

COUPEVILLE HIGH SCHOOL



2018 - 2019 STUDENT HANDBOOK

501 SOUTH MAIN STREET
COUPEVILLE, WASHINGTON 98239
(360) 678-2410

www.coupeville.k12.wa.us



Coupeville Board of Directors

Christine Sears
Kathleen Anderson
Glenda Merwine
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Brent Stevens
Danny Conlisk, Student

Superintendent
Steve King

The district provides equal educational opportunity and treatment in all programs and employment and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sexual orientation (gender expression or identity), marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district provides the Boy Scouts of America, and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society, equal access to school facilities.

District programs are free from sexual harassment.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student's ability to participate in or benefit from the district's course offerings, educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.

The district's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: 1) notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories; 2) the name and contact information of the district's compliance officer designated to ensure compliance with this policy; and 3) the names and contact information of the district's Section 504 and Title IX compliance officers.

The district will annually publish notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district's discrimination complaint procedure.

The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias based on the classes identified in this policy.

The board designates the superintendent to serve as the district's compliance officer regarding

- Title IX
- Section 504/ADA
- RCW 28A.640 and RCW 28A.642

to handle questions and investigate any complaints communicated to the district of alleged discrimination.

Superintendent
501 South Main Street, Coupeville, WA 98239
360-678-2404

**COUPEVILLE HIGH SCHOOL
STUDENT HANDBOOK 2018-2019
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All Coupeville School District policies are posted on the district web site at: www.coupeville.k12.wa.us, under About Us> Board of Directors > Board Policies & Procedures

Section 1 – Introduction

1.1 Principal’s Message. Welcome CHS Students and Parents,

On behalf of our faculty, staff and administration, it is my pleasure to welcome you to Coupeville High School. CHS has a rich history of program excellence, tradition, innovation and working with our community for over 100 years. We offer an attractive, engaging, and rigorous education, which is enhanced by extra-curricular activities, clubs and athletics. As you join the Wolf Pack, I invite you to create a partnership with us to fulfill your personal and academic goals. Our goal is to educate the whole student by preparing each individual for a successful life after high school.

The contents of this handbook have been prepared to provide you with important information about educational opportunities and responsibilities at CHS. We are excited to have you as a partner. Be assured that we will do our best to maximize your school experience. Cooperatively, we can make this year a productive and memorable one. If you have any questions regarding the material contained in this handbook, please call at 678-2413, or visit us online at <http://coupeville.k12.wa.us/schools/coupeville-high-school/>.

Have a wonderful school year!

Duane Baumann

1.2 Coupeville School District Vision. The Coupeville School District Board of Directors envisions a community working cooperatively to promote high levels of learning for all students, characterized by:

- Students meeting achievement and growth expectations.
- Students actively engaged in:
 - higher-order literacy skills;
 - mathematic, scientific, and artistic activities;
 - citizenship, social studies, and the founding principles of the nation, state, and community;
 - healthy activities, including co-curricular and extra-curricular activities;
 - a safe, technologically modern, and rigorous learning environment that draws upon research-based instructional practices supported by a viable curriculum; and
 - activities that promote college and career readiness.

Section 2 – General Information

2.1 School Calendar. The first day of school for students is September 4, 2018. The last day is scheduled to be June 13, 2019. The calendar incorporates ten early release days for students to provide an opportunity for in-depth staff development in the afternoon. The high school calendar also includes three half days at the end of each semester for finals.

A single page school year calendar is included in Section 8, and the online calendar located at <http://coupeville.tandemcal.com> has the latest information about school events and key dates.

2.2 School Hours. School offices open at 7:30 AM and close at 3:30 PM. School begins at 8:00 AM and ends at 2:30 PM on regular days. Students are dismissed at 11:05 AM on early release days.

2.3 Class Schedule

Period 1 - 5 Schedule

| Period | START | END |
|--------------|--------------|--------------|
| 1 | 8:00 | 9:12 |
| 2 | 9:17 | 10:24 |
| 3 | 10:29 | 11:36 |
| LUNCH | 11:36 | 12:06 |
| 4 | 12:11 | 1:18 |
| 5 | 1:23 | 2:30 |

Assembly Day Schedule

| Period | START | END |
|----------------|--------------|--------------|
| Pd or Assembly | 8:00 | 9:00 |
| Pd or Assembly | 9:05 | 10:00 |
| Pd or Assembly | 10:05 | 11:00 |
| Pd or Assembly | 11:05 | 12:00 |
| LUNCH | 12:00 | 12:30 |
| Pd or Assembly | 12:30 | 1:30 |
| Pd or Assembly | 1:35 | 2:30 |

Early Release Schedule

| Period | START | END |
|--------|-------|-------|
| 1 | 8:00 | 8:33 |
| 2 | 8:38 | 9:11 |
| 3 | 9:16 | 9:49 |
| 4 | 9:54 | 10:27 |
| 5 | 10:32 | 11:05 |

Passing periods are 5 minutes between classes with a 1-minute warning bell.

2.4 Food Services. The district contracts with Chartwells to provide a hot lunch program for students. Monthly menus are available on the district Web site. High school students may choose from several entrée options, and a salad bar is available daily. Meal cost is \$3.45 for 2018-2019. Students also may bring a lunch from home and/or obtain a la carte items (beverages, snacks) from the food service program.

Parents are able to pre-pay their student's meal account as needed, so students do not need to bring cash to school. Chartwells does not make change. All money must be deposited and credited to the student's individual account. You can check food service balances and track your student's spending on Family Access.

Qualifying families may access the federal Free and Reduced-Price meal option. Information will be mailed to all families in September. This option allows students to obtain free or reduced-price meals on a daily basis. Families must reapply annually to qualify for free or reduced-price meals.

Students are to eat lunch in the commons area or designated outside areas. Food will not be allowed in the classroom.

2.5 Student Support. A variety of support services are available at our school.

Counseling. The school counselor is available to assist all students. Students with school and/or personal problems can be helped through counseling. Teachers will advise students as to the proper procedures to arrange an appointment with a counselor.

A Mental Health specialist is available on a part-time basis to assist all students to find appropriate services from the school and/or the community.

Health and Wellness. The district provides health screening for students, with most screening done in grades K-7. Parents or teachers may request a vision, or hearing screening for a student in another grade. If the school as a result of the screening identifies a potential health problem, parents will be encouraged to seek a professional evaluation.

Nursing services are available on a part-time basis for students at the school.

An isolated but supervised health room is available for students who do not feel well. If a student does not feel well enough to return to class after one hour, the student will be asked to contact a parent/guardian and make arrangements to go home.

Students must obtain permission from their teacher to go to the health room. Once they arrive they will be signed in by an office employee and must be signed out when they leave.

2.6 Lost and Found. Found items are to be brought to the attendance office, where they will be stored for a short period of time. Items left for more than one week will be donated to a charitable organization. Students are encouraged to check for lost items as soon as the items are missed.

2.7 Emergency Drills. Fire and earthquake drills are required by law and are an important safety precaution. When the fire alarm is first sounded, it is essential that everyone clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions to students regarding fire and earthquake drills. In addition, students will participate in periodic lock down drills. Lock down procedures will be used in the case of potentially violent situations.

Parents who wish to have their student(s) released upon their own recognizance during an actual emergency must complete the Emergency Release Form, have it notarized, and return it to the attendance office.

2.8 Lockers. Students may request assignment of a locker at any time during the year. Every locker has a school combination lock attached to it. The attendance secretary will make the locker assignment and provide the lock combination. Students are expected to keep their lockers locked at all times.

Periodic inspections of lockers may be made by the principal or his/her designee or teachers to see that lockers are neat and orderly.

As a general rule, the office will not permit combination or locker changes unless there is a legitimate reason to do so. Locker combinations should be kept secret. Locks placed on lockers without authorization will be cut off. Lost or cut locks will incur a \$5.00 fee.

2.9 Books, Materials and Supplies. Textbooks, library books, and instructional materials are loaned to students with the understanding that they must be paid for if lost or damaged. Students are required to have a three-ring binder with a pencil pouch and index dividers, paper, pens and pencils. It is our expectation that students come fully prepared for class each day. There are class fees of \$10.00 per semester attached to Arts, Crafts, Woods, and Welding classes.

In some courses, students may be required to pay for classroom materials. Please contact the counseling office if your family is unable to provide classroom supplies.

Section 3 – Educational Program

3.1 Philosophy. The Coupeville High School curriculum offers a variety of classes to address state and local graduation requirements and allow students to explore subjects of interest in greater depth. All classes emphasize mastery of basic skills, with instructional practices supporting the individual needs of students.

Our emphasis is on:

- Rigor – Coursework is designed to be challenging and achievable, and we believe students can master the work assigned.
- Relevance – We continue to develop and refine our courses with an eye toward relevance to students now and in their future.
- Relationships – Staff encourage greater consistency in student-teacher relationships, so that students receive the support they need to succeed in school.

3.2 Curriculum. The high school curriculum available to students in grades 9-12 is described in a Course Description Booklet, which lists classes available at each grade and the graduation requirements applicable to all students. The high school counselor is available to help students and their parents/guardians determine which courses are best suited to the student's interests.

