

Sequim High School

*STUDENT HANDBOOK*



*Home of the Wolves*

*2018~2019*

*This agenda belongs to:*

*NAME* \_\_\_\_\_

*ADDRESS* \_\_\_\_\_

*CITY* \_\_\_\_\_ *ZIP CODE* \_\_\_\_\_

*PHONE* \_\_\_\_\_

*School Office Hours*

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

*Attendance ~ 7:00-3:30*

*Counseling ~ 7:30-3:15*

*Bookkeeping ~ 7:30-3:00*



**“All Wolves are capable of success, NO EXCEPTIONS!”**

Sequim High School is a Kids at Hope school, which means that every member of our community BELIEVES that ALL Wolves are capable of success, NO EXCEPTIONS. There are so many different pathways to success here and we encourage you to make the choice to engage and inspire others every day. Find your passion and use your voice to make a difference in your life and community.

Sequim High School is a school with strong CONNECTIONS. These ties bind us as students, staff, and our surrounding communities. When it comes to student needs and support, there is someone for everyone at this school. We BELIEVE in making lasting relationships and CONNECTIONS.

Sequim High School is your gateway to your future. You have worked hard and prepared yourself for all the opportunities you have as a high school student. We challenge you to TIME TRAVEL and picture what your life will look like in five years, or twenty five years. What kind of family life do you want? What hobbies and activities will you do? What career will you have? How will you serve your community? Visualize yourself in each of these situations and make connections to people and ideas here at Sequim High School that will make those dreams turn into realities.

BELIEVE, CONNECT, and TIME TRAVEL to make the most of your high school experience!

Mr. Shawn Langston  
Sequim High School Principal



## ASB PRESIDENT'S WELCOME

Hey Wolves!

I am so excited and grateful to be able to represent you as your new Executive ASB President! Being Executive Treasurer, last year, has given me so many wonderful opportunities to try and make a difference in our school, and I hope to continue to foster change and opportunity for all students in the coming year. Along with activities and leadership events, I hope to create an engaging atmosphere, bringing together all students to enjoy the fantastic opportunities found at SHS. I want us to be able to come together and make a difference, creating an atmosphere of kindness and acceptance. My executive team is looking forward to facilitating a year of fun, growth, and opportunity for all! While we want to bring fresh ideas and change to our school, we also want to support the relationships and traditions already formed. Together, we must make a positive change by choosing kindness as the heart of our school, creating a festive atmosphere of acceptance, inspiration, and success!

Thank you! Let's have a wonderful school year, together!

Emily Bundy  
Executive ASB President 2018-19



## ASB and CLASS OFFICERS

### EXECUTIVE ASB

**President:** Emily Bundy  
**Vice President:** Katie Potter  
**Secretary:** Liam Braaten  
**Treasurer:** Payton Sturm  
**Sr. Exec. Tech:** Hunter Wells  
**Jr. Exec Tech:** Nick D'Amico  
**Advisor:** Sean O'Mera

### SENIOR CLASS 2019

**President:** Maggie VanDyken  
**Vice Pres:** Liam Payne  
**Secretary:** Arlene Law  
**Treasurer:** Isabelle Hugoniot  
**Publicity Chair:** Ashley Rosales  
**Spirit Comm:** Allison VanDeWege  
**Senator:** Damon Little  
**PC Rep:** Shayli Schuman  
**Advisor:** Isaac Rapelje

### JUNIOR CLASS 2020

**President:** Eva Lofstrom  
**Vice Pres:** Alyssa Lofstrom  
**Secretary:** Vita Olson  
**Treasurer:** Lesae Pfeffer  
**Publicity Chair:** Kyah Fukunaga  
**Spirit Comm:** TBD  
**Senator:** Darren Salazar  
**PC Rep:** TBD  
**Advisor:** Erin Fox

### SOPHOMORE CLASS 2021

**President:** Katie D'Amico  
**Vice Pres:** Mya Johnson  
**Secretary:** Aiden Braaten  
**Treasurer:** Aryona Zappey  
**Publicity Chair:** JoNell Hill  
**Spirit Comm:** Lindsey Coffman  
**Senator:** Alicia Pairadee  
**Advisor:** Saralyn Pozernick

### FRESHMAN CLASS 2022

**President:** Jack VanDeWege  
**Vice Pres:** Olivia Owen  
**Secretary:** Hannah Hampton  
**Treasurer:** Richard Meier  
**Senator:** Lillian McNair  
**Publicity Chair:** Marley Reader  
**Spirit Comm:** Rozlynn Raychel  
**Advisor:** Julie Romberg

## ASB ACTIVITIES

Homecoming Game / Assembly	September 21
Homecoming Dance	September 22
Haunted Hallways	October 27
All School Play	TBD
Winter Ball	January 19
Sr. Class Play	TBD
Talent Show	March 8,9
Jr. Prom	March 16
Operetta	May 2,3,4,9,10,11,16,17,18
Senior Ball	TBD
Scholarship Night	May 29
Campus Day	May 31
Graduation	June 7

