

SEQUIM HIGH SCHOOL

STUDENT HANDBOOK



Home of the Wolves

2015~2016

This agenda belongs to:

NAME _____
ADDRESS _____
CITY _____ ZIP CODE _____
PHONE _____

School Office Hours

*Main Office ~ 7:30-3:30
Counseling ~ 7:30-3:15*

*Attendance ~ 7:00-3:30
Bookkeeping ~ 7:30-3:30*

SEQUIM HIGH SCHOOL
MISSION STATEMENT 2015/2016
Sequim High School's mission is to help students develop the skills for
successful living, learning and working.

PRINCIPAL'S WELCOME

It is truly my privilege and honor for me to welcome you for the first time to Sequim High School or to welcome you back to school after a wonderful summer. I am especially excited to be starting a new school year and to be welcoming new students to our school and new administrators and teachers to our staff. I hope you are returning to school refreshed and ready to challenge yourself with all the great opportunities SHS has to offer. Many new things have been planned, making our school an excellent place to learn.

This handbook contains important information for both students and parents to read and become familiar with. It will answer many of your questions and/or direct you to the proper source for questions not covered. It is the idea of "community" that is the driving force behind this handbook; the guidelines contained within are suggestions about how we can best contribute to an environment that is safe, friendly and productive. It's about having an atmosphere in our school that fosters good work, good feelings, and good memories.

Please jump into your high school experience with both feet. Enjoy these precious moments that can never be relived. My promise to you is my best effort in helping each and every one of you to make your dreams into reality.

Mr. Langston-SHS Principal



ASB PRESIDENT'S WELCOME

Welcome back to another year at Sequim High School! Hope your summer was full of adventures but I promise there will be more to come this school year! I know after this summer, we are now well rested and filled with positive energy which we hope will distribute throughout the entire student body. Don't ever hesitate to approach me or your fellow ASB representatives because our goals are simply to make your years of high school memorable.

As all Exec. Presidents, my goal is to make our year "the best year ever!" but, I also believe that to make that happen, you need to put in effort as well. Of course, I will try my best to make school more enjoyable but at the end of the day, I am confident when I say that YOU are the ones who will make the biggest difference here. I urge every one of you to branch out this year, to step out of your comfort zone, to be even more spirited and involved, because ultimately, the more you put into the school, the more you will get out of it. So go out there Sequim High, and make your dream a reality.

Your honored Executive President,
Karen Chan



ASB and CLASS OFFICERS

ASB

President: Karen Chan
Secretary: Waverly Shreffler
Sr. Exec Tech:
Quintan Johnson
Advisor: Mrs. Van De Wege

Vice President: Daniel Harker
Treasurer: Kayley Lofstrom
Jr, Exec Tech:
Grant Pierson

SENIOR CLASS

President: Megan O'Mera
Vice Pres: Emily Webb
Secretary: Taylor Bullock
Treasurer: Audrey Shingleton
Publicity Chair: Katie Rogers
Spirit Comm: Erica Chapman
Senator: Dallas Allen
PC Rep: Mattie Clark
Advisor: Mrs. Minard

JUNIOR CLASS

President: Anika Van Dyken
Vice Pres: Andrew Juntilla
Secretary: Tatum Jensen
Treasurer: Hannah D'Amico
Publicity Chair: Jordan McMinn
Spirit Comm: Danica Miller
Senator: Mikaela Dodson
PC Rep: Billy Arnold
Advisor: Mrs. Shingleton

SOPHOMORE CLASS

President: Abby Norman
Vice Pres: Liam Harris
Secretary: Annie Armstrong
Treasurer: Liam Stevenson
Publicity Chair: Elena Springer
Spirit Comm: Devin Hibler
Senator: Haelee Andres
Advisor: Mr. O'Mera

FRESHMAN CLASS

President: Hunter Clemons
Vice Pres: Flora Walchenbach
Secretary: Allison Van De Wege
Treasurer: Liam Payne
Publicity Chair: Aaron Jackson
Spirit Comm: Joie Darmino
Senator: Erin Gordon
Advisor: Mr. Rapelje

ASB ACTIVITIES

Sept. 11th Pep Dance
Oct. 16th Homecoming game VS
PA / Assembly
Oct. 17th Homecoming Dance
Oct. 31st Haunted Hallways
Nov. 6th, 7th, 13th, 14th
All school play
Dec. 12th Winter Ball
Sr. Class Play
Jan. 29th, 30th, Feb. 5th, 6th
Feb. 6th TOLO
Feb. 19th, 20th, Talent Show
April 23rd Jr. Prom
Operetta May 5th, 6th, 7th, 12th
13th, 14th, 19th, 20th and 21st
Scholarship Night June 1st
June 3rd Campus Day
June 4th Senior Ball
June 10th Graduation

ACTIVITIES AND ATHLETICS "WHO TO SEE"

Activities Coordinator	Mrs. Van De Wege
All School Play	Mrs. Hall
Annual	Mr. Heintz
ASB	Mrs. Van De Wege
Athletic Director	Mr. Ditlefsen
Band	Mr. Fosket
Cheerleading	Mrs. Romberg
Equestrian	Mrs. Winters
FBLA	Mrs. Ditlefsen
FFA	Mr. Mahitka
Homecoming	Mrs. Van De Wege
Honor Society	Mr. Hill
Journalism	Mr. Eekoff
Interact Club	Mr. Hill
Knowledge Bowl	Mrs. Gould
Operetta	Mrs. Hall
Senior Play	Mrs. Hall
International Club	Mrs. Miller
VICA Auto	Mr. Seabolt

ATHLETICS AND COACHES:

<u>Fall</u>		<u>Spring</u>	
Cheerleading	Mrs. Romberg	Baseball	Mr. Ditlefsen
Cross Country	Dr. Huff	Boys Golf	Mr. Shea
Football	Mr. Wiker	Boys Soccer	Mr. Brasher
Girls Soccer	Mrs. Murdoch	Fast pitch	Mr. McFarlen
G Swimming	Mrs. Benitez	Girls Golf	Mr. Kettel
Volleyball	Mrs. Webber	G Tennis	Mrs. Wagner
B Tennis	Mrs. Wagner	Track	Mr. Moore

Winter

Boys Basketball	Mr. Glasser
Cheerleading	Mrs. Romberg
Girls Basketball	Mrs. Wagner
Wrestling	Mr. Drabek
B Swimming	Mrs. Moats
Bowling	Mr. Perry

SEQUIM HIGH SCHOOL STAFF

PRINCIPAL

Mr. Shawn Langston
(shawnl)

MATHEMATICS

Mr. Hill (lhill)
Mrs. Trolia (ktrolia)
Mr. Ditlefsen (dditlefsen)
Mrs. Bell (kbell)
Mr. Vander Velde
Mrs. Karsgaard (ckarsgaard)
Mr. Van De Weghe
(jvandewege)
Mrs. Harms (charms)
Mr. Brinkman (pbrinkman)
Mrs. Ditlefsen (cditlefsen)
Mrs. Turner (wturmer)
Mrs. Tulloch (ktulloch)

ENGLISH

Ms. Bridge (wbridge)
Mrs. Eekhoff (ceekhoff)
Mr. Eekhoff (jeekhoff)
Mr. Reichner (jreichner)
Mr. O'Mera (somera)
Mrs. Reichner (criechner)
Mrs. Romberg (jromberg)
Mr. Younger (jyounger)

SCIENCE

Mr. Chichester (schichester)
Mr. Mahitka (smahitka)
Mr. Sullivan (jsullivan)
Mrs. Murdach (bmurdach)
Mrs. Gould (lgould)
Mr. Rapelje (jrapelje)

FINE ARTS

Mr. Lorentzen (jlorentzen)
Mr. Fosket (vfosket)
Ms. Hall (jhall)
Mr. Reichner (jreichner)

ASSISTANT PRINCIPAL

Mr. Randy Hill (rhill)
Mr. Mark Willis (mwillis)