Students in grades 11 and 12 may be eligible to access the Running Start program, taking courses for community college and high school credit through Skagit Valley College. Highly motivated students may choose to take a full course load at our school and at the college. If successful, they can graduate with a high school diploma and an Associate of Arts degree from Skagit Valley College. There are also college credit options on the high school campus which include Advanced Placement classes and College in the Classroom through Central Washington University.

3.3 Assessment, Grading, Reporting.

3.3.1 Assessment. Coupeville High School is committed to ongoing assessment of student learning to provide students and parents with information and strategies to strengthen areas of weakness in each class. Assessment

can take several forms, including student/teacher discussion, writing and re-writing assignments, homework, quizzes, and tests. Teachers typically use a variety of assessment strategies to tailor instruction to student needs, including:

- Diagnostic assessments are used to determine students' prior knowledge and skill levels, and help teachers to tailor instruction.
- Formative assessments are done throughout the school year to guide teaching, assess progress and continuously improve student understanding. These assessments may include quizzes, drafts, learning logs, and portfolio reviews.
- Summative assessments evaluate what students have learned at the end of a unit of instruction, and may include exams, performance tasks, culminating projects, and work portfolios. Results are reported as a score or grade.

3.3.2 Grading. The district complies with the Washington State marking/grading system incorporated into standardized high school transcripts. The numerical values of letter grades are:

| | | | | | |
|----|-----|----|-----|------------|-----|
| A | 4.0 | C+ | 2.3 | E or F | 0.0 |
| A- | 3.7 | C | 2.0 | Incomplete | 0.0 |
| B+ | 3.3 | C- | 1.7 | No Credit | 0.0 |
| B | 3.0 | D+ | 1.3 | | |
| B- | 2.7 | D | 1.0 | | |

Each student will receive a grade point report for each term (first quarter, first semester, third quarter, second semester), with the grades presented both individually and cumulatively for the term. Grades for all courses taken will be included in the grade point average, which will be calculated to three decimal places.

The minimal passing grade is D (1.0). Pass/fail, credit/no credit, and satisfactory/unsatisfactory marks also may be used, but will be clearly identified and are excluded from calculation of grade point average. Incomplete grades that have not been cleared will revert to a failing grade two weeks after the incomplete grade is assigned, unless the school principal grants an exception.

At the beginning of each term, each teacher is expected to identify in writing and distribute to students the basis on which the students will be graded. The teacher will develop a correlation formula or other activity that allows students to maintain their grade if the teacher uses participation points in grading student performance. The district considers school-approved activities to be part of the school's curricular program. Individual students who feel that an unjust application of attendance or tardiness factors has been made may follow the appeal process for resolving the differences.

The board authorizes a system of class ranking by grade point average for students in grades 9-12. Class rank is to be computed by the final grade, except that non-numerical grades are to be excluded from the calculation of the grade point average.

3.3.3 Reporting. Our school uses an electronic reporting system to keep students and their parents informed regarding class assignments and homework. Family Access system is used to allow students and parents to access this information via the Internet. Information posted on the system is updated every two weeks. Parents and students will be assigned their own log in and password.

Progress reports are distributed to students at school and mailed home at the end of the first quarter and the end of the third quarter. Progress reports are designed to help students realize their strengths and recognize and address areas needing improvement prior to report cards being issued.

Report cards are distributed to students at school and mailed home at each grading period.

3.4 Homework. Homework is an essential part of a successful educational program. Coupeville High School students should expect a minimum of two hours of homework per day.

3.5 Acceptable Use Agreement for Computer & Internet Usage. Per Board Policy No. 6820 ~ A student interested in obtaining an Internet account on the district's computer network, must first sign an Acceptable Use Agreement for Computer & Internet Usage (Form 6820-F2) Attached to this handbook, pg. 28.

3.6 Substitute Teachers. The district employs substitute teachers when the regular teacher is ill, taking leave, or attending a professional development activity. A substitute teacher has full authority to make all decisions concerning the class, and students are expected to cooperate. Students who cannot or will not cooperate will be sent to the office, and will be subject to corrective action.

3.7 Extra-curricular Activities. Coupeville High School students may participate in athletic, academic, leadership, performing arts, and club activities. Our school currently offers: tennis, football, volleyball, soccer, basketball, softball, baseball, spirit team, track, cross country, drama, Honor Society, History Day, Science Olympiad, student government, Future Farmers of America, and Jazz Band.

All students choosing to participate in extra-curricular activities are expected to read, sign and abide by the Activities Code. The code outlines the philosophy, goals, expectations and rules for participation. Students also must meet the scholastic eligibility requirements of the school, which are stated in the code. The code is distributed with activity registration packets, and is available in the office.

Students must purchase an ASB card and pay a fee to participate in most extra-curricular activities. Students also must have a physical examination on file to participate in athletic activities.

| | ASB Card | Athletic Fee per Season | Activity Fee per Season |
|----------------------|-----------------|--------------------------------|--------------------------------|
| CHS Student | \$35.00 | \$75.00 | \$50.00 |
| CHS F&RP* | \$35.00 | \$60.00 | \$35.00 |

*F&RP = qualifies for free or reduced-price lunch makes student eligible for lower participation fee. If more assistance is needed for participation fees, please see the ASB bookkeeper or counselor.

Section 4 – Student Rights and Privileges

Coupeville School District students are guaranteed the rights set forth in the Constitution of the United States and the laws of the State of Washington, with certain limitations. These rights include:

- the right to an equal educational opportunity;
- the right to freedom of speech and press;
- the right to peaceably assemble;
- the right to petition for redress of grievances; and
- the right to privacy and to be secure in their persons, papers and effects against unreasonable searches and seizures.

In addition, students are granted certain privileges, including:

- school bus privileges;
- open campus privileges;
- internet access privileges;
- privileges to drive and park on school grounds.

The following paragraphs briefly expand on these rights and privileges.

4.1 Equal Education. The district provides equal educational opportunity and treatment in all programs and employment and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sexual orientation (gender expression or identity), marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district provides the Boy Scouts of America, and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society, equal access to school facilities.

The district will annually publish notice reasonably calculated to inform students, students’ parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district’s discrimination complaint procedure..

The board designates the superintendent to serve as the district’s compliance officer regarding

- Title IX

- Section 504/ADA
 - RCW 28A.640 and RCW 28A.642
- to handle questions and investigate any complaints communicated to the district of alleged discrimination.
 Superintendent
 501 South Main Street, Coupeville, WA 98239, 360-678-2404

Nondiscrimination Procedure No. 3210-P:

Complaints / Grievances

Anyone may file a complaint against the district alleging that the district has violated anti-discrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration, and the Board of directors. This complaint procedure applies:

- to the general conditions of the district's nondiscrimination policy, and
- more particularly to policies dealing with guidance/ counseling, school-sponsored activities, service animals in schools, and curriculum development and instructional materials.

As used in this procedure,

- "Grievance" means a complaint that has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination law.
- "Complaint" means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws.

The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to:

1. Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or
2. Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.

Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district employee including the superintendent, as the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the superintendent.

- "Respondent" means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, the following steps shall be taken. The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a complaint under this policy and procedure, and from retaliating against an individual for filing such a complaint.

Informal Process for Resolution. Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designee to resolve his/her/their concerns. The meeting will be at the option of the complainant. If unable to resolve the issue at the meeting, or at any time, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the district must notify the complainant of his/her/their right to file a formal complaint.

Formal Process for Resolution.

Level One – Complaint to District. The complaint must set forth the specific acts, conditions, or circumstances alleged to be in violation. Upon receipt of a written complaint, the compliance officer or designee will investigate the allegations within 30 calendar days.

The district and complainant may agree to resolve the complaint in lieu of an investigation. The compliance officer's designee will prepare a full written report of the complaint and the results of the investigation. The compliance officer will respond to the complainant with a written decision within 30 calendar days following

receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the Office of the Superintendent of Public Instruction.

The decision of the superintendent or designee will include:

- a summary of the results of the investigation;
- whether the district failed to comply with anti-discrimination laws;
- if noncompliance is found, corrective measures the district deems necessary to correct it; and
- notice of the complainant's right to appeal to the Board of directors, and the necessary filing information.

The decision will be provided in a language that the complainant can understand, and may require language assistance in accordance with Title VI of the Civil Rights Act of 1964.

A copy of the response must be sent to the Office of the Superintendent of Public Instruction.

Any corrective measures deemed necessary will be instituted as expeditiously as possible, but in no event later than 30 calendar days following the compliance officer's mailing of a written response to the complainant.

Level Two – Appeal to Board of directors. If a complainant disagrees with the compliance officer's written decision, the complainant may appeal the decision to the district Board of directors by filing a written notice of appeal with the secretary of the Board within 10 calendar days following the date upon which the complainant received the superintendent or designee's response.

The Board will schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent, or for good cause. Both parties will be allowed to present such witnesses and testimony, as the Board deems relevant and material. Unless otherwise agreed to by the complainant, the Board will render a written decision within 30 calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the Board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision of the Board will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the Office of the Superintendent of Public Instruction.