## ACTIVITIES AND ATHLETICS "WHO TO SEE"

Activities Coordinator	Mr. O'Mera
All School Play	Mrs. Lorentzen
Annual	Mr. Heintz
ASB	Mr. O'Mera
Athletic Director	Mr. Ditlefsen
Band	Mr. Fosket
Cheerleading	Mrs. King
FBLA	TBD
FFA	Mr. Mahitka
Homecoming	Mr. O'Mera
Honor Society	Mrs. Reichner
Journalism	Mr. Eekhoff
Interact Club	Mrs. Reichner
Knowledge Bowl	Mrs. Gould
Operetta	Mrs. Lorentzen
Senior Play	Mrs. Lorentzen
International Club	Mrs. Miller
VICA Auto	TBD
GSA	Ms. Fox

## ATHLETICS AND COACHES

### FALL

Cheerleading	Mrs. King
Cross Country	Mr. Huff
Football	Mr. Wiker
Girls Soccer	Mr. VanderVelde
Girls Swimming	Mr. Pease
Volleyball	Mrs. Webber
Boys Tennis	Mr. Textor

### WINTER

Boys Basketball	Mr. Glasser
Cheerleading	Mrs. King
Girls Basketball	Mr. Brown
Wrestling	Mr. Schroepfer
Boys Swimming	Mrs. Benitez
Bowling	Mr. Perry

### SPRING

Baseball	Mr. Ditlefsen
Boys Golf	Mr. Shea
Boys Soccer	Mr. Brasher
Fast Pitch	Mr. Lusk
Girls Golf	Mr. Smithson
Girls Tennis	Mr. Textor
Track	Mr. Moore

# STAFF

(name)@sequimschools.org

## PRINCIPAL

Mr. Shawn Langston  
(shawnl)

## MATHEMATICS

Mr. Ditlefsen (dditlefsen)  
Mrs. Bell (kbell)  
Mr. VandeWeghe (jvandeweghe)  
Mrs. Harms (charms)  
Mr. Brinkmann (pbrinkmann)  
Mrs. Ditlefsen (cditlefsen)

## ENGLISH

Mrs. Eekhoff (ceekhoff)  
Mr. Eekhoff (jeekhoff)  
Mr. O'Mera (somera)  
Mrs. Reichner (creichner)  
Mrs. Romberg (jromberg)  
Mr. Younger (jyounger)

## SCIENCE

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)

## CUSTODIANS

Mr. Iverson (tiverson)  
Mr. E. Cisneros  
Mr. I. Cisneros  
Mr. Ulm  
Mr. Duval  
Mr. Hovis

## ASSISTANT PRINCIPAL

Mr. Mark Willis (mwillis)

## SECRETARIAL

Mrs. Brundage (tbrundage)  
Mrs. Lancheros (jlancheros)  
Mrs. Tjemsland (atjemsland)  
Mrs. Ulm (eulm)  
Mrs. Kettel (dkettel)  
Ms. Lestage (llestage)

## COUNSELING

Mrs. Fox (efox)  
Mr. Erickson (serickson)  
Mrs. VanderVelde (mvandervelde)

## ATTENDANCE

Ms. Lestage (llestage)

## CAREER CENTER

Mitzi Sanders (msanders)

## ATHLETIC DIRECTOR

Dave Ditlefsen (dditlefsen)

## SECURITY

Mr. Toman (dtoman)

## PARAEDUCATORS

Ms. Barrett (tbarrett)  
Mrs. Jackson (pattypi)  
Ms. Champeaux (jchampeaux)  
Mrs. Rothganger (jrothganger)  
Mr. Lancheros (vlancheros)  
Mrs. Wright (lwright)  
Mr. Sparrow (tsparrow)  
Mrs. Leger (eleger)

## NURSE/HEALTH ROOM

Mrs. Bittner (sbittner)  
Mrs. Frick (cfrick)

## LIBRARIAN

Mrs Rapelje (Irapelje)

## SOCIAL STUDIES

Mr. VanderVelde (dvandervelde)  
Mr. Lippert (mlippert)  
Mr. Corcoran (scorcoran)  
Mrs. Pozernick (spozernick)  
Mr. Krogman (mkrogman)

## VOCATIONAL

Mr. Heintz (jheintz)  
Mr. Marcy (smarcy)  
Mr. Moore (bmoore)  
Mr. Phillips (kphillips)  
Mr. Klienber (cklienberg)  
Mr. Mahitka ( smahitka)  
Mrs. Ditlefsen (cditlefsen)  
Mrs. Shingleton (bshingleton)