SECRETARIAL

Mrs. Brundage (tbrundage)
Mrs. Lancheros (jlancheros)
Ms. Sturm (asturm)
Mrs Tjemsland (atjemsland)
Mrs. Ulm (eulm)

COUNSELING

Mrs. Harker (charker)
Mrs. Vander Velde
(mvandervelde)

ATTENDANCE

Mrs. Lancheros (jlancheros)

CAREER CENTER

Mitzi Sanders (msanders)

ATHLETIC DIRECTOR

Dave Ditlefsen (dditlefsen)

SECURITY

Mr. Toman (dtoman)

PARAEDUCATORS

Ms. Watson-Gaither
(vwatsongaither)
Mrs. Jackson (pattypj)
Mrs. Kettel (dkettel)
Mr. Lancheros (vlancheros)
Mrs. Rothganger (jrothganger)
Ms. Schaller (kschaller)
Ms. Webb (jwebb)
Mrs. Wright (lwright)

CUSTODIANS

Mr. Iverson (tiverson)
Mr. I. Cineros (icisneros)
Mr. E. Cisneros (ecisneros)
Mr. Duval (mduval)
Mr. Dorgan (jdorgan)
Mr. Hovis (mhovis)

LIBRARIAN

Mrs Rapelje (lrapelje)

SOCIAL STUDIES

Mr. Ohara (bohara)
Mr. Lippert (mlippert)
Mr. Davis (ndavis)
Mr. Corcoran (scorcoran)
Mr. Parks (nparks)
Mrs. Pozernick (spozernick)

VOCATIONAL

Mr. Heintz (jheintz)
Mr. Marcy (smarcy)
Mr. Moore (bmoore)
Mr. Phillips (kphillips)
Mr. Seabolt (wseabolt)
Mr. Klienber (cklienber)
Mr. Chichester (schichester)
Mr. Mahitka (smahitka)
Mr. Ditlefsen (cditlefsen)
Mrs. Wagner (cwagner)
Mrs. Wagner (jwagner)

PHYSICAL EDUCATION

Mrs. Shingleton (bshingleton)
Mr. Glasser (glasser)
Mr. Wiker (wik)

WORLD LANGUAGE

Mrs. Benitez (abenitez)
Mrs. Miller (smiller)
Mr. Marcy (smarcy)

SPECIAL PROGRAMING

Mr. Brown (sbrown)
Mr. Isenberg (wisenberg)
Ms. Krump (jkrump)
Mr. Minard (dminard)
Mr. Vander Velde (dvandervelde)

"HELP!" I NEED SOMEBODY"OUTSIDE THE CLASSROOM

WHAT

Absence/Tardiness/No Note
Accident
Activity Approval
Alternative Courses
Annual - Sr. Pictures
Annual - Purchase
Armed Services
ASB Cards
Assemblies
ASB
ASVAB Test
Athletics
Athletic Clearance
Athletic Eligibility
Bus Routes
Change of Address
Changing Schools
Club Information
College Information
College Test Dates
Dances
Discipline Referrals
Fees and Fines
Free/Reduced Lunches
Work Permits
Fundraisers
Grades - Graduation
Homework Requests
Illness
Immunization Records
Insurance
Job Information
Lost and Found
Parking Lot Problems
Planning Future
Pre-arranged Absence
Running Start
Schedule Change
Scholarships
Senior/Junior Responsibility
Transcripts
Tutoring
Visitor Passes
Vocational Information
Voter Information

WHERE/WHO

Mrs. Lancheros
Mrs. Tjemsland/Mrs. Lancheros
Mr. Willis
Mr. Langston
Mr. Heintz
Mrs. Ulm
Ms. Sanders
Mrs. Ulm
Mrs. Van De Wege
Mrs. Van De Wege
Ms. Sanders
Mr. Ditlefsen
Mrs. Lancheros
Mr. Ditlefsen
Mrs. Tjemsland/Mrs. Lancheros
Ms. Sturm /Mrs.Brundage
Ms. Sturm/Mrs. Brundage
Mrs. VDW/Mrs. Ulm
Counselors/Ms. Sanders
Counselors/Ms. Sanders
Mrs. VDW/ Mr. Willis
Mr. Willis/Mr. Hill
Ms. Ulm/Mrs. Tjemsland
Cafeteria/Mrs. Tjemsland
Mrs. Tjemsland
Mrs. Ulm/Mr. Willis
Counselors
Mrs. Lancheros
Mrs. Lancheros
Nurse/Mrs. Bittner/Mrs. Webb
Mrs. Tjemsland
Ms. Sanders
Mrs. Kettle
Mr. Toman (T.)
Ms. Sanders
Mrs. Lancheros
Counselors
Counselors
Ms. Sanders
Mrs. Tjemsland
Ms.Sturm/ Mrs. Brundage
Counselors
Mrs. Tjemsland/Mrs. Lancheros
Mr. Moore
Mrs. Tjemsland

GUIDELINES

Due to the frequency of certain infractions that occur over an extended period of time, the following guidelines have been established as ordinary responses. Each situation will be handled on an individual basis.

FAILURE TO COMPLETE ASSIGNED DETENTION

1st Referral ~ Reassigned detention / after school detention

2nd Referral ~ In school Suspension

3rd Referral ~ Out of school Suspension

FIGHTING

1st Offense ~ Short Term Home Suspension of 1 - 10 days

2nd Offense ~ Long Term Home Suspension, no less than 11 days nor more than the end of the semester.

TARDINESS

The teacher handles the first five acts of tardiness, then on each tardy thereafter the student will be referred to the office for disciplinary action as follows:

1st Referral ~ Lunch detentions / after school detentions

2nd Referral ~ In school Suspension

3rd Referral ~ Short term Home Suspension of 1-10 days

Parent notification will take place on each referral to the office. A Remediation and Improvement Plan will be discussed to remedy the problem.

TRUANT

1st Referral ~ Lunch detentions, parent notification, not to exceed 6 detentions.

2nd Referral ~ After school or in school suspension, Improvement Plan and parent notification.

3rd Referral ~ Short Term Home Suspension. Parent conference require for re-entry. Truancy petition filed with Juvenile Court.

EXCESSIVE ABSENCE

Habitual absences will result in a parent conference and Improvement Plan being established/ Becca bill to be filed.

TOBACCO

1st Violation ~ Lunch detentions /after school detentions, Parent Notification

2nd Violation ~ In School Suspension, Parent Notification

3rd Violation ~ Long Term Home Suspension

DRUG/ALCOHOL

1st Violation ~ Long Term Home Suspension with the possible reduction 10 days when student/parents agree that the student will submit to a drug/alcohol assessment and follow whatever recommendations are made at student/parents expense. Contact Sequim Police Department (Possession)

2nd Violation ~ Long Term Home Suspension.

CLASSROOM DISRUPTION/INSUBORDINATION

1st Referral ~ Lunch or After school Detention/School

2nd Referral ~ In School Suspension, Parent Conference

3rd Referral ~ Behavior Contract

Possible removal from class with failing grade.

CUMULATIVE VIOLATIONS

Students who consistently violate various school rules, policies, and regulations, may be subject to suspension, notwithstanding the fact that each individual violation would not warrant such action.

RELEVANT FEDERAL AND STATE LAW

1. Requires that the rules of a District governing pupil conduct and discipline be interpreted to insure an optimum-learning atmosphere in the classroom. Optimum learning atmosphere shall be defined as the climate in which each student has the maximum opportunity to learn and the conduct of students that interferes with that climate is kept at an absolute minimum as determined by the classroom teacher.
2. Requires students to comply with rules established for the governing of schools.
3. Requires a student to pursue his or her course of study and make reasonable progress.