Level Three – Complaint to the Superintendent of Public Instruction. If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the Superintendent of Public Instruction.

A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.

A complaint must be in writing and include:

1. A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws;
2. The name and contact information, including address, of the complainant;
3. The name and address of the district subject to the complaint;
4. A copy of the district's complaint and appeal decision, if any; and
5. A proposed resolution of the complaint or relief requested.

If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

Upon receipt of a complaint, the Office of the Superintendent of Public Instruction (OSPI) may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing. A complainant or school district that desires to appeal the written decision of OSPI may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

Mediation

At any time during the discrimination complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the discrimination complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not:

1. Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or
2. Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

Preservation of Records. The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, will be retained in the office of the compliance officer for a period of six years.

4.2 Freedom of Speech and Press. Student publications produced at the school are intended to serve both as vehicles for instruction and student communication. Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided that they are treated in depth and represent a variety of viewpoints. Such materials must conform to school rules and expectations.

4.3 Peaceful Assembly. Students may meet on school premises to socialize, to discuss, pass resolutions and/or take other lawful action respecting any matter that directly or indirectly concerns or affects them, whether or not it relates to school. Such activities shall not be permitted to interfere with the normal operation of the school.

Peaceful demonstrations are allowed, providing students notify the principal in advance of the time and place of the demonstration.

4.4 Petition for Redress. All students and/or their parent/guardian have the right to be heard in any disciplinary proceeding. In the cases of suspension and expulsion of a student, specific rights exist regarding hearings of grievances and appeals. The procedures to be followed are governed by WAC 392-400, copies of which are available at the high school office. (See Section 7 of this handbook.)

4.5 Right to Privacy and Security. To succeed, schools must respect each student's need for and right to privacy. This right may be limited under the following circumstances:

- **Searches of Students and Personal Property.** A student is subject to search by authorized district employees if reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct. Each search is to be conducted with methods reasonably related to the objectives of the search and in a manner, which is not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction. School employees may subject no student to a strip search or body cavity search.

If a search reveals physical evidence of criminal activity, the school principal or his/her designee will notify local law enforcement officials.

- **Locker Searches.** Students may be assigned lockers, desks or designated storage facilities to store and secure their books, school supplies and personal effects. All lockers, desks and storage areas are the property of the school district. No right or expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by the school. Lockers are subject to search without prior notice.

Each locker, desk or storage area, and personal student possessions stored therein, are subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. All locker searches are to be conducted according to Board procedure.

- **Law Enforcement Contact.** A student may be removed from class or activities following a request by a law enforcement officer or a representative of Child Protective Services to question the student.

A student may be released to a law enforcement officer in accordance with RCW 26.44.050 or upon presentation of a warrant for arrest.

A law enforcement officer may question a student at school concerning an alleged violation of the law, provided that the student's legal rights are explained first. The student may request that such questioning take place off school grounds and/or in the presence of their parent/guardian.

4.6 School Bus Privileges. Students attending Coupeville High School who meet the district eligibility requirement for bus transportation may ride on the school buses to and from school. Students participating in extra-curricular activities away from the district are required to ride on a school district bus, unless permission has been granted by the principal or his/her designee. School bus privileges are contingent upon the student following the rules for riding the bus. (See section 8.)

4.7 Open Campus Privileges. Students enrolled in grades 9 through 12 have open campus privileges. This privilege is contingent upon the student following all school rules while they are off campus. Failure to follow all school rules will result in the student being confined to campus, in addition to any other corrective actions deemed appropriate.

4.8 Vehicle Privileges. Students are permitted use of the school parking lots for motor vehicles if they are legally able to drive and have insurance. This privilege is contingent upon the student following the school rules for use of the parking lot, including the following:

- Vehicles must be driven safely on school grounds.
- Speed limit is not to exceed 5 MPH.
- Unauthorized use of car during school hours (either being in it or driving it without permission) is not allowed.

- Students must comply with Washington State driving laws.
- Each student driving a motor vehicle to school must register his or her Washington driver's license and their vehicle(s) license number with the attendance office, and acknowledge in writing that the student and the student's parent/guardian assume all liability and responsibility for comprehensive or collision claims that may result from collisions occurring on school property.
- Student vehicles will be subject to search in accordance with school district policy 3260.
- Parking space first will be made available to seniors and then on a first-come, first-served basis to juniors and sophomores. Specific parking spaces may be assigned to any or all individual students at the principal's or his/her designee's discretion.
- Students are to park vehicles in designated student parking spaces. Students parking in inappropriate spots (handicapped, visitors, unmarked spaces, etc.) should expect to lose their vehicle privileges.
- Students are not to be sitting in their vehicles during school hours.

If there are violations of the foregoing rules, the consequences will be determined by the principal or his/her designee in accordance with the severity of the infraction. Students should expect to lose their driving privileges if they fail to abide by the rules.

Special note: Unless a student has administrative approval, students participating in a school-sponsored activity may not drive vehicles to or from the activity.

4.9 Personal Possessions. Students may bring personal possessions to school, within school guidelines stated in this handbook. With the exception of skateboards, skates, bicycles, and scooters, students should plan to keep valuable possessions under their personal supervision at all times. Lockers and locks are available to students.

- **Skateboards, Skates, Bicycles, and Scooters.** Skateboards, skates, bicycles, and scooters cannot be ridden on campus. If a student uses a skateboard, skates, or a scooter as transportation to school, the student is to immediately check in the skateboard, skates, or scooter at the administrative office upon arrival at school. Skateboards, skates, or scooter may not be kept in student lockers.

Electronic Devices/Cell Phones/Camera (film, digital and video). Students in possession of telecommunications devices, including but not limited to: pagers, beepers, and cellular phones, must observe the following conditions while on school property or while attending school-sponsored or school-related activities:

- Telecommunication devices may be turned on and operated:
 - before and after the regular school day and during the student's lunch break,
 - when specifically authorized for use in class by the classroom teacher for education-related purposes,
 - if an emergency situation exists that involves imminent physical danger, or
 - when a school administrator authorizes the student to use the device.
- Students may not use telecommunications devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others.
- Students may not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device while the student is on school grounds, at school sponsored events, or while on school buses or in vehicles provided by the district.
- Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property or to school-sponsored events.
- Students must comply with these and any other rules developed by the school and disseminated in the annual Student Handbook concerning the appropriate use of telecommunication or other electronic devices.

By bringing a telecommunications device to school or school-sponsored events, the student and his/her parent/guardian consent to and the board authorizes a search of the device when a school official has a

reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.

When a school official has a reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which shall be returned only to the student's parent/guardian.

Students who violate this policy will be subject to disciplinary action, including suspension and expulsion.

4.10 Student Government. Coupeville High School students will elect Associated Student Body (ASB) representatives from grades 9, 10, 11, and 12 to debate and act on student activities and school needs.

4.11 Student Guests. Student guests will be admitted to school for one day, provided that:

- the visit is for an educationally sound purpose;
- the student guest is of high school age and the guest's school of record is not in session that day;
- the host student obtains teacher approval for each class the guest is to attend;
- a guest approval form (available in the attendance office) is completed and approved by the principal or his/her designee at least one day prior to the guest attending classes.

No visitor passes will be issued during the first week school, the last two weeks of school or during finals.

4.12 High School Dances. The Coupeville High School ASB will approve dances for high school students. All dances will end no later than 12:00 PM. Students registered in Coupeville Elementary School or Coupeville Middle School may not attend Coupeville High School dances.

Guests at dances must be of high school age, and must be registered with the principal or his/her designee at least one day prior to the day of the dance. The principal or his/her designee will have the final say determining if a student guest is allowed to attend any school function. Guest phone numbers must be included at time of sign-up. The sponsoring student's parent/guardian will be responsible for the behavior of their student's guest.

Students are to remain in the building during dances. Students and/or guests leaving the dance will not be allowed to re-enter. Students are required to follow all school regulations at dances.

Police will be notified in advance of all high school dances, and at least two faculty members must attend. A dance planning form and use of facilities form must be completed and signed by advisors and the principal or his/her designee one week prior to the dance. High school dances are exclusively for high school students.

If a chaperone refuses to admit a student to a dance because of obvious or suspected use of alcohol and/or illegal drugs, or if a student has been admitted and the chaperone discovers obvious or suspected use after a student has been admitted, the chaperone then will notify the staff person, who will:

- notify the student's parents;
- notify the police department;
- instruct the student to remain in a specific area under supervision (in the case of students not admitted);
- assist the police in determining reasonable suspicion (in the case of students already in attendance);
- report the incident to the principal or his/her designee for further disciplinary action on the next school day.

Chaperones have complete authority to halt dances if they fail to gain the full cooperation of students or musicians. Musicians/DJ's must comply with instructions, including regulation of noise levels and number of guests. Musicians/DJ's that do not comply will be reported to the principal or his/her designee.

Section 5 – Student Responsibilities

5.1 Student Dress and Grooming. A student's school dress and grooming is primarily the concern of the individual and the student's parents/guardians. However, to the extent that student dress and grooming affects the general learning environment of the school, it is a concern. Students are expected to dress comfortably in a manner that is not educationally disruptive, or have inappropriate messages (i.e. sexual innuendo, racial slurs, confederate flag, etc.) or may be considered immodest. Clothing that suggests or portrays illegal acts (i.e., tobacco drugs, alcohol) is unacceptable at school or at school sponsored events.

