

SEQUIM HIGH SCHOOL

STUDENT HANDBOOK



***HOME OF THE
WOLVES***

2023~2024

I need HELP! – Outside of the classroom

What

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Who

Mrs. Lestage
Mrs. Tjemsland, Mrs. Lancheros
Ms. Fox, Mr. Fox
Ms. Fox
Mr. Heintz
Mrs. Ulm
Mrs. VanderVelde, Mrs. Thorson, Mrs. Brooks
Mrs. Ulm
Mr. O'Mera
Mr. O'Mera
Mrs. Thorson
Mr. Brooks
Mrs. Lancheros
Mr. Brooks
Mrs. Tjemsland, Mrs. Lancheros
Ms. Lepisto
Ms. Lepisto
Mr. O'Mera, Mrs. Ulm
Mrs. VanderVelde, Mrs. Thorson, Mrs. Brooks
Mrs. VanderVelde, Mrs. Thorson, Mrs. Brooks
Mr. O'Mera, Ms. Fox
Mr. Fox, Ms. Fox
Mrs. Ulm, Mrs. Tjemsland
Cafeteria, Ms. Lepisto
Mrs. Tjemsland
Mrs. Ulm, Ms. Fox
Mrs. VanderVelde, Mrs. Thorson, Mrs. Brooks
Mrs. Lestage
Mrs. Frick, Mrs. Bittner
Mrs. Bittner, Mrs. Frick
Mrs. Tjemsland
Mrs. VanderVelde, Mrs. Thorson, Mrs. Brooks
Mrs. Tjemsland
Mr. Toman (Mr. T)
Mrs. Lestage
Mrs. VanderVelde, Mrs. Thorson, Mrs. Brooks
Mrs. VanderVelde, Mrs. Thorson, Mrs. Brooks
Mrs. VanderVelde, Mrs. Thorson, Mrs. Brooks
Mrs. Tjemsland
Ms. Lepisto
Mrs. Tjemsland
Mrs. Tjemsland
Mrs. Tjemsland, Ms. Fox, Mr. Fox

GENERAL INFORMATION

All students at Sequim High School are expected to be safe, respectful, and responsible. Each year, a behavior matrix will be displayed to give examples of these expected behaviors. These behaviors include expected school behaviors such as using appropriate language, being prepared, and attendance. Students who are not displaying safe, respectful, and responsible behavior may be issued disciplinary consequences.

All students at Sequim High School are expected to come to school ready to learn. This includes bringing appropriate materials including a fully charged laptop. If you need school supplies, please reach out to your school counselor.

School District Rules

All Sequim High School Student and Families are expected to read and follow the Sequim School District Student Rights and Responsibilities Handbook (found at [Student Rights and Responsibilities Handbook](#), under Policy and Procedure 3241). If you would like a printed copy of the Handbook, please request one at the high school main office.

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 in 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 also expected to show appreciation with 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, Activities, and Attendance

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. If you have questions about continuing athletics at college or university, please check in with the Sequim High School Counseling Office for more information. All student-athletes expected to adhere to the policies and conditions of the Athletic Code as well as the rules established by the coach.

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.

Attendance

Attending class is essential for learning.

Attendance - 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. 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 and must have a written pass from staff (e.g., Office Pass – Pink Colored).** Students will be expected to make up all class work missed. Verification by a doctor may be required.

Attendance – Hall Passes

Attendance in classes is essential for student learning. We understand that, at times, students may need to leave the classroom for a quick bathroom break. During the first 10 minutes and the last 10 minutes of class, hall passes will not be issued. Teachers may also limit access to hall passes during direct instructional time.

To access a hall pass, when allowed, student must sign-out noting the time, period, and date. The student should limit their time out of class to 5 minutes or less. Upon return, students will sign back into the classroom. Each teacher will have a provided hall pass that students will have visible while out of the classroom. Only one student is allowed to leave the classroom with a hall pass at any given time. Students who abuse this privilege may be denied hall passes. Students are limited to one check-out per class per-week unless specific accommodations are pre-arranged.

Attendance – Leaving the School Grounds

Written permission must be obtained from the office to leave the campus at any time after arriving on school grounds. No student may leave during the day or at lunch without parent permission **and** office approval. Junior and Senior students may apply for responsibility granting them the right to leave campus during lunch. Responsibility may be denied or revoked for academic, behavior, or attendance issues. Application for Responsibility can be picked up in the main office. A student who goes home ill during the day must notify the nurse's office or the attendance office. Prior to a student's excusal, a parent/guardian(s) must verify their request to leave campus. Students who fail to check out may be assigned consequences and will be considered unexcused.

Attendance - Tardiness

Any student who is late to class, without legitimate reason determined by the principal/designee, is considered tardy. Tardies are excused when there has been an unusual circumstance or an emergency (over-sleeping or missing the bus does not constitute an unusual circumstance or an emergency) and the school has been notified by the parent(s) and/or guardian(s).

A student who is running late to class must first check-in through the attendance office. Students will not be admitted to classrooms, if late, without a note from the attendance office. After five (5) unexcused tardies to any class or after three (3) unexcused tardies to any one class, student will be assigned appropriate discipline (often a lunch detention and/or an attendance meeting). Excessive tardiness may result truancy intervention steps.