1. Requires students to submit to the authority of teachers, subject to such disciplinary action, as school officials shall determine.
2. Empowers each teacher to hold pupils on a strict accountability for disorderly or antisocial conduct while under the teacher's supervision, and to make recommendations for the suspension of a student for cause.
3. Makes it a crime to willfully create a disturbance on school premises during school hours or at school activities or meetings.
4. Provides that students who damage property at school or while under school jurisdiction may be suspended and punished. The student, parent(s) and/or guardian(s) shall be liable for damages.
5. Allow teachers to temporarily exclude students from classroom instructional or activity area.
6. Prohibits harassment on the basis of race, national origin, gender, age, religion, marital status, sexual orientation or disability.
7. RCW 28A. 635.090 make it a crime to interfere by force or violence with any staff member or student who is in the peaceful discharge of his or her duties or studies.
8. RCW 28A.635.100 makes it a crime to intimidate or use threat of violence against any staff member or student in the peaceful discharge of his or her duties or studies. Violation of this policy will be subject to disciplinary action, Saturday School or suspension.
9. The State of Washington Minor in Possession Law calls for the withholding of the driver's license if a minor is convicted of the use and/or possession of alcoholic beverages or dangerous drugs. Please see Criminal Acts.

ATHLETIC ELIGIBILITY

All Sequim High School athletes must meet WIAA regulations to be eligible for interscholastic competition. These include standards on age, residence, season limitations, scholarship, attendance and amateur standing.

Students wishing to practice and compete their freshman year at a NCAA Division I or Division II College must satisfy the requirements of the NCAA. Students wishing to receive financial aid from a Division I or II College must also satisfy the requirements of the NCAA.

A student's eligibility for practice, competition, and financial aid in their freshman year at a Division I or II college must be certified by the NCAA Initial Eligibility Clearing House. Detailed information is available on the NCAA website at:

www.ncaaclearinghouse.net/NCAA/common/index.html.

ATTENDANCE INFORMATION

The 1992 legislature enacted a Compulsory Attendance Law. In the Sequim School District we believe that all students (ages 8-18) must attend school. Another section of this handbook deals with progressive discipline due to unexcused absences. *Please see Unexcused Absences.*

Absenteeism may affect the final grade a student receives in any class. All students are expected to be regular in attendance. A pattern of absenteeism is cause for disciplinary action and/or suspension (WAC.180.40). Twenty (20) consecutive days of absences will result in a student being dropped from school (WAC 392.121.108). Unwarranted absences may result in a student being dropped from school. Due Process Procedures will be followed whenever it is determined a student will be suspended for attendance problems.

Students in grades 9-12 who do not start attending school by Monday of the fourth week of school in a semester shall be denied credit for that semester. Any week with three or more school days constitutes a week.

1. EXCUSED ABSENCES

Permission to be absent from school for reason(s) other than illness may be granted when requested by the parent(s) and/or guardian(s) and agreed upon by the school authorities. Absences will be excused if they are for illness, medical/dental appointments services, bereavement, family emergency, court appearances, or if the student has received an approval by the school for a Personal Planned Absence. School related activities requiring a student to miss class count as an excused absence.

Upon returning to school following an absence, students must clear their absence by either a note or phone call by a parent and/or guardian stating the time and reason for the absence within **two (2) days** of the absence. Failure to clear this absence may result in the appropriate level of discipline. These excuses become a part of the student's Attendance Record. A pattern of absences or absences in excess of **ten (10) days** may result in school authorities requesting a doctor's verification of illness.

It is the student's responsibility to arrange for all make-up work following an excused absence. After a student has been absent for two (2) days due to illness, the school office will assist in obtaining assignments. If this service is necessary, a request should be made to the office. Please allow twenty-four (24) hours for teachers to prepare materials.

2. UNEXCUSED ABSENCES

A student is considered unexcused when he/she misses all or part of a class period without teacher or office permission or fails to report to where he/she is directed. **(2) Unexcused periods in (1) school day equal (1) missed day from school.**

A student whose absences are unexcused may not be allowed to make up work for the days missed. All graded activities shall be treated as if the student had chosen not to participate in them. Parent(s) and/or guardian(s) may be contacted.

Unexcused absences will result in disciplinary action.

Students missing their bus must make every effort to get to school by their own means. A missed bus, missed ride, or car problems is not a valid excuse for an absence or tardy. Transportation to and from school is a student's responsibility.

3. LEAVING THE SCHOOL GROUNDS

Permission in writing from the office must be obtained in order to leave the campus at any time after arriving on school grounds. No student may leave during the day or at the lunch periods without parent permission and office approval. A student who goes home ill during the day must notify the nurse's office before doing so. Students who fail to check out will be disciplined and will be considered unexcused.

4. COMPULSORY ATTENDANCE

In accordance with the state's mandatory "BECCA" attendance laws and District attendance policies, if a student is absent without legitimate excuse for one third of the student's educational program day on five (5) or more occasions in a calendar month and/or ten (10) in a year, the School District may file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance in school. Any parent found to have violated the law may be fined up to \$25 per day of unexcused absence and the student will be ordered to attend school. The court may also order the parent and/or guardian to provide community service at the student's school in lieu of imposing a fine. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternative sentencing from the court.

In addition to disciplinary action for nonattendance, unexcused absences may adversely affect a student's grade if the teacher: (a) has shown a relationship in writing between attendance and instructional goals and objectives of the course; (b) advised the student and parent(s) and/or guardian(s) in writing and by posting at the beginning of the year; and (c) obtained approval from principal for guidelines to be used in classes in which attendance may adversely affect grades or credits.

5. BECCA VIOLATIONS

In the Sequim School District, a BECCA violation is defined as missing one-third of the student's educational program day without permission of the school or parent and/or guardian, or for reasons other than illness.

Prior to suspension or expulsion, students are subject to the Compulsory Attendance Law (**RCW 28A.225-BECCA Bill**) and school authorities will confer with the parent(s) and/or guardian(s) of the student to analyze the student's absenteeism. (**WAC 180.40.245**)

In an effort to deter students from missing school, all attendance violations are **CUMULATIVE for one school year.**

A. FIRST BECCA VIOLATION

The parent(s) and/or guardian(s) will be notified and the student will be subject to discipline.

B. SECOND, THIRD AND FOURTH BECCA VIOLATION

The parent(s) and/or guardian(s) will be notified and the student will be subject to discipline. Supplemental aids and services will be provided by following this process:

- Schedule a parent conference.
- Take steps to reduce the student's absence.
- Adjust the student's school program or school course assignment, if appropriate.
- Assist parent and/or student in obtaining services that might reduce/eliminate the cause of absences, if appropriate.
- Provide the parent and student a copy of the BECCA Law (RCW 28A.225).

C. FIFTH BECCA VIOLATION

The parent(s) and/or guardian(s) will be notified that a BECCA Petition with Clallam County Prosecutors Office will be filed. If the allegations in the fact-finding hearings are established by a preponderance of the evidence, the court shall assume jurisdiction until the end of the current school year, and may extend jurisdiction longer. The District is responsible for reporting any additional unexcused absence to the court. The student will be subject to discipline. Supplemental aids and services will be provided by following this process.

- Schedule a parent conference.
- Take steps to reduce the student's absence.
- Adjust the student's school program or school course assignment, if appropriate
- Provide the parent and student a copy of the BECCA Law (RCW 28A.225).

6. TARDINESS

Any student who misses ten (10) minutes or more of a class period without legitimate reason as determined by the principal/designee is considered to have an unexcused absence. The only excuse accepted for tardiness to school will be when there has been an unusual circumstance or an emergency (over-sleeping or missing the bus does not

constitute an unusual emergency) and the school has been notified by the parent(s) and/or guardian(s). Tardies to first period are considered tardy to school. After three (3) unexcused tardies to a single class, notice may be given to the student and parent and/or guardian by the teacher with documentation of corrective actions taken. After the fifth (5th) unexcused tardy during a semester, a parent and/or guardian conference may be held and the student will be assigned appropriate discipline. Subsequent unexcused tardies may result in appropriate disciplinary action, which may include suspension from school and possible loss of credit. All class tardies are cumulative over a semester. A student who demonstrates a pattern of tardies to multiple classes may be disciplined. Work missed due to an unexcused tardy cannot be made up.