Basic Requirements:

- Meet minimal health standards -Cleanliness, neatness, and wearing of shoes
- Skirts must be mid-thigh or lower
- Shorts are acceptable as long as they are mid thigh or lower
- Sleeveless shirts that do not cover the shoulders or back including tank tops, spaghetti strap and halter tops are not permitted. Sleeveless tops must be 2-finger width at the shoulder
- Any visual display of underwear is unacceptable, as is any clothing that exposes the midriff section of the body.

Unsafe clothing accessories such as, but not limited to, safety pins, cone-shaped spikes, bracelets/collars with cone-shaped spikes, bicycle chains, are not permitted.

No articles of clothing displaying suggestive, demeaning, or profane statements, symbols, or pictures will be permitted, nor will clothing which promotes racism, or which depicts or refers to tobacco, alcohol, drugs, or gang-related involvement. Bandanas, do-rags/skull caps and trench coats are considered gang-related clothing and should not be worn to schools.

Should a student be in violation of this dress code, parents will be notified and will be requested to come to school with acceptable clothing replacements. Repeated violations will be subject to disciplinary action.

5.2 Attendance. Our public school system is given the charge to assure students graduating from our institutions possess the skills to be "well rounded" individuals, prepared to meet the ongoing challenges of today's society. Students can only acquire the knowledge our staff provides if they are in regular attendance in the classroom or at the school-sponsored functions and activities provided by the school district. Many times the learning that takes place in our classrooms and at school-sponsored activities or events cannot be replicated, whether the absence is excused or unexcused.

The district has adopted the following policies concerning student absences from school.

Tardiness is defined as "not being in the classroom when the class is scheduled to begin."

Truancy is defined as "being absent from school or class without permission by parent/guardian, teacher, or other school staff member."

5.2.1 Excused Absence. School board policy and state law allow a student's absence from school to be excused:

- for participation in a school-sponsored or school-approved activity,
- when the student is physically or mentally unable to attend school, and
- for family emergencies.

Preplanned Absence. A student's parent/guardian may request a preplanned absence for their student to participate in activities, which enhance the student's health, education and/or family relationships. The parent/guardian must complete a district "Preplanned Absence" form, or provide the information requested on the form prior to the absence. The student then must arrange with his/her teachers to obtain assignments that will be missed during the absence and/or obtain make up work.

The school principal has the authority to approve or not approve each parent-requested preplanned absence, and may deny allowing the absence if granting the absence would have a serious adverse effect upon the student's educational progress.

A principal-approved preplanned absence from school will be an excused absence.

Early Dismissal. A parent/guardian may provide the school with written notice of the need for an early dismissal. The notice must state the time of dismissal requested and the reason the dismissal is needed. This notice must be received in the attendance office before school on the day the dismissal is desired.

If an emergency should arise, a student may report to the office to request permission to leave school. All students must sign out at the attendance office and have parent/guardian permission before they depart, and sign in at the attendance office when they return.

To be excused, each absence must be verified in writing, or by phone, by the student's parent/guardian. The written note, or phone message, must be delivered to the Attendance Secretary no later than the second day after the student's return to school.

When an absence is excused, the student will be permitted to make up all missed assignments, having the same number of days as the student was absent to complete make-up work. The teacher will have available alternative assignments of equal academic worth if the missed in-class assignment cannot be duplicated. The teacher will develop a correlation formula or other activity that allows students to maintain their grade if the teacher uses participation points in grading student performance.

Missed Class Work. If an excused absence has lasted or is expected to last several days, parents/guardians may request their student's assignments through Family Access on Skyward.

Requesting assignments on Family Access:

1. Enter Family Access with your username and password.
2. Go to your student's schedule and click on the name of each teacher and request homework through his or her email address.
3. Teachers will either email the homework back to you or leave it in the attendance office.
4. Please allow the teacher a full school day to gather the homework for your student. (Emails made by 10:00 AM will allow school staff to have the assignment ready for pick-up in the school office by 3:00 PM the following day.)

5.2.2 Unexcused Absence. An absence that does not qualify under Section 5.2.1 or for which no written or telephone notice from the student's parent/guardian is received is unexcused and the student is considered truant from school. In addition,

- student "skip days" are considered unexcused absences.

A student whose absence is not excused will experience the consequences of his or her absence, including the following:

- The student's grade may be adversely affected if a graded activity or assignment occurs during the period of time the student is absent. Students may not be permitted to make up any missed assignments, quizzes, or tests that have occurred during the unexcused absence.
- The school will notify the student's parent or guardian in writing or by telephone of the first and subsequent unexcused absence(s) in a school year.
- A conference with the student's parent or guardian will be held as soon as possible after two unexcused absences within a one-month period. This conference may take place via telephone.

The school will schedule a conference with the parent/guardian and school personnel regarding any student who demonstrates habitual unexcused absences to determine what corrective measures should be taken to eliminate the cause for the student's absences. Steps taken may include, where appropriate, adjusting the student's school program or school/course assignment, providing more individualized or remedial instruction, preparing the student for employment with specific vocational courses or work experience, or both, and assisting the parent or student to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absences from school.

If the parent/guardian fails to attend a scheduled conference, or to carry out the steps agreed to at a conference to eliminate unexcused absences, or if unexcused absences persist, the attendance office will notify the parent/guardian in writing of the district's intent to institute legal proceedings under Washington State's "Becca Bill." If the attendance office does not receive a satisfactory response to the notification of intent, legal proceedings

will be initiated to petition Island County Juvenile Court to assume jurisdiction for the purpose of alleging a violation of RCW 28A.225.010 by the parent.

A petition alleging a violation of RCW 28A.225.010 by a student may be filed with Island County Juvenile Court by the parent/guardian of the student, or by the school district.

All required forms pertaining to absences may be obtained at the attendance office of the school.

5.2.3 Release From Class. In order for a student to leave a class, the classroom teacher or his/her substitute must first issue a pass. The pass must include the student's name, time, destination, and teacher's signature.

If a teacher requires a student to leave campus on class or activity errands, the following steps are to be taken:

- The teacher writes a request for the student to take to the Attendance Secretary.
- The Attendance Secretary reviews the request with the student and secures parental permission. Students will not be released from school without parental permission (with the exception of high school students during lunch).

5.3 General Responsibilities. It is everyone's responsibility to help keep the school clean and orderly. Each student will help by:

- using the trash and recycling containers, as appropriate, for waste materials;
- leaving tables and floors clean;
- talking and walking, not yelling and running during lunch.

Section 6 – Student Conduct

6.1 District Expectations. The Board of directors has adopted Operating Principles that apply to all staff, students, and committee members. The principles reflect PRIDE in our school and district, with principles relating to:

Positive perseverance
Respect, caring, and contribution
Integrity
Decisions that foster a healthy learning community
Effective communication.

A complete copy of the Operating Principles is included in Section 8.

6.2 School Expectations. We expect every CHS student...

- to behave appropriately and respectfully. Suspension or expulsion from school is a last resort. When a student repeatedly disrupts a class and prevents a teacher from teaching, we have a responsibility to all students in a class to remove the disruptive student.
- to come to school drug and alcohol free, every day.
- to show up on time – with appropriate learning materials – to every class.
- to help keep our school and our campus litter free.
- not to go onto the property of our neighbors.
- to park only in the student parking lot and only return to your car at lunch.
- to use common sense and common courtesy.
- to comply with reasonable requests made by school personnel, including directions given in emergency situations, unless the request affects the student's safety. Students who disagree with school personnel requests will have an opportunity to use the grievance process outlined in the Washington Administrative Code.

School Environment Free of Bullying

CSD is committed to maintaining a school environment free of bullying. Bullying of students by other students will not be tolerated by our staff. This is enforced while students are on school grounds or property within the jurisdiction of the School District such as on school buses, or attending or engaging in school-related activities. It

will also be enforced in situations where bullying occurs at non-school related locations or through non-school technology if the bullying affects the school environment.

Each student is personally responsible for ensuring that his/her conduct is not intimidating to any other student. Students exhibiting intimidating behavior are required to cooperate in any investigation of alleged bullying if requested to do so by the person conducting the investigation. Any individual who prevents or attempts to prevent an individual from making a complaint of bullying or fails to cooperate with or interferes in any way with the investigation of such complaint will be subject to disciplinary action.

Bullying Prohibited: It is a violation for anyone, including another student, to bully or intimidate a student through conduct or communication as defined below.