Attendance - Planned Absences

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 per district expectations (3 days 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.

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.

Dance Regulations

- Admittance to 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.
- Inappropriate dancing or other reckless behavior is not allowed.
- Students may not bring backpacks into the dance area.
- Students may be asked to leave the event if rules are not being followed.

- Guest students must be pre-arranged and signed off by administration at least two days prior to the dance on the Dance Guest Form.
- Guest’s eligibility will be reviewed by administration based on attendance, behavior, academic progress.

Discipline

Students failing to comply with school rules and guidelines will receive discipline in accordance with school and district policies and procedures. Consequences will vary depending on the severity of the incident. Refer to the following policy and procedures: Student Discipline Policy #3241/Procedure #3241P, and the [District 2023-24 Student Rights and Responsibilities Handbook](#).

Discipline – Cumulative Violations

Due to the frequency of certain infractions, student discipline may increase, notwithstanding the fact that each individual violation would not warrant such action. Each situation will be handled on an individual basis.

Discipline – Cheating/Plagiarism/AI

The expectation is that student’s work is their own. Work includes the study and production of one’s ideas, thoughts, concepts, and understanding about learned information. Students choosing not to give credit for others’ work Plagiarism is the taking of language, from another person or source—artificial intelligence (AI) sources included—and representing them as original work. Students who use plagiarized papers or projects from such sources 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 the class and/or a failing grade.

Discipline – Tobacco, Alcohol, Drugs, and/or Vaping (Possession or use)

Using or possessing tobacco (cigarettes or vapes), alcohol, or drugs is prohibited and will result in disciplinary action, which may include suspension per the context (e.g., repeated offense, severity of offense). Student offenses involving the possession and/or use of alcohol, marijuana, or other drugs will involve coordination with the Sequim Police Department through the School Resource Officer (or appointed designee) which may also result in a criminal charge.

Discipline – Vandalism

Vandalism is deliberate destruction of or damage to property including graffiti. Student offenses involving vandalism may result in the student being required to pay for the damages and repair work. Vandalism may involve coordination with the Sequim Police Department through the School Resource Officer (or appointed designee) which may also result in a criminal charge.

Dress Code

See [Board Policy 3224](#). Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Sequim School Board of Directors. Students’ choices in matters of dress should be made in consultation with their parents. Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A. A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate group(s);
- B. Damage to school property will result from the student's dress; or
- C. A material and substantial disruption of the educational process will result from the students' dress or appearance.
 1. For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district.
 2. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel.
 3. The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student’s religion, are not subject to this policy.

The superintendent will establish procedures providing guidance to students, parents, and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures will ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be asked, with notice to his or her parents, to make appropriate corrections and be subject to discipline if the corrections are not undertaken.

Emergency Drills

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.

Evacuation

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

Handbook and Handbook Changes

All students and families receive an electronic version of the Sequim High School Handbook. If you would like a printed copy of the handbook, you may request one at the high school main office. Students are expected to read and follow the rules and guidance outlined in the handbook. **Changes in the student handbook may be made during the school year by the school authorities. Such changes will be made available to students and families.**

Health

If a student is absent from school due to illness or fever, the student should not return to school until fully recovered.

Home-Hospital

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

Late Work

Late work policies are at teacher discretion. If a student has an excused absence, they should coordinate late work with their teacher. Teachers can be contacted by students and/or parent/guardian(s) in person or electronically through email. Each semester, a last day to turn in late work will be established school wide. For the 2023-2024 school year the dates are January 24, 2024, for Semester 1 and June 7, 2024, for Semester 2.

Littering

While the school district maintains the regular care and maintenance of the high school campus, students are expected to eat in approved areas, and then clean up after themselves. Approved areas include the cafeteria, and approved campus grounds. Students are provided these options and are expected not to disrupt classes in session. Students are also expected to pick up litter following lunch and leave their lunch table/areas clean. Eating in hallways and stairways—inside buildings or outside—is not allowed. 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.

Lockers

Students may request a locker at the beginning of the school year and are responsible for its care and contents. The assigned locker is to be always kept clean and secure. 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. 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. 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

Lost items should be turned in at the main office. If a student loses an item, they should check for it at the main office. At the end of each semester, Lost and Found items will be donated to a charity of choice.

Loitering

Loitering is not allowed in any hallway or on campus, during the day or before or after school hours. After school, students are expected to go promptly home after the last class, unless attending a school activity. Students found to be in violation of this expectation may be subject to school discipline.

Medicine

If a student needs access to medicine while on campus, students and families must meet with the school nurse or health clerk for appropriate procedure prior to bringing medicine on campus.

Parking Lot Violations

It is important that students understand that all campus parking lots are public school lots, all district and school expectations for conduct and behavior apply. Additionally, students bringing their vehicles on campus are also subject to the state driving and traffic laws of the State and city. 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 Senior/Junior Responsibility must park in the East Lot. The North and South lots are for general student parking.
- **Parking Passes:** Parking passes 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. Parking passes and privileges may be revoked temporarily or permanently if students are found to be in violation of parking lot expectations. Passes and privileges—including Senior/Junior Responsibility—may also be revoked for progressive or continuous school discipline offenses not related to parking lot violations.
- **Improper Parking:** Parking in any designated area such as No Parking, Faculty, Visitor, or Handicapped without permission. Students are expected to Obey all posted signs and marking in the parking lot.
- **Reckless Driving:** 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.