BUS REGULATIONS

ALL SCHOOL RULES APPLY AT THE BUS STOP.

SCHOOL DISCIPLINE MAY ALSO BE APPLIED FOR BUS MISCONDUCT.

All school rules and regulations apply to bus conduct. School bus drivers have the authority to discipline students for misconduct related to School District Rules. (**WAC 180.40.230**). Misconduct may result in suspension of the bus riding privileges.

Skateboards, large items, and laser pens are not allowed on the bus. Spraying deodorants or perfume is not allowed on the bus.

The Students Responsibilities and Rights Policy will be applied at school, at school bus stops, away from school, at school events, functions or activities and for transportation on school vehicles.

Any questions related to bus misconduct should be directed to the Director of Transportation at 360-582-3274.

SEQUIM SCHOOL DISTRICT NO. 323 **2015-16 Student Conduct on Buses**

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus, shall be sufficient cause for the principal to suspend the transportation privilege, in accordance with Procedure 6605P-Student Conduct on Buses

Rules of conduct for students riding buses:

Students shall obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and shall be obeyed. If an aide is assigned to the bus by the district, he/she shall assist the driver in the safe operation of the bus.

When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall obey both the driver and the teacher, coach or other staff member. The driver has the final authority in making decisions.

Students shall ride only on their assigned bus and shall not be permitted to leave the bus except at their regular stop unless written permission is received by the bus driver on the school's Bus Pass, with the proper signature.

Student's assigned seats shall use only that seat unless permission to change is authorized by the driver.

Students shall observe rules of classroom conduct while riding on buses. Noise shall be kept down to avoid distracting the driver. Students shall refrain from the use of obscene language or gestures.

Students shall not smoke or ignite lighters or matches on buses.

Students shall not eat on buses, except when specifically authorized and supervised by an accompanying teacher, coach, or other staff member. Buses shall be kept clean.

Students shall not open bus windows without the driver's permission and shall not extend any part of their body out of bus windows at any time. No objects may be thrown from bus/vehicles.

Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, weapons or firearms, straps or pins protruding from clothing; large, bulky items that cannot be held or placed between legs, etc. Books and personal belongings shall be kept out of aisles. **No Skateboards, Rollerblades, Scooters (razors), Balloons, glass of any kind, and spray devices of any kind.**

Students shall not have animals on buses, except a dog providing assistance to a disabled student.

Students shall not sit in the driver's seat or to the immediate right or left of the driver.

Students shall refrain from talking to the driver unless necessary.

Students shall go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.

Students shall get on/off the bus in an orderly manner and shall obey the instructions of the driver or school safety patrolmen on duty. There shall be no pushing and shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.

Students must cross the highway/roadway **only in front of the bus and only after the consent** of the school bus driver.

Students shall stand away from the roadway curb when any bus is approaching or leaving a stop.

Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic. Students shall go directly to their home after leaving the bus.

Use of Cell phones and other electronic devices in any capacity are strictly prohibited. (EX: Cameras, flash on camera, laser light, flash light, etc.)

Students shall follow emergency exit drill procedures as prescribed by the driver.

Students shall not tamper with emergency doors or equipment.

Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.

Student misconduct shall constitute sufficient reason for suspending transportation privileges in accordance with district Procedure #3241P-Disruptive Actions and Punishment.

Students shall remain silent at railroad crossings.

Discipline is subject to District Procedure 3241P-Corrective Actions or Punishments.

Each student receives this booklet from his/her school. Disciplinary action will be handled through your child's building administrator in accordance with this procedure.

If your child receives a Bus Conduct Report for misconduct:

1. Each slip must be signed by the student's parent and returned to the bus driver before the student may return ride on the bus.
2. Bus-riding privileges may be suspended for three (3) days if offense is serious, or if offense is repeated after warning.
3. **Suspension of riding privileges includes not only the bus the student rides to and from school, but all district school buses for sports activities and extra-curricular trips.**

1st Bus Conduct Report - Warning and parent notification.

2nd Bus Conduct Report - Warning, school discipline and parent notification (Short Term Suspension-Minimum three days, up to ten days)

3rd Bus Conduct Report - Three day bus suspension and parent notification (Short Term Suspension)

4th & 5th Bus Conduct Report - A Long-term bus suspension of no less than **ten (10)** school days will be imposed, and suspension of riding privileges for the remainder of the semester or longer.

Students who receive a Bus Conduct Report from a substitute driver for inappropriate behavior on the bus, will automatically be seen by a building administrator and receive school discipline and appropriate action will be taken.

We hope that in sending you this information, you will see it as a reflection of our ever-present interest in the personal safety and well-being of your children. It is also an opportunity to review school bus conduct with your children so that they, and you, know what is expected of them.

Basic Bus Rules

1. Remain seated, facing forward, while riding on the bus.
2. Respect the rights and property of others. (Leave other people and their property alone).
3. Inside voices must be used while riding the bus.
4. Be safe. Behave in a safe manner while:
 - waiting at the bus stop.
 - getting on and off the bus.
 - riding on the bus.

A complete list of bus rules are contained within this document and are available from your school principal.

CHEATING/PLAGIARISM

Plagiarism is the taking of language, ideas or thoughts from another person or source and representing them as original work. Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to reduction in grades and/or disciplinary action for a first offense. For a second offense a student may be subject to removal from class and/or a failing grade.

CRIMINAL ACTS

Students, who are suspected, charged with, or convicted of a crime, may be disciplined, suspended or expelled. Legal authorities may be contacted.

DANCE REGULATIONS

- Admittance at all dances will end 45 minutes after the start time.
- Students will not be permitted to re-enter once they leave.
- All rules and regulations pertaining to school also apply at dances including dress code.
- All students and guests must show picture ID before entering the dance.
- Moshing, surfing, freaking, inappropriate dancing or other reckless behavior is not allowed.
- Students may not bring backpacks in to the dance area.

DRESS AND APPEARANCE

All students are expected to come to school or school sponsored activities well groomed and appropriately dressed. Dress and appearance must not present health or safety problems, nor be vulgar, offensive or cause disruption. In addition, clothing styles that create conflict or an atmosphere of intimidation are prohibited. Individual teachers may restrict appearance and attire with special consideration for safety, health or disruptive issues. The administration has the authority to make changes at any time to the dress code based on either safety, health or disruptive issues. Shoes must be worn at all times. Adequate coverage is required. Halter tops, midriff baring or otherwise revealing tops are inappropriate as are very short skirts/shorts. No undergarments shall be visible. Clothing

must be clean and neat. Hats and sunglasses may be worn outside. They may be worn in the classroom ONLY with the permission of the teacher. No sharp, protruding, or spiked jewelry or bandanas will be permitted. Wallet chains need to be 12 inches or less.

Clothing which carries sexual, vulgar or offensive messages, references the use of alcohol/tobacco (or any associated logo), drugs or gang affiliation is prohibited.

If a student does not comply with the clothing expectations, he/she will be subject to discipline or suspension.

EXPLOSIVES

The possession of any explosive devices such as fireworks or look alike items will result in discipline.

FREEDOM OF EXPRESSION

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of their own private opinion on school premises is to be encouraged so long as it does not substantially disrupt the educational process or interfere with the rights of others in the unique circumstances of the educational environment. Such speech activity by students is solely their own expression of views and the District does not intend to promote, endorse, or sponsor any expressive activity that may occur. However, distribution of written material, oral expression, or any other expressive activity (including the wearing of symbols, clothing, hairstyle, or other personal effects) may be restricted where a substantial disruption of the educational process is likely to result, or does result from such activity. Substantial disruption includes:

- Inability to conduct classes or school activities, or inability to move students' to/from class or other activities.
- Breakdown of student order, including riots or destruction of property.
- Widespread shouting or boisterous conduct.
- Substantial student participation in a school boycott, sit-in, stand-in, walkout, or similar activities.
- Physical violence, fighting, or harassment of any kind among students.
- Intimidation, harassment, or other verbal conduct (including swearing, disrespectful insulting speech to students, teachers or administrators) creating a hostile educational environment.
- Defamation or untrue statement.
- Statements that attack ethnic, religious, gender or racial groups, or that tend to provoke a physical response, including gang symbols or apparel, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response.
- Speech likely to result in disobedience of school rules or health and safety standards (such as apparel, advertising alcohol, drugs, tobacco, etc.).