## 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 (lbrown)  
Mrs. Mackey (jmackey)  
Mrs. Fischer (jfischer)  
Mrs. Ward (kward)

## I need HELP! - Outside of the classroom

### WHAT

Absence/Tardiness/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

### WHO

Ms. Lestage  
Mrs. Tjemsland / Mrs. Lancheros  
Mr. Willis  
Mr. Willis  
Mr. Heintz  
Mrs. Ulm  
Ms. Sanders  
Mrs. Ulm  
Mr. O'Mera  
Mr. O'Mera  
Ms. Sanders  
Mr. Ditlefsen  
Mrs. Lancheros  
Mr. Ditlefsen  
Mrs. Tjemsland / Mrs. Lancheros  
Mrs. Kettel / Mrs. Brundage  
Mrs. Kettel / Mrs. Brundage  
Mr. O'Mera / Mrs. Ulm  
Counselors / Ms. Sanders  
Counselors / Ms. Sanders  
Mr. O'Mera / Mr. Willis  
Mr. Willis /  
Ms. Ulm / Mrs. Tjemsland  
Cafeteria / Mrs. Tjemsland  
Mrs. Tjemsland  
Mrs. Ulm / Mr. Willis  
Counselors  
Ms. Lestage  
Ms. Lestage  
Mrs. Bittner / Mrs. Frick  
Mrs. Tjemsland  
Ms. Sanders  
Mrs. Tjemsland/ P-2  
Mr. Toman (T.)  
Ms. Sanders  
Ms. Lestage  
Counselors  
Counselors  
Ms. Sanders  
Mrs. Tjemsland / Mrs. Lancheros  
Mrs. Kettel / Mrs. Brundage  
Counselors  
Mrs. Tjemsland / Mrs. Lancheros  
Mr. Moore  
Mrs. Tjemsland



## **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.

### **RELEVANT FEDERAL AND STATE LAW**

- 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.
- Requires students to comply with rules established for the governing of schools.
- Requires a student to pursue his or her course of study and make reasonable progress.
- Requires students to submit to the authority of teachers, subject to such disciplinary action, as school officials shall determine.
- 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.
- Makes it a crime to willfully create a disturbance on school premises during school hours or at school activities or meetings.
- 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.
- Allow teachers to temporarily exclude students from classroom instructional or activity area.
- Prohibits harassment on the basis of race, national origin, gender, age, religion, marital status, sexual orientation or disability.
- 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.
- 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 or suspension.

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 / ACTIVITIES**

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](http://www.ncaaclearinghouse.net/NCAA/common/index.html).

## ATHLETICS

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

## 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.

## 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 an unexcused absence. These excuses become a part of the student's Attendance Record. A pattern of absences or absences in excess of **five (5) 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.

## 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. ***A student is absent, for the entire school day, after missing 50% or more of their scheduled day.***

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.

Any absence from school for the majority of hours/periods in an average school day is unexcused unless it meets one of the criteria (below) for an excused absence.

As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

The school will notify a student's parent or guardian in writing (in the student's primary language) or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.

A conference with the parent or guardian will be held after two unexcused absences, within any month, during the current school year. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.

Not later than the student's fifth unexcused absence in a month, the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board (CTB), or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

**The following are valid excuses for absences:**

- Participation in a district or school approved activity or instructional program;
- Illness, health condition or medical appointment (including but not limited to medical, counseling, dental, or optometry);
- Family emergency, including, but not limited to death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding or serving on a jury;
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student's homeless status;
- Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

- The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

## ACTIVITIES, ATHLETICS AND ATTENDANCE

Any student participating in an extracurricular 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.

## 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.

## 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 ***Pre-excused Absence Form***, 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.

## 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.

## TARDINESS

Any student who misses ten (10) minutes or more of a class period, without legitimate reason determined by the principal/designee, is considered to have an unexcused absence. The only excuse accepted for tardiness to school is 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 (5<sup>th</sup>) 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. 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.

## **DISCIPLINE**

Failure to comply with school rule and guidelines will result in discipline. Consequences will vary depending on the severity of the incident.

Refer to the Student Conduct Expectations and Reasonable Sanctions Procedure for Board Policy #3240 Parent / Student Handbook for disciplinary actions.

## **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.

## **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.

## **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.
- Guest's eligibility will be reviewed by administration based on attendance, behavior, academic progress.

## **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. 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 will be permitted.

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 / MATCHES

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

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

## EVACUATION

In the event of an evacuation, students will not be able to re-enter the building for personal belongings.

## 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. Teacher/ Staff permission is required if you are in need of going to your car during the school day.

## **LITTERING**

Students may eat lunch in the cafeteria and outdoors in approved areas, 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.

## **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 without permission.
- 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**

Kissing and inappropriate displays of affection are not allowed. Students failing to respect this policy may result in disciplinary action.