Definition of Bullying: Bullying is defined as the severe or repeated use of a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, by one or more students directed at another student that has the effect of:

- a) Causing physical or emotional harm to the other students or damage to his/her property;
- b) Placing the other student in reasonable fear of harm to him or herself or of damage to his/her property;
- c) Creating a hostile environment at school for the bullied student;
- d) Infringing on the rights of the other student at school; or
- e) Materially and substantially disrupting the education process or the orderly operation of a school.
- f) Bullying may include indirect, direct and repetitive:
 - Tripping, hitting, shoving, spitting, punching, pinching;
 - Blocking an entrance/exit or passageway;
 - Excluding or leaving others out;
 - Spreading hurtful or untrue stories;
 - Abusive name-calling and harassment;
 - Threats or trying to scare someone;
 - Threats to control another student or their friendship with someone else;
 - Disrespect for a student's family member or of the property of others;

* Cyber-bullying is bullying through the use of technology or any electronic means

What constitutes bullying is determined by the perspective of a reasonable person being made fearful. Therefore, students should consider how other individuals might reasonably view their behavior. It is also important for students to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile, or offensive.

What Bullying is Not: It is equally important for all members of the school community to understand that conflict is not automatically synonymous with bullying. Arguing, bantering back and forth, ignoring, roughhousing and fighting, while potentially serious forms of conflict, are not necessarily instances of bullying. Bullying is characterized by intention, repetition and a power imbalance. Not every conflict meets these criteria.

Report Bullying: Students who witness bullying are strongly encouraged to report incidents to a teacher, administrator, or guidance counselor. An administrator will investigate all reports and make a determination regarding steps to be taken. Students involved in bullying may be asked to participate in mediation and/or to meet regularly with a guidance counselor or administrator. Many consequences for bullying may include disciplinary action and/or referral to the police department. Knowingly or intentionally making false accusations about bullying will result in disciplinary action.

Bullying and Retaliation Prohibited: Bullying in any form or for any reason is absolutely forbidden. In addition, retaliation against a student who has brought a bullying complaint to the attention of the school district or who has cooperated in an investigation of a complaint under this policy is prohibited and will not be tolerated by our school.

We expect all students to:

- conform to reasonable standards of socially acceptable behavior;

- respect the rights, person, and property of others;
- preserve the degree of order necessary for a positive climate for learning; and
- abide by the authority of school employees and respond accordingly.

Here are other important reminders:

1. This is a public institution. We expect students to wear clothing that is appropriate to a school setting, just like what would be worn on a job where you meet the public.
2. Public displays of affection are inappropriate conduct on school grounds.
3. After school is out, collect clothing, books, and personal possessions and take them with you. The custodians have been instructed to lock the doors at 3:30 PM daily.
4. Tardies are among the most disruptive aspects of the educational process:
 - The student entering class late may miss information that is key to his/her success on a particular assignment.
 - Other students are often distracted by tardy students, causing them to miss out on information. The student who is repeatedly tardy for class has effectively limited not only his/her learning potential, but has limited the learning opportunities of his/her classmates.
 - Record keeping for both teacher and office staff is increased and time is taken from providing support for students and teachers.

School staff will devote time and energy recognizing, promoting, and sustaining the positive and productive elements of our program.

6.3 Unacceptable and Unlawful Conduct. Our approach to a disciplined school environment is primarily preventative: we believe in letting all students know exactly what is expected of them, and the entire staff enforces school rules firmly, fairly, and consistently.

The following list identifies unacceptable school conduct for which a student should expect corrective action, as defined in section 7. The list is not intended to cover every situation that may arise.

- a) Willful disobedience or non-compliance with requests or directives, or refusing to obey a reasonable request by any adult on our staff.
- b) Verbal, sexual, or physical harassment
- c) Disruptive conduct
- d) Cheating
- e) Unexcused tardiness to class (at staff's discretion)
- f) Belligerence or sarcasm directed at a staff member
- g) Coming to class without class materials
- h) Tampering with school reports, records, or the district's computer network
- i) Inappropriate use of the district computer network
- j) Profanity, indecency, lewdness, or obscenity in words or gestures
- k) Threatening violence or using intimidation
- l) Interruption of the orderly school process (such as tampering with the fire alarm or school bell system, making bomb threats, participating in gang activities, etc.)
- m) Fighting or inciting a fight, including "playful" fighting
- n) Use of electronic communication devices to intimidate or harass another student or faculty member
- o) Truancy
- p) Gambling
- q) Stealing/Extortion
- r) Forgery
- s) Illegal entry

- t) Assault
- u) Arson
- v) Having on campus, carrying, or display or use of weapons, as defined below, and including a knife of any kind.

An instrument or weapon of the kind usually known as a slung shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirk, pistol, or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm (RCW 9.41.250).

Any firearm; any device commonly known as “nun-chu-ka sticks,” consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; or any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas (RCW 9.41.280).

- w) The use, sale, possession, or distribution of, or being under the influence of tobacco, narcotics, dangerous drugs, drug paraphernalia or controlled substances or alcoholic beverages.
- x) Vandalism to either public or private property.

6.4 Exceptional Misconduct. Certain acts of student misconduct warrant imposition of suspension or expulsion as corrective actions, even though the act of misconduct may be the student's first. The board of directors, after consultation with an ad hoc committee of parents/patrons and district employees, defines “exceptional misconduct” as:

- actions by a student that are contrary to local, state or federal law, including but not limited to:
 - carrying or possessing a weapon on school property or at school sponsored activities. Expulsion for not less than one year will be the corrective action for any student bringing firearms to school or school sponsored activities.
 - possession, use, selling, or distribution of tobacco, inhalants, alcohol, illicit drugs, or misuse of prescription drugs or mood-altering substances on school property or at school sponsored activities;
 - willfully defacing or injuring school property or the property of school employees, visitors or students;
 - extortion; arson; forgery; theft; gambling; illegal entry;
 - physical confrontation between students;
 - willfully creating a disturbance on school premises.
- actions or verbal statements that physically, sexually, and/or emotionally abuse an employee of the district, resulting in harm to the employee and/or severe disruption of the educational process or operations of the school.

Section 7 – Corrective Actions for Unacceptable Student Conduct

Each student must abide by the reasonable rules of the school and district. Refusal to comply with written rules and regulations will constitute sufficient cause for corrective action, including discipline, suspension and/or expulsion, as defined below, and as set forth in the Washington Administrative Code, Chapter 392-400, as now written or hereafter amended.

No student may be subjected to corrective action for conduct unrelated to the school district, its program and activities, its property, personnel, students, or visitors.

Corrective action taken by a school employee must reflect a good faith effort on the part of the employee to amend a student's inappropriate behavior, and to develop the student's understanding of acceptable conduct.

Prior to the imposition of corrective action upon a student served by the special education department, the school principal or his/her designee and special education staff who have knowledge of the student's disabling condition will determine if there is a causal relationship between the disabling condition and the misconduct demonstrated. If a relationship is found to exist, special education programming procedures will be employed to amend the student's behavior.

7.1 Coupeville High School Program. Classroom Discipline Policy

Teachers will publish at the beginning of the year a set of classroom expectations for students in each of their classes. These expectations are guidelines for being successful in the classroom. They will speak to Preparedness, Respect, and Accountability. Per guidelines from the State of Washington teachers will use at least two corrective forms of discipline before excluding a student from the classroom (i.e. sending them to the office for the remainder of the period). Some examples of corrective discipline are (this is not an exhaustive list): warning, conference with student, notifying parents, behavior agreements, change of seating assignment, detention, lunch detention, etc. If pattern of behavior still exists then the teacher may refer the student to the office. An immediate referral to office may occur when student safety is concerned.

CHS Discipline Plan

Minor offenses: Disruption, Tardies, Preparedness, Refusal to work/participate, Inappropriate Attitude, Electronic use/misuse, Food or Drink, Cheating.

Consequences - If student has two or more repeated behaviors of minor offenses the student will be assigned a lunch detention by the teacher and the parents will be notified by the teacher. The student will have 3 days to complete the lunch detention. Lunch detention will be in the School Library and students must be there by 11:45 for it to count as served.

*Students with repeated lunch detention referrals for similar behavior concerns will meet with the Administration and their parents to determine a behavior plan. The plan will include incentives and also a series of progressive discipline consequences.

Major Offenses: Fighting, Aggressive Language, Foul Language at students/staff, Bullying, Harassment, Threats, Alcohol/Drugs/Tobacco, Weapons, Graffiti etc.

An infraction of a Major Offense will result in an Office Referral.

Failure to show up for lunch detention will result in an Office Referral. Consequences for an office referral may be: multiple lunch detentions, after school detention, In School Suspension or Out of School Suspension depending on severity.

7.2 Discipline includes all forms of corrective action other than suspension and expulsion, including the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period. The board identifies the following actions as being appropriate discipline for students:

Verbal reprimands. Comments by a district employee calling attention to a student's inappropriate behavior are to be directed to the student, identifying the unacceptable behavior and stating expected appropriate action. At no time is a district employee to use profanity toward or denigrate the person or abilities of a student.

Discussion/counseling. School personnel will discuss with a student the student's demonstration of unacceptable conduct. The desired result of such discussion is the student's understanding of acceptable conduct, given a similar situation at a later date. If the school personnel determine it is appropriate or if the student so requests, the student's parent/guardian may be present for all or a part of the discussion.

Exclusion from class. If a student is substantially disrupting a class or activity, and chooses not to behave appropriately following direction from the teacher to do so, the teacher may exclude the student from the classroom or activity area for the remainder of the class or activity, or for the remainder of the school day, or until the principal or his/her designee and teacher have conferred. In no event may an excluded student be returned to the class or activity for the balance of the period without the teacher's permission.