Official student publications (such as a newspaper or yearbook), and student expression that occurs under circumstances where it is sponsored or endorsed by the school (such as speech at student assemblies or dramatic productions), are not private speech of students. Rather, they are public communicative activities of the School District, which the District retains control over to the extent permitted by the First Amendment and **WAC 180.42.215**. For more information, **see the Student Publications Policy 3220**.

Such speech shall be subject to regulation not only under the standards set forth in the paragraph above, but also for any other legitimate educational reasons as determined by the District.

Students who violate the standards for verbal and written expression shall be subject to corrective action or punishment, up to and including suspension or expulsion.

GAMBLING

Gambling on school grounds is not permitted unless sanctioned by State law. Violation of this policy will result in discipline, suspension or expulsion.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who abuse this privilege may be denied hall passes.

LITTERING

Students may eat lunch in the cafeteria and outdoors in approved areas on nice days, provided they do not disrupt classes in session and areas remain litter-free. There is no eating allowed in hallways and stairways, and students are expected to pick up litter following lunch and leave their lunch table/areas clean. Parking lots are equipped with garbage cans and should be used to dispose of unwanted litter. Failure to keep your school litter free may result in discipline.

LOITERING

Loitering is not allowed in any hallway or on campus during the day or before or after school hours. After school a student is expected to go promptly home after the last class, unless attending a school activity. Students are not to loiter on school grounds. Students may not return to campus for any reason, including using the activity bus. Violation of this policy will be subject to disciplinary action or suspension.

MATCHES (ETC.)

Using or possessing matches, lighters, or other fire-producing devices is prohibited and will result in disciplinary action or suspension.

PARKING LOT VIOLATIONS

To ensure safe and orderly parking, students will follow these regulations. Failure to do so may result in the vehicle being towed away at the owner's expense. Every effort will be made to reduce foot traffic in the parking lot to reduce incidents of vandalism, pranks, and theft. If you need to get into your car during the school day, you need to see a campus supervisor or the Main Office.

- Vehicles must be parked properly in student parking areas within the designated slots. Students who have obtained Sr/Jr Responsibility must park in the East Lot. The North and South lots are for general student parking. Improper parking means parking in any designated area such as "No Parking", "Faculty", "Visitor", or "Handicapped" without permission. Obey all posted signs and marking in the parking lot.
- Students driving vehicles on campus before, during, and after the school day, and/or at school sponsored activities in a reckless or endangering manner may be subject to school discipline and/or citation from the Sequim Police Department.
- Sitting in cars and loitering in the parking lot are not permitted during school hours of 8:00 a.m. to 2:30 p.m.
- Vehicles are not to be used as lockers. Students are not permitted to go to their vehicles during or between classes.
- A Parking Pass must be purchased and displayed in the vehicle.
- Students will be assigned a designated parking lot. They will also be required to read and sign a parking regulation contract.

PHYSICAL EDUCATION ATTIRE

Gym shoes, socks, athletic shirts, and athletic shorts are a required part of the physical education uniform. Schools will issue locks for storage of physical education gear, for which the student is responsible. For repeated non-suit, discipline and/or loss of credit may result. All students are expected to participate in physical education activities. Failure to suit up for activities will adversely affect the final grade a student receives in the class. In the interest of good health, special clothing and showering are a necessary part of the program. Gym clothes must be taken home regularly for washing. A physical examination is strongly recommended for all incoming students before school starts in the fall. The card given to students by their doctor after examination should be

brought back to school. Any student needing to be excused from physical education due to illness must bring a written excuse from his/her parent(s) and/or guardian(s) to the P. E. teacher. If it is necessary for absence to extend several days, a doctor's note should be brought to the school office.

PUBLIC DISPLAY OF AFFECTION

Students are expected to exercise self-control and respect for the reputation of others. Kissing and inappropriate displays of affection are not allowed. Students failing to respect this policy may result in disciplinary action, including suspension or expulsion.

SCHOOL PROPERTY

Students who damage school property at school or while under school jurisdiction may be suspended and/or disciplined. The student, parent(s) and/or guardian(s) shall be liable for damages.

All students are expected to respect and care for all property of the school, including building facilities, laser pens, desks, chalkboards, books, lavatories, lockers, etc. Any student or students losing or found damaging or defacing school property will be required to pay for the damage or loss. Student grades, transcripts, and diplomas will be withheld until all costs from damages have been paid. Students who owe fines may be required to register after the general population.

SELLING ITEMS AT SCHOOL

The conducting of private business or selling of unauthorized items is prohibited. Property may be confiscated and law authorities contacted. Discipline may be assigned.

BIKES, SKATES / SKATEBOARDS, IN-LINE SKATES AND SCOOTERS

Students are prohibited from riding bikes, skates/in-line skates, skateboards and scooters at school or school activities. These items are disruptive and present a safety hazard and may be confiscated. Students are subject to school discipline if they use bikes, skates/skateboards and in-line skates, scooters at school.

STUDENT LEADERSHIP

Given that student leaders serve as "role models" for other students and as representatives of their schools and the District, those students participating in leadership classes (and other classes that require participation in extra-curricular activities) must comply with the requirements of the leadership code at all times. Violation of that code will result in removal from not only the leadership position or other extra-curricular activity, but also from the leadership class or related class.

TEXTBOOK RULES

Textbooks are furnished by the School District. Students are expected to keep textbooks covered with appropriate book covers at all times and to use care in handling them. Students are responsible for the condition of and/or loss of their books at the end of the school year. Every student must write his/her name and room number in each of his/her books in ink in the space provided.

TOBACCO USE AND POSSESSION

Law and Regulations

The Sequim School District fully enforces the RCW 28A.210.310 that states students of any age are prohibited from smoking or using tobacco products or having tobacco

products, including but are not limited to cigarettes, cigars, snuff, smoking tobaccos, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens", non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA approved to help people help quit smoking, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation, in their possession at any time during the school day or at any school sponsored activities. Before or after school, students are not to use tobacco products on or adjacent to the school grounds and/or visual distance of any school grounds. **Violations of tobacco regulation are cumulative on a one (1) year basis.**

RCW 70.155.080

A person under the age of eighteen who purchases or attempts to purchase, possesses, or obtains or attempts to obtain cigarettes or tobacco products commits a Class 3 civil infraction under Chapter 7.80 RCW and is subject to a fine as set out in Chapter 7.80 RCW or participation in community services, or both. The court may also require participation in a smoking cessation program. This provision does not apply if a person under the age of eighteen (18) with parental authorization is participating in a controlled purchase as part of a liquor control board, law enforcement, or local health department activity.

The legislative intent and language upgrades the seriousness of tobacco possession and calls for police intervention. While municipal and district courts within the state have jurisdiction for enforcement of this section, the school District may impose sanctions. The maximum fine, which may be imposed for violation of a Class 3 civil infraction, is \$95.00 pursuant to RCW 7.80. This amount does not include the statutory assessments imposed by the court, which is an additional 90% of the fine.

DUE PROCESS

Students will be expected to follow the laws of the state and rules of the District. Students at school and students at school-sponsored, off-campus events shall be governed by School District rules and regulations and are subject to the authority of the School District officials. In addition, students expelled from any District from the State of Washington may be denied. Constitutionally and legally sound procedures of due process as outlined below and specified in Chapter **180.40 WAC** will be followed in the administration of discipline.