## **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, whiteboards, 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 to be stored in a designated area upon arrival to school and are not to be used until the end of the school day. None of these are to be stored in classrooms.

## **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 / DEVICE RULES**

Textbooks/Devices are furnished by the School District. Students are responsible for the condition of and/or loss of their books/devices. Fines will be applied for damaged/lost items.

## **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, 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.

### **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.

## **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 deodorant 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 2018-19 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.

Students shall use only their assigned 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, skates, 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 **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 3240 - 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.**
  - 1<sup>st</sup> Bus Conduct Report - Warning and parent notification.
  - 2<sup>nd</sup> Bus Conduct Report - Warning, school discipline and parent notification (Short Term Suspension-Minimum three days, up to ten days)
  - 3<sup>rd</sup> Bus Conduct Report - Three day bus suspension and parent notification (Short Term Suspension)
  - 4<sup>th</sup> & 5<sup>th</sup> 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.

## 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 District Hearing Officer. 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.
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 short-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:
  - a. Inspect in advance of the hearing any documentary and other physical evidence which the school district intends to introduce at the hearing.
  - b. Be represented by legal counsel,
  - c. 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,

d. Either a tape-recorded or verbatim record shall be made of the hearing.

e. 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.

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.

## **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 injectable 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.

## 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.

### RCW 28A.600.230

**School locker searches—Authorization—Limitations.**

(1) A school principal, vice principal, or principal's designee may search a student, the student's possessions, and the student's locker, if the principal, vice principal, or principal's designee has reasonable grounds to suspect that the search will yield evidence of the student's violation of the law or school rules. A search is mandatory if there are reasonable grounds to suspect a student has illegally possessed a firearm in violation of RCW [9.41.280](#).

(2) Except as provided in subsection (3) of this section, the scope of the search is proper if the search is conducted as follows:

(a) The methods used are reasonably related to the objectives of the search; and

(b) Is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

(3) A principal or vice principal or anyone acting under their direction may not subject a student to a strip search or body cavity search as those terms are defined in RCW [10.79.070](#). [[1999 c 167 § 3](#); [1989 c 271 § 246](#). Formerly RCW [28A.67.320](#).]

### **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.

### **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.

### **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.

### **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 or administrative designee 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. All visitors must check in at front office and wear visitor badge.

## 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 registrar. 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 registrar. All fees and fines must be paid before a transcript will be forwarded. (RCW 28A.635.060).

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the district records custodian a written request that identifies the record(s) they wish to inspect. The records custodian will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the 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 or eligible student, the district will notify the parent 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 or eligible student when notified of the right to a hearing.

Parents or eligible students have a right to inspect or review information including when the student is a dependent under IRS tax code, when the student has violated a law or the school rules regarding alcohol or substance abuse (and the student is under 21), and when the information is needed to protect the health or safety of the student or other individuals.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure without consent are: disclosure deemed by the district as necessary to protect the health or safety of the student or other individuals and 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 an attorney, hearing officer, 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. Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue S.W. Washington, D.C. 20202

## 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 as 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 as 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, 360-582-3261**

For a copy of your district’s Sexual Harassment policy and procedure, contact your school or district office. [www.sequimschools.org](http://www.sequimschools.org)

**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.

## **Students with Individual Education Plans or Section 504 Plans**

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

## **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) [360-582-3400](tel:360-582-3400)

**Section 504:** Matt Duchow, Renee Bowen

**McKinney-Vento:** Samantha Troxler

**Home/Hospital:** Shelley Langston

**Transitional Bilingual/ELL:** Sonja Younger, Matt Duchow

**Title I, Part A and Learning Assistance Program:** Shelley Langston, Matt Duchow and Renee Bowen

**Special Education/IDEA:** Shelley Langston, Matt Duchow, and Joanne Kidd

### 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.sequimschools.org/Page/4253>

**District and Building Parent Involvement Policy (1.6 and 1.8)**

<http://www.sequimschools.org/Page/61>

### McKinney-Vento Homeless Student Education

**Dispute Resolution Process(10.2)** <http://www.sequimschools.org/Page/4253>

**District Liaison Contact (10.4)** <http://www.sequimschools.org/Page/3586>

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

**504 Rights/Procedural Safeguards (14.5)** <http://www.sequimschools.org/Page/3589>

### Child Find Information

<http://www.sequimschool.org/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, 503 N Sequim Ave. Sequim, WA 98382, 360-582-3261 [rhill@sequimschools.org](mailto:rhill@sequimschools.org), Mark Willis, 601 N Sequim Ave Sequim, WA 98382, 360-582-3611 [mwillis@sequimschools.org](mailto:mwillis@sequimschools.org); and for Section 504/ADA Coordinator, Matt Duchow, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3401 [mduchow@sequimschools.org](mailto:mduchow@sequimschools.org)

**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: \_\_\_\_\_