School personnel will first attempt to use verbal direction to exclude a student. If this is not effective, the student may be physically removed from the situation.

Detention. A student may be required to be at school under the supervision of school personnel before or after school, or at other times as arranged between the teacher and the student. Teachers are expected to counsel with students regarding the cause of the detention. Detention time is to be spent in discussion with the teacher, silent study, and/or supervised physical labor to improve the school.

- Students required to serve detention time have three days to schedule and fulfill the detention assigned. A student serving detention time will be under the direct supervision of the employee assigning

detention. Coaches and teachers with activities after school are expected to take their detention students with them to practice or the activity. The student's parent/guardian will be notified verbally or in writing of the detention requirement.

- Students in grades 9-12 may be required to serve multiple detention periods of up to 30 minutes each on a given school day.

Damage penalty assessment. A student willfully causing damage to school property or losing school property may be assessed a fine equal to the cost of repair or replacement of the damaged property. Fines assessed on students under 18 years of age are the responsibility of the student's parent/guardian. The school may withhold distribution of report cards, diplomas and transcripts, and may withhold participation in graduation ceremonies pending payment in full of such assessments.

Community restitution. A student may be required to personally give time in unpaid restitution to the community. It is the student's responsibility to set up the community restitution project, and the student must be under the supervision of an adult who can verify the community restitution hours have been served.

Community restitution must be completed in a timely manner. The student will have one week to arrange the community restitution project, and then must provide a weekly report signed by the adult supervisor regarding the student's progress. Students refusing to comply with community restitution requirements will progress to more serious corrective action consequences under the policies outlined for suspension in this handbook.

Corporal punishment. Hitting, striking, pinching, twisting of limbs or any other form of physical contact with a student that could be considered assault, are not acceptable forms of corrective action to be used by any school employee on a student.

7.3 Suspension is a denial of student attendance (other than for the balance of the immediate class period for discipline purposes) at any single subject or class or at any full schedule of subjects or classes for a stated period of time. A suspension may also include a denial of admission to or entry upon real and personal property that is owned, leased or controlled by the district.

Short-term suspension is a suspension for up to and including ten (10) consecutive school days. Students on short-term suspensions will be provided the opportunity to make up assignments and tests missed by reason of the suspension if the assignments or tests have a substantial effect upon the student's grade(s) or if failure to complete the assignments or tests would preclude the student from receiving credit for the courses(s).

Long-term suspension is a suspension exceeding ten (10) consecutive school days. Students in grades 9 through 12 may lose up to one semester of academic credit or grades in a given school year as a result of a long-term suspension. A student can be temporarily suspended/expelled during an appeal period, not to exceed a period of ten consecutive school days, or until the appeal is decided, whichever is the shortest period.

Suspension of a student is to take place in accordance with state regulations. As a general rule, no student may be suspended unless other forms of corrective action reasonable calculated to modify the student's conduct have previously been imposed as a consequence of misconduct of the same nature. However, a student may be suspended for a single instance of exceptional misconduct, other than absenteeism, as defined in school board policy 3240.

In-School Suspension. A student may be allowed to serve a suspension in school, in isolation from other students, at the discretion of the school principal and in accordance with regulations established by the principal.

If a student is allowed to serve an in-school suspension, the student will be restricted from contact with other students during the school day and will be required to perform schoolwork and/or special assignments in an isolated, supervised setting in the school office. Students assigned in-school suspension will remain in isolation through the lunch period. Therefore, students assigned in-school suspension need to bring a sack lunch to school.

7.4 Expulsion is the denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. Expulsion or emergency expulsion of a student is to take place in accordance with state regulations. A student may be expelled for a single instance of exceptional misconduct, other than absenteeism, as defined in policy 3240.

7.5 Emergency actions authorized by state law are as follows:

Emergency removal from a class or activity may occur when there is good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the class or activity.

Emergency expulsion of a student may occur for the same reasons as emergency removal, and will continue until rescinded by the superintendent or until modified or reversed pursuant to hearing.

Students and/or their parents/guardians have the right to appeal the short-term suspension or expulsion and long-term suspension of the student, as set forth in WAC 392-400-255 (short-term suspension) and WAC 392-400-310 (long-term/expulsion).

7.6 Special Circumstances – Substance Abuse. When there is reasonable cause to believe that possession, use, selling, or distribution of inhalants, alcohol, illicit drugs, or misuse of prescription drugs or mood-altering substances by students has occurred on school property, or at school-sponsored activities, then students will be subject to the corrective actions.

7.7 Special Circumstances – Transportation. The following consequences will occur for inappropriate student conduct either on the bus or while waiting at a bus stop. Please refer to Section 8 for School Bus/Transportation Rules. Any suspension will begin the day following parent/guardian notification.

First offense:

- a) warning, or
- b) possible 5-day suspension of bus privileges, or
- c) possible remainder-of-year suspension of bus privileges.*

Second offense:

- a) automatic 5-day suspension of **all** bus privileges, or
- b) possible remainder-of-year suspension of bus privileges.*

Third offense:

- a) automatic 30-day suspension of **all** bus privileges, or
- b) possible remainder-of-year suspension of bus privileges.*

Fourth offense: Suspension of all bus privileges for remainder of school year, including activities and field trips.

* Exceptional misconduct will result in suspension of all bus privileges for remainder of school year, including activities and field trips.

7.8 Persons Authorized to Impose Discipline. The following chart identifies the school district personnel authorized to impose the above forms of discipline:

| COUPEVILLE HIGH SCHOOL | | | | | |
|-----------------------------------|---------------|----------|------------------|-----------|----------------|
| | All Personnel | Teachers | Dean of Students | Principal | Superintendent |
| Discussion/warning | x | x | x | x | X |
| Removal | x | x | x | x | X |
| Detention | x | x | x | x | X |
| Damage Penalty Assessment | | x | x | x | X |
| Suspension | | | | x | X |
| Expulsion | | | | | X |
| Emergency Expulsion | | | | x | X |
| Juvenile Court Petition (truancy) | | | x | x | X |

Section 8 – Student and Parent Resources The following pages are provided as resources for students and parents.

8.1 2018-2019 School Year Calendar

**Coupeville High School
2018-2019 School Year Calendar**

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p> FIRST AND LAST DAYS</p> <p> EARLY RELEASE DAY</p> <p> HOLIDAYS, VACATIONS, INSERVICE DAY</p> <p> WEATHER MAKE-UP DAY</p> <p> Parent Conferences - 1/2 day for Students</p> <p>*Nov 19 Parent Conf. in Afternoon & Evening</p> <p>*Nov 20 Parent Conf. in Afternoon only</p> <p>*Mar 28 Parent Conf. in Afternoon & Evening</p> <p> Red is A Schedule Day</p> <p> Gray is B Schedule Day</p> <p> Yellow is Finals</p> | | <p>September 4</p> <p>November 12</p> <p>November 22-23</p> <p>Dec. 24- Jan. 4</p> <p>January 21</p> <p>January 22-25</p> <p>February 18</p> <p>March 15</p> <p>April 1-5</p> <p>May 3</p> <p>May 27</p> <p>June 10-13</p> <p>June 13</p> | <p>FIRST DAY - GRADES 1-12</p> <p>VETERANS' DAY HOLIDAY</p> <p>THANKSGIVING HOLIDAY</p> <p>WINTER BREAK</p> <p>MARTIN LUTHER KING, JR. DAY</p> <p>FINALS GRADES 9-12</p> <p>PRESIDENTS' DAY</p> <p>WEATHER MAKE-UP DAY</p> <p>SPRING BREAK</p> <p>WEATHER MAKE-UP DAY</p> <p>MEMORIAL DAY</p> <p>FINALS GRADES 6-12</p> <p>LAST DAY OF SCHOOL</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

8.2 Event Calendar. Our district online calendar provides information about events, daily bell schedule, games, and performances. You can also sign up for an account and receive e-mails and text messages about changes in events. The calendar can be found at coupeville.tandemcal.com . To find information on sports go to www.nscathletics.com.

8.3 Newsletter and School Information Communication. Information and school news updates will be posted on the high school section of the district web site www.coupeville.k12.wa.us. In order to stay connected with current school updates, follow Coupeville High School on the Coupeville Schools Website, Facebook, for daily school information and updates.