1. Disciplinary authority shall be exercised with fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent(s) and/or guardian(s).
3. In cases of the application of disciplinary action or recommended short-term suspensions (defined as a suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days) that exceed one school day, the student and parent(s) and/or guardian(s) shall be notified of the suspension.
4. If the student and parent(s) and/or guardian(s) desire, they may request an informal conference concerning the discipline with the building principal or his designee. Should further grievance beyond the building level be desired by the student or his/her parent(s) and/or guardian(s), the following procedure will be carried out:
 - a. The District Hearing Officer must be contacted within two (2) school business days for the purpose of presenting a written and/or oral grievance.
 - b. If the grievance is not resolved, a written or oral grievance must be presented to the Executive Director of Secondary or Elementary Education. For requests received at least two (2) business days before the next regular board meeting, the parent may present the grievance to the Board for consideration at that meeting; provided, the Board may continue any grievance hearing to its next meeting or to a special meeting to accommodate scheduling concerns.
 - c. During this process the student will remain out of school.

5. In cases where long-term suspension (a suspension which exceeds a short-term suspension) or expulsion (indefinite time period) is recommended, a written notice shall be delivered to the student and his/her parent(s) and/or guardian(s). The notice shall specify the charges made recommended sanctions to be imposed and set forth the student's right to a hearing.
6. Students given a long-term suspension for disciplinary infractions which have been ascertained to have been related to drug/alcohol use may have the suspension reviewed at any time following the tenth day of the suspension if the student can provide evidence of having completed an assessment by a state certified drug/alcohol agency which meets the Sequim School District's criteria for assessment, and evidence of having taken steps to follow the recommendations based on the assessment. After the review, the student may be readmitted on a probationary basis for the balance of the suspension period or the student's educational opportunities may be continued in some other appropriate way.
7. If the student and parent(s) and/or guardian(s) desire a formal hearing, they shall reply in writing to the notice within three (3) school business days of receipt. If such reply is not made within the three-day period, the pupil and parent(s) and/or guardian(s) shall be deemed to have waived this right to a hearing and the long-term suspension or expulsion may be imposed. If an appeal is filed from a long-term suspension or expulsion action, the student shall remain in school until the hearing officer issues a decision.
8. If a request for a hearing is received pursuant to WAC 180-40-265 within the required three school business days, the school district shall schedule a hearing to commence within three school business days after the date upon which the request for a hearing was received. The parent and his or her parent(s) or guardian(s) shall have the right to:
 - i. Inspect in advance of the hearing any documentary and other physical evidence which the school district intends to introduce at the hearing.
 - a. Be represented by legal counsel,
 - b. Question and confront witnesses, unless a school district witness does not appear and the nonappearance of the witness is excused by the person(s) hearing the case based upon evidence of good reason for doing so submitted by the school district. The evidence submitted by the school district must at a minimum establish either:
 - i. the witness and is unable to do so; or,
 - ii. That it is not advisable for the student to appear due to an expectation and fear on the part of the responsible district official(s) or the student of retaliation against the student if he or she appears as a witness,
 - c. Either a tape-recorded or verbatim record shall be made of the hearing.
 - d. The hearing officer shall state in writing, his findings as to the facts, his conclusions, and the disposition to be made, and if any, by way of disciplinary action.
 - e. The student and his/her parent(s) and/or guardian(s) shall be made aware of their right to appeal the decision of the hearing officer within three (3) school business days to the School Board. If the hearing officer upholds a long-term suspension or expulsion, and no appeal is filed within the three-day period, the long-

term suspension or expulsion may be imposed. If an appeal is filed, the student may be excluded from school for up to ten (10) school days during the appeal period or until the Board acts on the appeal, whichever occurs first. If the hearing officer upholds an emergency expulsion, the student shall remain out of school during the appeal process.

9. In cases where emergency expulsion is applied (immediate removal from a school setting), the pupil and parent(s) and/or guardian(s) will be notified as soon as possible by telephone or in person.
10. A certified letter will be mailed within 24 hours of the expulsion. The letter will explain the reasons for the expulsion and set forth corrective action. The parent(s) and/or guardian(s) and/or student have the right to request a hearing on or before the tenth school business day after receipt of the letter. The student shall remain out of school during the appeal process unless the emergency expulsion action is either rescinded or modified by the hearing officer.
11. The student and his/her parent(s) and/or guardian(s) shall be made aware of their right to appeal the decision of the School Board to the Superior Court within thirty (30) days of the Board's decision.
12. Any student who has been placed on long-term suspension or on expulsion may make a written application to be readmitted to school. The application is to be made through the District Superintendent of Schools or his/her designated representative.

DEFINITION OF DISCIPLINARY TERMS

(The source of these definitions is **WAC 180.40.205**)

Discipline means all forms of corrective action or punishment other than suspension and expulsion, and shall include the exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject, or activity period. The student shall be under the supervision of a School District employee for the remainder of such period and may be placed in a semi-private, alternative space that can be observed by staff. Discipline shall also include the exclusion of a student from any other activity conducted by or in behalf of the District, such as athletics or other non-credit programs.

Suspension means a denial of attendance (other than for the balance of the immediate class, subject or activity period for discipline purposes) at any single subject or class, or full schedule of classes or subjects, or at any other type of activity conducted by or in behalf of the School District and any combination of the foregoing for a stated period of time. The building administrator may elect to suspend a student "in school." In such cases, the student shall be placed in a semi-private, alternative space that can be observed by staff. Suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the School District.

Short-term Suspension means a suspension for any portion of a school day up to and not exceeding ten (10) consecutive school days. Students will have the opportunity to complete work missed while suspended.

Long-term Suspension means a suspension, which exceeds a short-term suspension as defined above. Students will have the opportunity to complete work missed during the appeal process.

Expulsion means a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the School District.

Emergency Expulsion means an immediate expulsion (see above) of a student when the superintendent or his designee believes that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.

GENERAL INFORMATION

ASB Cards

The following information applies to Sequim High School ASB Cards. For all extracurricular activities, students will be required to purchase an ASB card. Students who are unable to pay for an ASB Card should see an administrator to discuss the possibility of financial help paying for the card.

ASSEMBLIES

School assemblies are an important feature of a student's education. Students are to give their undivided attention to the Master of Ceremonies or any speaker or performer at the beginning and throughout the assembly. Whistling and loud, boisterous behavior are not appropriate and may result in disciplinary action. Students are expected to show appreciation by their attention and applause. Inappropriate behavior that results in a student being removed from an assembly will result in disciplinary action and/or possible exclusion from future assemblies.

ATHLETICS

Students are expected to adhere to the policies and conditions of the Athletic Code as well as the rules established by the coach.

ACTIVITIES, ATHLETICS AND ATTENDANCE

Any student participating in an extra curricular activity/contest shall be expected to attend and participate in all classes on the day of the scheduled activity/contest. In cases of weekday scheduled activities, attendance in all classes the following day shall also be expected. In cases of weekend scheduled activities, attendance in all classes the previous Friday shall be expected. Failure to comply with these attendance regulations may result in a student being declared ineligible and not allowed to participate in the next scheduled activity.

On any school day a student must be in attendance **FOR ALL 6 PERIODS** to be eligible to participate in a practice.

Exceptions to these rules may be made by the building principal or designee in advance of the event.

1. EARLY DISMISSAL

Students will be excused for early dismissal if the reason is for illness, medical/dental appointments and services, bereavement, family emergency, court appearances, or if the student has received an approval by the school for a Personal Planned Absence. Parent(s) and/or guardian(s) are asked to make written requests for early dismissal of students. An early dismissal slip will be issued. Students must come to the office to check out. The early dismissal slip must be returned to the main office the next day.. Students will be expected to make up all class work missed. Verification by a doctor may be required.

2. PLANNED ABSENCE

Students who are aware that they will be absent from school due to non-school related activities, religious observance, or at parent(s) and/or guardian(s) request are asked to complete a ***Planned Absence Form***, which is available in the Attendance Office. This should be completed by the end of the school day, prior to the student's absence, or the

absence may be considered unexcused. Any student excused for a planned absence must make up all work missed as determined by his/her teacher.

