
<b>Expulsion/Emergency Expulsion</b>	<b>Immediate removal from campus</b>
<b>School Discipline</b>	<b>Students are assigned one or more hours of work detail</b>
<p><b>N = NO Injury</b> meaning the offense resulted in no injury and <u>required NO medical attention from a doctor</u>  <b>M = MAJOR Injury</b> meaning an offense that <u>resulted in major injury requiring medical attention from a doctor</u></p>	



# 2018 - 2019 Open Doors Program Calendar

AUGUST/SEPTEMBER						
M	T	W	T	F	S	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
OCTOBER						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
NOVEMBER						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
DECEMBER						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
JANUARY						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
FEBRUARY						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
MARCH						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
APRIL						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
MAY						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
JUNE						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
JULY						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
AUGUST						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	9 - noon, 1 p - 4 p, 4 p - 7 pm (Monday - Thursday)
	9 - noon (Fridays)
	9 - noon, 1 p - 4 p
	No Class Scheduled (Program Holidays)
	Case Management/Staff Development