COUPEVILLE SCHOOL DISTRICT WEBSITE – www.coupeville.k12.wa.us

FACEBOOK – “Like” us on Facebook <https://www.facebook.com/CoupevilleHigh/>

TWITTER – Follow us on Twitter @CoupevilleHigh

8.4 Staff Lists The following list shows our staff assignments for this year. The most up-to-date list and directory of staff extensions is available on our district Web site (www.coupeville.k12.wa.us).

| Office Staff | | | |
|-----------------|-------------------|-----------------|---|
| Duane Baumann | Principal | Eileen Stone | School Secretary ASB Bookkeeper |
| Kate Anderson | Counselor | Marie Bagby | Registrar/Counsel Secretary |
| Tom Black | Dean of Students | Barbi Ford | Attendance/Health Athletic Secretary |
| Willie Smith | Athletic Director | Raven Jirikovic | Island County Support Counselor |
| Morgan Driscoll | School Nurse | | |

| Teaching Staff | | | |
|----------------|--------------------|-----------------|---------------------|
| Richard Arklin | Odysseyware | Colleen Fox | Science |
| Melissa Casey | Special Education | Brad Sherman | Social Studies |
| Stephanie Ask | Language Arts | Jamar Jenkins | Music |
| Ron Bagby | Physical Education | Susan Johnson | Film/Robotics/STEAM |
| Tacy Bigelow | Art | Randy King | Social Studies |
| Catherine Berg | Science | Wanda McDonald | World Languages |
| Jackie Calkins | Language Arts | Alex McLean | Language Arts |
| Randy Dickson | Health & PE | Kyle Nelson | Mathematics, Coding |
| Chad Felgar | VOC/STEAM | Christie Kappes | Science/STEAM |
| Susan Rogers | Mathematics | Kathryn Rickner | Special Education |

| | | | |
|--------------------------|------------------|-----------------|------------------|
| Activity Advisors | | Chad Felgar | FFA |
| Kathryn Ricker | Freshman Class | Erin Straub | History Day |
| Wanda McDonald | Sophomore Class | Colleen Fox | Honor Society |
| Jackie Calkins | Junior Class | Jamar Jenkins | Jazz, Pep Band |
| Tacy Bigelow | Senior Class | Jackie Calkins | Yearbook |
| Duane Baumann | ASB Advisor | Stephanie Ask | Drama |
| Tacy Bigelow | Pride and Allies | Christie Kappes | Science Olympiad |

| | | | |
|--------------------------|-------------------|-------------------------|--------------------|
| HS Coaching Staff | | | |
| Marcus Carr | Football | Brad Sherman | Basketball - Boys |
| Kyle Nelson | Soccer – Boys | BreAnna Boon | Spirit Team |
| Cory Whitmore | Volleyball | Kevin McGranahan | Softball |
| Kyle Nelson | Soccer – Girls | Randy King & Bob Martin | Track– Boys/ Girls |
| Ken Stange | Tennis–Boys/Girls | Amy & David King | Basketball - Girls |
| Natasha Bamberger | Cross Country | Chris Smith | Baseball |

8.5 Transportation Rules. Students riding on school district buses are expected to observe the following rules.

WHEN WALKING TO / WAITING FOR THE BUS:

- Walk on the left-hand side of the road facing oncoming traffic.
- Arrive at bus stop approximately 5 minutes before bus is due to arrive. Drivers will not wait for students.
- Students may not bring onto the bus possessions that might cause injury to another, such as sticks.
- Breakable containers, animals, oversize parcels, or weapons of any kind.
- Form a line with other students a safe distance away from the road while waiting.
- Wait for a signal from the bus driver before crossing the street; always cross in front of the bus.
- Board the bus at the assigned stop unless a bus pass has been issued.
- Students **must not** run up to, beside or behind the bus if they are late. Only approach a bus if eye contact has been made with the driver and the driver signals that it is OK to approach.
- Demonstrate safe and courteous behavior while waiting.

Parents/guardians should arrange to drive their child to school if the student misses the bus. It is dangerous to attempt to catch and/or pass a school bus.

WHEN LEAVING THE BUS:

- Walk on the left-hand side of the road facing oncoming traffic.
- Wait for a signal from the bus driver before crossing the street; always cross in front of the bus.
- Leave the bus at the assigned stop unless a bus pass has been issued.
- From the bus, go straight to the place your parent expects you to go.

WHILE RIDING THE BUS:

- Students must obey the driver promptly and willingly, and not distract the driver by misbehaving.
- Students must ride their regularly assigned bus and get off at their regular stop unless they have a bus pass issued by the school office. A written request from the student’s parent/guardian is required to obtain a bus pass; the request should identify at which stop the student is to leave the bus. A pass will not be issued if the request would require the student to cross the highway.
- Students are expected to demonstrate responsible behavior.
- Bus safety requires that students remain in their seats until it is time to exit.
- Students must keep their papers, personal items, and refuse in their possession, preferably in their lap or in a bag under their seat. Items should be easy to carry and may not extend into the aisle. Band instruments may be placed on the floor and held between the knees if too large to fit on the lap.

- Buses are considered part of our school campus. All school rules apply.
- Students may not light matches, or ignite lighters.
- Windows are to remain closed unless a student has permission from the driver to open a window. No window may be opened more than two notches.
- Students must keep hands, arms, and head inside the bus, whether it is moving or stationary.
- Students are welcome to greet the bus driver on entering, but should not talk to the driver more than is necessary. Students may not sit in the driver's seat, or stand or sit next to the driver.
- Students may not chew gum on the bus.
- Personal iPod /MP-3 players may be used with headphones when riding to or from school.
- Skateboards are not allowed on the bus.
- Students must follow emergency exit procedures if asked to do so by the driver, or if the situation warrants an emergency exit.

ON FIELD TRIPS OR EXTRA-CURRICULAR ACTIVITIES, the same rules apply as noted above, except:

- Non-hazardous athletic or other gear may be safely stowed in empty seats or beneath the bus, at the discretion of the driver.
- Personal iPod/MP-3 players may be used with headphones if the advisor, coach, or teacher grants permission.
- The bus driver must be on the bus before students board.
- Food is allowed on the bus, as are beverages in non-breakable, re-sealable containers; students are expected to take their trash with them when they exit the bus.
- With driver permission, a student may use a flashlight to work on homework during the ride.
- Flash cameras may not be used on the bus.
- Students using district transportation to get to the destination are expected to use district transportation to return to school, unless the student's parent/guardian has given written permission prior to the trip for the student to leave the destination with another individual. The coach or advisor and the bus driver must be notified prior to leaving school that the student will not be riding the bus back to school, and the person transporting the student must confirm with the coach or advisor at the event that they are taking the student.

8.6 Operating Principles. The operating principles that guide our actions are:

Positive perseverance

- We share enthusiasm, reflection, strategies, and creativity as we continuously improve our educational services.

Respect, caring, and contribution

- We have a heart for kids, families, and staff.
- We demonstrate respect and caring as the foundation of all we do.
- We support each other by...
 - interacting honestly and compassionately,
 - lending a hand, and offering to share skills, knowledge and resources,
 - encouraging each other to express ideas and to learn new ways of doing things,
 - standing by each other in difficult times,
 - creating a safe environment where people trust each other and can ask for support,
 - recognizing and celebrating each other's successes and contributions,
 - respecting each other's integrity.
- We support our district and our common purpose.

Integrity

- We relate honestly with each other, students, parents and the public.
- We model self-discipline in our interactions with others.
- We hold ourselves accountable for our actions.
- Decisions that foster a healthy learning community

- We consider district goals and objectives as decisions are made, and make informed decisions.
- We clearly communicate how, when, and by whom decisions are made.
- We think it is more important to find solutions than to blame.
- We make decisions using the following decision making model:
 - Clearly identify the issue/ problem.
 - Involve those affected by the decision.
 - Identify priorities and /or concerns.
 - Gather facts.
 - Maintain an open mind and ear to all concerns.
 - Explore and evaluate alternatives.
 - Choose and support the most appropriate alternative, and inform those affected by the decision.
- We follow up and evaluate the effectiveness of the solution.
- We abide by all final decisions.

Effective communication

- We strive for clear communication.
- We listen with respect, seeking to hear and understand the ideas of others.
- We recognize the value of humor.
- We check the facts and go to the source for information and concerns.
- We hold confidential that which has been entrusted as a confidence.
- We share our opinions and input at appropriate times and in appropriate ways.

8.7 Required Notices

8.7.1 Harassment, Intimidation, Bullying. The district is committed to a positive, safe, civil, and productive education and working environment for all students, employees, parents/guardians, volunteers and patrons. The district does not tolerate harassment, intimidation, or bullying by or directed toward students, employees, parents/guardians, volunteers while helping at school, or others involved in school district activities.

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member, or contacting SafeSchools by 4 Easy Ways: 1) website <http://1026.alert1.us> 2) email 1026@alert1.us, 3) phone 1-855-425-3781, ext. 1206, or 4) text message to ALERT1 (253781) and text #1026 + your tip.

The superintendent is the compliance officer for harassment issues.

The full text of board policy and procedure **3550–Prohibition of Harassment, Intimidation and Bullying**, and a report form are available on the district Web site.

8.7.2 Family Educational Rights and Privacy Act. Each student’s right to privacy concerning personal information will be safeguarded by the district. Personally identifiable information will be restricted for all students in accordance with the Family Educational Rights and Privacy Act (FERPA), which requires prior written consent of disclosure from the parent/guardian or adult student except in specific instances.

FERPA does allow and the board authorizes unrestricted release of directory information about students, which the board defines as: student name; parent/guardian name(s); mailing address; phone number; age; major field of study; participation in officially recognized activities; weight and height of athletic team members; dates of attendance; degrees or awards received; most recent previous educational institution attended; and photographs.