DISCRIMINATION

State and federal law prohibits discrimination. The Sequim School District No.323 complies with all non-discrimination rules and regulations and does not permit discrimination against students on the basis of race, national origin, gender, disability, or any references to age, religion, marital status, sexual orientation, social and/or economic backgrounds. This holds true for all students who are participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance procedures or the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington D.C.

EMERGENCY PROCEDURES

Emergency drills are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill and to become informed of the exit route for each of their classrooms.

HANDBOOK CHANGES

Changes in the student handbook may be made during the school year by the school authorities. Such changes will be made available in writing to students

HOME-HOSPITAL

In the event a student encounters serious health problems and must be absent for an extended period of time, the situation may warrant arrangements for homebound instruction. The school nurse should be contacted to determine the requirements which must be met in order to receive this service.

IMMUNIZATION

In order to protect children against a number of childhood diseases, Washington Law (**RCW 28A.210.060**) requires that all children admitted to public and nonpublic schools be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, and Hepatitis B, as appropriate. Students may be excluded if they do not meet the requirements of this law.

LOCKERS

Students are assigned a locker at the beginning of the school year and are responsible for its care and contents. The assigned locker is to be kept clean and secure at all times. Jamming a locker so it opens without the combination is not permitted. Sharing a locker is not permitted unless authorized by school administration. Lockers are school property and may be inspected periodically as a general inspection of school property (**RCW 28A.600.210-240**). Lockers may also be searched when there is reasonable suspicion of inappropriate contents within. If a locker does not operate correctly, please notify the office. School personnel will retain a master key for all lockers. Combinations will not be changed during the school year. Money, purses, or other valuable items should not be left in lockers.

The school accepts no responsibility for lost or stolen items. Any student who damages or defaces a locker will be subject to disciplinary action and will be liable for the cost of repairs. Locks are not to be brought from home and used at school. The privilege of using lockers may be revoked for sufficient cause.

LOST AND FOUND

A textbook, wallets, watches, and other items of value found should be turned in to the office so they may be returned to the rightful owner. Failure to do so will constitute theft.

At the end of every semester of any school year all "Lost and Found" items will be donated to a charity of choice.

MEDICATION

Every effort shall be made to schedule the administration of medication outside of school hours. If this is not possible, it must be understood by the parent(s) and/or guardian(s) that the medication will be administered by the school nurse, or by the teacher, principal, health assistant or secretary in the absence of the school nurse. Instruction on administration will be provided by the school nurse.

All prescription and non-prescription medication will be kept in a locked cabinet. Exceptions must have a doctor's note and cleared through the school nurse. Medication to be given for any period of time will require written permission and instructions from a person licensed to prescribe as described in **RCW 28A.210.260 & 270. (Forms available in the nurse's office)**. Medication must be properly labeled with the student's name, name of medication, dosage, and time to be administered. All medication to be administered requires:

- Written orders from a licensed prescriber detailing the name of the medication, dosage, time to be given, and the expected duration of administration.
- That medication be brought to school in the original container appropriately labeled by the licensed prescriber for the prescription drugs or by manufacturer for non-prescription drugs.
- That the first dose given at school should be administered by the school nurse if possible so that the nurse or person administering the medication may determine that in his or her judgment the medication appears to be in the original container and properly labeled. If special circumstances exist, the school nurse should review them.
- That a record be kept designating time and date, and with the initials of persons administering the medication. In addition, the person administering the medication shall first examine it to determine if it still appears to be in the original container accepted by the school in subsection above.
- That requests for administration of medication be valid only as ordered by the licensed prescriber and the dates indicated in writing, and in no case should the period exceed one school year.
- No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined life-endangering situation. The parent (s) and/or guardian(s) shall submit a written statement which grants a staff member the authority to act according to the specific written orders and supporting directions provided by a licensed prescriber (e.g., medication administered to counteract a reaction to a bee sting). Such medication shall be administered by staff trained by the school nurse to administer such an injection. This may occur in an extreme life-threatening situation and only in the event that a licensed health professional is unavailable.
- Requests to give injectables other than those given for life-endangering situations will be handled on a case by case basis by the building nurse and administrator and will only be given by a licensed, certified school nurse, or, if appropriate, self administered by the student.

The school accepts no responsibility for reactions when the medication is dispersed in accordance with the licensed prescriber's directions.

Non-prescription or over-the-counter medication may only be authorized by a parent

and/or guardian and must have written orders from a licensed prescriber detailing name of medication, dosage, time given and expected duration of administration. It will be administered under the direction of the school nurse. A student may utilize tobacco cessation medications under the guidance of a licensed prescriber, with parent/guardian consent and only under the direction of the school nurse. Misuse of prescription/non-prescription drugs will be subject to suspension/expulsion.

A copy of this regulation shall be available to the parent(s) and/or guardian(s) who request administration of medication in the school. The parent(s) and/or guardian(s) shall agree in writing as a part of the request form that because of the schedule and other responsibilities, it is permissible for a dosage or dosages to be delayed or missed. If the parent(s) and/or guardian(s) refuse to accept that condition, the District shall reject the request.

NURSE

(Health Services) -- A nurse is assigned to the school district. If you are not feeling well or are injured, the office or your present teacher should be notified at the earliest opportunity. When you are ill, do not leave the school grounds until permission has been given by the Attendance Office.

PROMOTION

Promotion to the next grade is granted at the end of the spring semester to students who have satisfactorily met the requirements set by the Sequim School District. In cases where retention is considered, a conference will be held and the best placement for the student will be decided.

SEARCH AND SEIZURE

School authorities may seize any contraband substance or object, the possession of which is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action and/or suspension or expulsion. School authorities may detain the student pending the notification and arrival of the student's parent(s) and/or guardian(s) and/or law officials as appropriate.

1. Authority to Conduct a Search (RCW 28A.600.210)

The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.

2. General Inspections

School authorities will be making general inspections of lockers or desks for purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks such as clothing, bags, or purses, unless reasonable particularized suspicion exists.

3. Locker/Desk/Storage Area Inspections

All lockers and other storage areas provided for student use on school premises remain the property of the School District and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.

4. Personal Searches

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in

possession of illegal, unauthorized or contraband items. Alco Strips may be used when the administration has a reasonable suspicion a student is under the influence of an illegal or prohibited substance.

5. Motor Vehicle Searches

Motor vehicles, which are driven by students and parked on or near school property during regular school hours or during school activities, are subject to being searched when school officials have reasonable suspicion.

SIGNS AND BULLETIN BOARDS / DISTRIBUTION OF MATERIALS

The distributing of information, placement of material on bulletin boards, or the placing of signs throughout the building must have prior administrative approval.

STUDENT PROPERTY

Students should not bring any items of value to school. The School District assumes no responsibility for loss to student's personal property. Any item(s) that create a disruption to the educational process may be confiscated. Articles of value for class display should be locked in a teacher's cabinet or checked in at the office.

TRANSFERS AND RELEASES

Any student wishing to attend school in another School District must obtain a release from the Director of Administrative Services. Students wishing to transfer to a different Sequim school from within the School District must obtain a *Request for Intra-District Transfer* form from the student's home school. It must be submitted to the principal of the resident school no later than March 1 if requesting a change for the following year.

VISITORS

Visitors are not allowed in schools within the Sequim School District unless there is an educational value to the visitor(s) or the school. Visitors must see the principal or principal designee for prior approval.

WITHDRAWAL FROM SCHOOL

A student withdrawing from school must bring written permission from his/her parent(s) and/or guardian(s). This request is to be presented to the main office. The student will then be given a withdrawal slip, which will be used in checking out. The withdrawal slip is to be brought back to the main office. All fees and fines must be paid before a transcript will be forwarded. (RCW 28A.635.060).