Public Display of Affection (PDA)

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

Selling Items at School

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

Technology – Cell Phones and Wearable Technology

Please see [Board Policy 3245](#)—Student and Telecommunication and Electronic Devices—regarding cell phone and other electronics. **Cell phones are to be “off and away” during instructional time.** Off and away is to be understood as devices physically powered off and put away in a backpack. If a device cannot be turned off, it may be turned into a staff member (e.g., teacher, administrator, office staff) temporarily and retrieved after the agreed time has passed. Smart watches, Headphone, earbuds, or variations of these should also be “off and away” during instruction.

Confiscation: Students using cell phones or other wearable technology in a way that violates board policy or that impairs the learning environment, may have their devices confiscated by school officials. Devices confiscated will be turned over to a parent/guardian for retrieval.

Technology – School Issued Devices

A school issued laptop will be issued to each student. Prior to issuing the laptop, families need to sign a permission slip and waiver. School issued laptops should be taken care of, and any damage should be reported right away to a teacher or other staff member. School-issued technology is required in many classes to access curriculum and/or educational activities. Technology should only be used in school appropriate way and disciplinary action may be taken if used in an inappropriate manner. **If a student and/or family chooses not to check out a laptop they can bring a personal laptop to use in classes. Please note that the school does not claim any liability for damaged or stolen laptops.**

Textbooks and Device Rules

Student are expected to bring necessary textbooks and devices with them to class as needed. Textbooks and Devices are furnished by the School District.

- **Daily Use of Technology Devices:** Students will use their devices in classes regularly. It is expected that students bring their devices to campus charged and in good order. Unless permitted by a school official or classroom teacher, devices such as cell phones and wearable technology, and tablets should be “off and away” (see Cell Phones & Wearable Technology).
- **Repairs and Maintenance Textbooks/Devices:** If repair is needed on a school-issued device, students should follow the procedures for repairs.
- **Student Textbooks/Device Responsibility:** Students are responsible for the condition of and/or loss of their books/devices. Fines will be applied for damaged/lost items.

Signs, Bulletin Boards, and 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. Posted material should not be taken down except by the person/organization who posted it or by the principal or approved designee.

Student Property

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. Students are encouraged to appropriately protect their belongings by remaining aware of their environment and surroundings.

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.

Sequim High School

All Wolves are capable of success, no exceptions!

Be Safe, Be Respectful, Be Responsible

CELL PHONES: Cell phones (and other telecommunication devices) are always off and away during educational time

| | Classrooms | Hallways/Passageways | Lunch/Cafeteria | Bathrooms | Assemblies/Sporting Events | Parking Lots |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Be Safe | <ul style="list-style-type: none"> -Keep hands to self -Be present | <ul style="list-style-type: none"> -Walk on the right side of the halls -Keep hands to self | <ul style="list-style-type: none"> -Eat in appropriate places (cafeteria, picnic tables, etc) -Sit while eating | <ul style="list-style-type: none"> -Keep hands to self -Wash hands -Lock stall doors -Do NOT eat in the bathroom -No illegal activity (no vaping, drinking, etc) | <ul style="list-style-type: none"> -Stay seated when appropriate -Know where exits are located -Stay until dismissed -Respect decisions and calls made by officials -Be courteous and welcoming to the opposing team | <ul style="list-style-type: none"> -Use blinkers/turn signals -Look before you walk/drive/bike/etc. -Keep music low -Report accidents or suspicious activity |
| Be Respectful | <ul style="list-style-type: none"> -Be an active listener -Follow procedures and class rules | <ul style="list-style-type: none"> -Clean up areas -Open door for others -Interact appropriately with peers (Keep hugs brief, High 5's are encouraged ☺) | <ul style="list-style-type: none"> -Clean up after yourself, throw your trash away -Move quickly through lines | <ul style="list-style-type: none"> -Clean up after yourself -Leave walls as they are | <ul style="list-style-type: none"> -Listen -Be attentive and engaged -Be positive and encourage school spirit | <ul style="list-style-type: none"> -Follow rules of the road -Communicate with others |
| Be Responsible | <ul style="list-style-type: none"> -Complete work -Come prepared -Be on time -Follow the Rule of 10 | <ul style="list-style-type: none"> -Use locker or bathroom quickly within the 5 min passing period -Walk quickly and directly from class to class | <ul style="list-style-type: none"> -Clean up garbage for yourself and others -If you see trash, throw it away in a garbage can | <ul style="list-style-type: none"> -Use time wisely, quickly move in and out of the bathroom (it is not place to hangout) -Use during passing period | <ul style="list-style-type: none"> -Be prompt -Know the rules and follow them | <ul style="list-style-type: none"> -Park and drive slowly -Walk cautiously -Be aware of your surroundings |