This information serves as annual notice to parents/guardians of their right to restrict release of directory information. If a parent/guardian requests a restriction from disclosure, the student’s record will be clearly marked to avoid unintentional release of directory information.

The full text of board policy and procedure **3530– Release of Student Directory Information**, and a form to restrict release of directory information are available on the district Web site.

Protection of Pupil Rights. The Protection of Pupil Rights Amendment (20 USC 1232H) requires the district to notify parents/guardians and allow them to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings. Following is a schedule of activities requiring parental notice and consent or opt-out for the 2017-2018 school year:

- Healthy Youth Survey of students in grade 10 & 12
- If surveys or activities are scheduled after publication of this handbook, the district will provide parents with notification within a reasonable period of time prior to the survey or activity. Parents will have the opportunity to consent to the survey or opt their student out of participating.

8.7.3 Pest Management. The district provides written notification annually, and upon enrollment or employment, to parents/guardians of students and to all employees describing the district's pest control policies and methods.

As a general practice, the district will schedule pesticide applications, if needed, to occur during school breaks, when students and employees are not scheduled to be on the premises.

The district will notify district parents/guardians and employees at least 48 hours before a pesticide application to a school facility, provided the facility is scheduled to be occupied during the 48 hours following the application. Notification will include posting a written notice in a prominent place in the main office or entry of the school in addition to being provided to parents/guardians and employees. The written notice must include the heading "Notice: Pesticide Application" and, at a minimum, will state:

- The intended date and time of application;
- The location to which the pesticide is to be applied;
- The pest to be controlled; and
- The name and phone number of the maintenance supervisor, as the district contact person, regarding pesticide use.

If the pesticide application is not made within 48 hours following the intended date and time stated in the notification, the notification process must be repeated. The notice will remain posted for 24 hours following application, or longer if required by the label of the pesticide used.

The district will, at the time of application, post notification signs for all pesticide applications made to school facilities unless the application is otherwise required to be posted by a certified applicator under the provisions of RCW 17.21.410(1)(d).

Notification signs for pesticide applications made by school employees will be placed at the location of the application and at each primary point of entry to the school grounds. The signs will be a minimum of four inches by five inches and will include the words: "THIS LANDSCAPE HAS BEEN RECENTLY SPRAYED OR TREATED WITH PESTICIDES BY YOUR DISTRICT" as the headline and "FOR MORE INFORMATION PLEASE CALL" as the footer. The footer will provide the name and telephone number of the maintenance director, as the district contact person.

Notification signs for applications made to district facilities other than school grounds will be posted at the location of the application. The signs will be a minimum of eight and one-half by eleven inches and will include the heading "Notice: Pesticide Application" and, at a minimum, will state:

- The product name of the pesticide applied;
- The date and time of application;
- The location to which the pesticide was applied;
- The pest to be controlled; and
- The name and phone number of a contact person at the school.

A school facility application does not include the application of antimicrobial pesticides or the placement of insect or rodent baits that are not accessible to children.

These notification requirements do not apply to any emergency school facility application for control of any pest that poses an immediate human health or safety threat, such as an application to control stinging insects. When an emergency school facility application is made, notification consistent with the district's notification system will occur as soon as possible after the application.

The district will make the records of all pesticide applications to school facilities required under this chapter, including an annual summary of the records, readily accessible to interested persons.

The district is not liable for the removal of signs by unauthorized persons, and may not be held liable for personal property damage or bodily injury resulting from signs that are placed as required.

Inquiries regarding pesticide use or the asbestos plan should be directed to:

Scott Losey, Maintenance Supervisor
Coupeville School District
501 South Main Street, Coupeville WA 98239
360-678-2408 or slosey@coupeville.k12.wa.us

8.7.4 Dangerous Weapon Regulation – Policy 4210

Under state law and Coupeville School District policy 4210 – Dangerous Weapon Regulation, no one may carry, exhibit, display, draw or store for any periods of time any weapon apparently capable of producing bodily harm, including:

- firearms, as defined in RCW 9.41.010,
- slingshots or air guns designed to propel a BB, pellet, or other projectile,
- daggers, swords, knives, or other cutting or stabbing instruments,
- metal, wood, or plastic pipe or bar capable of being used or intended to be used as a club, or
- any weapon containing poisonous or injurious gas, while on school property, at school-sponsored functions, or in district-owned vehicles. It is also prohibited to aim, point, or discharge a firearm at or towards any person, or to carry, exhibit, explode or ignite any incendiary or explosive device, on school property, at school-sponsored functions, or in school-owned vehicles. This policy also applies to “look-alike” weapons.

The full text of board policy and procedure **4210-Dangerous Weapon Regulation** is available on the district Web site.

**The High School Student Handbook is a fluid document.
Revisions may be made throughout the school year.*

Coupeville School District
Verification of Student Use of Vehicle
Form 3235-F1

Directions: This form is to be completed by the student & signed by the student & his/her parent or legal guardian or by the adult student. Once completed, it must be turned in to the Student Services secretary in the high school office.

Student name _____ Grade _____
Please print

Student's driver's license number _____

Student's insurance carrier _____

I, the undersigned student, agree to safely drive any vehicle in my possession in accordance with district policies and procedures while on school property. I understand that my vehicle will be subject to search in accordance with district policies and procedures.

I also agree, and if I am under the age of 18 my undersigned parent/guardian agrees, to assume all liability and responsibility for comprehensive or collision claims involving my vehicle, or persons riding in my vehicle, that may occur while on school property.

Dated _____

Student Signature _____

Parent/Guardian Signature _____

List any vehicles you may be driving/parking on school grounds:

Make _____ Model _____ Year _____ License # _____

Make _____ Model _____ Year _____ License # _____

Make _____ Model _____ Year _____ License # _____

Make _____ Model _____ Year _____ License # _____

To: Student Drivers
From: Duane Baumann, Principal

RE: VEHICLE PRIVILEGES & RESPONSIBILITIES

School policy mandates that the High School Office has on file specific information from all students who drive a motor vehicle to school.

Please fill out the “Verification of Student Use of Vehicle” form (on reverse side of this memo) and return it to the High School Office. This form must be on file in the High School Office for the current school year within five (5) days of school beginning. If you receive your license during the school year, you must register with the office before parking on campus. You will not be permitted use of the school parking lot if you neglect to return this form.

I have included the rules and regulations as stated in your student handbook for your convenience.

VEHICLE PRIVILEGES. Students are permitted use of the school parking lot for motor vehicles if they are legally able to drive and have insurance. This privilege is contingent upon the student following the school rules for use of the lot, including the following:

- Vehicles must be driven safely on school grounds. All rules of the road must be adhered to.
- Each student driving a motor vehicle to school must register his or her. Washington driver’s license with the Student Services office of the high school, and acknowledge in writing that the student and the student’s parent/guardian assume all liability and responsibility for comprehensive or collision claims that may result from collisions occurring on school property.
- Student vehicles will be subject to search in accordance with policy 3230.
- Parking space will be made available to seniors first, and then on a first-come, first-served basis to juniors and sophomores.

Special Note: Students should expect to lose their driving privileges if they fail to abide by the rules.

Coupeville School District
Acceptable Use Agreement for Computer & Internet Usage

Coupeville School District offers student access to the district computer network and filtered Internet access through our network. The district network has been established for the benefit of students, staff and patrons to improve communication and to augment learning opportunities.

Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Inappropriate computer and/or Internet behavior will result in a student’s computer and Internet access being revoked, as well as possible disciplinary action.

Please use the form below for your student to acknowledge his/her understanding of appropriate use, and for you to grant permission to access network computer services. Coupeville School District policy and procedure 6820– Electronic Communication Systems provide a thorough description of acceptable use, and are available on the district website (<http://www.coupeville.k12.wa.us>).

Behaviors that could result in the loss of computer and Internet access on our network include:

- Logging in as someone else and/or using another’s password.
- Consuming food, drinks and/or gum near the computers.
- Plagiarism or violation of copyright laws.
- Downloading software or files onto school computers.
- Trespassing into the folders or documents of someone else.
- Changing the preference files or settings on any computer.
- Using proxy sites or attempting to use proxy sites to bypass the school web filter.
- Vandalizing or theft of computers, computer equipment (mice, keyboards, printers), or software.
- Searching for, viewing, downloading, or sending pornographic, obscene, violent, harassing, or racist materials on district computers.
- Downloading music or videos for personal use.
- Using external media devices (flash drives) to copy copyrighted software.

User Agreement

As a user of the Coupeville School District computer network, I agree to comply with the above stated rules and to use and communicate over the network in a responsible fashion while honoring all relevant laws and restrictions.

| Grade/School | Student Name | Student Signature |
|--------------|--------------|-------------------|
| | | |
| | | |
| | | |
| | | |

Parent Permission

As the parent or legal guardian of the students signing above, I grant permission for my child(ren) to access network computer services. I understand individuals may be held liable for violations.

Parent Signature _____

Date _____

Verification of Student Handbook Receipt
Coupeville High School
2018-2019

I, _____, (print), have received the parent/student handbook for Coupeville High School.

Student Signature _____

Student Printed Name _____ *Grade* _____

Date _____

Parent Signature _____

Date _____