PARENT AND STUDENT RIGHTS

PRIVACY RIGHTS OF PARENT(S) AND/OR GUARDIAN(S) AND STUDENTS

The Sequim School District, in compliance with Federal Laws 93-308 and 93-568, presents these facts for the information of parent(s) and/or guardian(s) and students. Student records are open for review and inspection by parents and/or guardians or students 18 years of age or older. Students 16 years of age or older, or who are emancipated have the right to give informed consent regarding their records, with some exceptions. Information regarding students with HIV or STD, 14 years of age or older, may be released by the student only.

As in the past, a student's records are open for inspection and review with interpretation to the parent(s) and/or guardian(s) of the students, legal guardian(s), or the student himself/herself if eighteen years of age or older. Appointments may be made at the principal's office for viewing cumulative records of grades, achievement test scores, or health records. Psychological records may be reviewed at the Special Services Office.

Appointments may be made for viewing psychological records at (253) 841-8700. (Psychological testing is administered only with prior parent(s) and/or guardian(s) approval.)

Parent(s) and/or guardian(s) or students eighteen years of age or older may view their

records, attach written comments, or request a hearing to remove a part of the records. Parts of records may be reproduced at a cost of \$.15 (cents) per page, paid by the person requesting the information.

Sequim School District, in conformance with the Family Educational Rights and Privacy Act (**FERPA**) permits parents and/or guardians or students to:

1. Inspect and review the student's education records within 45 days of the day the District receives a request for access. Under state public disclosure law, the request must be acknowledged in writing by the District within five (5) working days, and unless the documents are presented at that time, an estimate will be provided as to when they will be available within the 45 day response period. Parent(s) and/or guardian(s) or eligible student should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected;

2. request the amendment of the student's education records that the parent(s) and/or guardian(s) or eligible student believes are inaccurate, misleading, or in violation of the student's rights to privacy." Parent(s) and/or guardian(s) or eligible students may ask the Sequim School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s) and/or guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s) and/or guardian(s) or eligible student when notified of the right to a hearing as provided in District Policy and Regulation 3231;

3. the right to consent, as provided in District Policy and Regulation 3231, to disclosures of personally identifiable information contained in the student's education records, except to the extent that **FERPA** authorizes disclosure without consent;

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

The Sequim School District will forward elementary and secondary student's educational records on request to the school in which the student seeks or intends to enroll without further parent and/or guardian notification. Parent(s) and/or guardian(s) may receive a copy of the records at their expense if requested. Similarly, transcripts or other information requested by students will be forwarded to colleges and educational institutions to which students are applying, provided there are no unpaid fees or fines;

4. the right to file a complaint with the U.S. Department of Education under Section 99.64 concerning alleged failures by the District to comply with the requirements of

FERPA. The name and address of the office that administers **FERPA** are: Family Policy Compliance

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-8520

- d. unless a parent/guardian files a written objection as provided below, the District may release to the public without prior parental/guardian consent “directory information” regarding students. For junior and senior high students, directory information includes the following information relating to a student: the student’s name, address, telephone number, activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, graduation lists, class lists, scholarship and award winners.

Parent(s) and/or guardian(s) not wishing this information made public should notify the school principal in writing within ten (10) calendar days following notice of these rights to students.

Sexual Harassment

Students and Staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school buses, or off campus, such a school sponsored field trip.

Sexual Harassment is unwelcomed behavior or communication that is sexual in nature when:

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

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?

You can report sexual harassment to any school staff member or to the district’s Title IX officers: **Randy Hill, 360-582-3609, or Karen Sande, 360-582-3261**

For a copy of your district’s Sexual Harassment policy and procedure, contact your school or district office. **www.sequim.k12.wa.us**

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons ~~that~~ is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image – including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

Physically harms a student or damages the student’s property

Has the effect of substantially interfering with a student’s education

Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment

Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

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.

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.

Training

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References: Policy 320 Rights and Responsibilities

Policy 3210 Nondiscrimination

Policy 3240 Student Conduct

Policy 3241 Classroom Management, Corrective Action and Punishment

Policy 6590 Sexual Harassment
Legal Reference: RCW 28A.300.285 Harassment, intimidation and bullying prevention policies

Management Resources:

Policy News, December 2010 Harassment, Intimidation and Bullying Policy Strengthened

Policy News, April 2008 Cyberbullying Policy Required

Policy News, April 2002 Legislature Passes and Anti-Bullying Bill

Learning Support Services Information

Parent Partnerships - all programs within Learning Support Services count on input and support from our families. Please call 360-582-3400 if you have any questions or comments about our programs.

Programs and where to call:

Compliance Coordinators (14.1)

Section 504: Matt Duchow, Polly Willis, Renee Bowen 360-582-3400

McKinney-Vento: Jennifer Van De Wege, Renee Bowen 360-582-3400

Home/Hospital: Polly Willis and Renee Bowen 360-582-3400

Transitional Bilingual/ELL: Sonja Younger, Matt Duchow 360-582-3400

Title I, Part A and Learning Assistance Program: Shelley Langston, Matt Duchow and Jennifer Van De Wege, Polly Willis, Renee Bowen 360-582-3400

Special Education/IDEA: Shelley Langston, Matt Duchow, Jennifer Van De Wege, Sandy Kurtz 360-582-3400

Title I, Part A

Teacher and Para educator Qualifications Notice (1.3)

Parents of children in schools that receive Title I funds have the right to request information regarding the professional qualifications of their student's teacher: Ask your principal if you would like information about the professional qualifications of your student's teachers. It's your right to know.

Link to OSPI district Report Card (1.5) <http://www.sequim.k12.wa.us/Page/4253>

District and Building Parent Involvement Policy (1.6 and 1.8)

<http://www.sequim.k12.wa.us/Page/61>

McKinney-Vento Homeless Student Education

Dispute Resolution Process(10.2) <http://www.sequim.k12.wa.us/Page/4253>

District Liaison Contact (10.4) <http://www.sequim.k12.wa.us/Page/3586>

Link to National Center for Homeless Education (10.6) <http://center.serve.org/nche/>

504 Rights/Procedural Safeguards (14.5) <http://www.sequim.k12.wa.us/Page/3589>

Child Find Information

<http://www.sequim.k12.wa.us/Page/245>

Sequim School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinators, Civil Rights Compliance Coordinators: Randy Hill, 601 N. Sequim Ave., Sequim, WA 98382, 360-582-3609, rhill@sequim.k12.wa.us or Karen Sande, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3261, ksande@sequim.k12.wa.us and for Section 504/ADA Coordinator, Matt Duchow, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3401 mduchow@sequim.k12.wa.us

**Sequim School District
Harassment, Intimidation or Bullying (HIB) Incident Reporting Form**
Reporting person (optional): _____

Targeted student: _____

Your email address (optional): _____

Your phone number (optional): _____ Today's date: _____

Name of school adult you've already contacted (if any): _____

Name(s) of bullies (if known): _____

On what dates did the incident(s) happen (if known): _____

Where did the incident happen? Circle all that apply.

Classroom Hallway Restroom Playground Locker room Lunchroom Sport field Parking lot School bus Internet Cell phone During a school activity Off school property On the way to/from school Other (Please describe.) _____

Please check the box that best describes what the bully did. Please choose all that apply.

- Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student
- Getting another person to hit or harm the student
- Teasing, name calling, making critical remarks or threatening in person, by phone, by e-mail, etc.
- Putting the student down and making the student a target of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Making the student fearful, demanding money or exploiting
- Spreading harmful rumors or gossip
- Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- Other

If you select other, please describe: _____

Why do you think the harassment, intimidation or bullying occurred? _____

Were there any witnesses? Yes No If yes, please provide their names: _____

Did a physical injury result from this incident? If yes, please describe. _____

Was the target absent from school as a result of the incident? Yes No If yes, please describe _____

Is there any additional information? _____

Thank you for reporting!

For Office Use

Received by: _____

Date received: _____

Action taken: _____

Parent/guardian contacted: _____

Circle one: Resolved Unresolved

Referred to: _____