

COUPEVILLE *High School*



WELCOME TO CHS



Dear New Students of Coupeville High School,

Welcome to the CHS family! We are thrilled to have you join our school community as you embark on an exciting chapter of your educational journey. As you start school here, know that we are here to support you every step of the way.

To help you acclimate to your new surroundings, we have prepared this Welcome Guide that provides a brief overview of the various opportunities, resources, and experiences that await you at CHS.

While every new beginning may come with questions, we want you to know that there is no such thing as a "silly" question. Our doors are always open, and our staff is here to help and guide you. So, if you have any questions or need assistance with anything, please don't hesitate to ask. Whether it's about your classes, extracurricular activities, or simply navigating the halls, we're here for you.

You now belong to a community that values your uniqueness, celebrates your achievements, and supports you in your challenges. As you walk through our hallways, make new friends, and engage in your studies, know that you are a valued member of the CHS family.

So, once again, welcome to Coupeville High School! We look forward to a fantastic year ahead.

G Kappes
Principal, Coupeville Middle and High School

SCHOOL DAY



Our day starts at 8:00 AM and ends at 2:30 PM Monday, Tuesday, Thursday, and Friday. We have a 7 period day with a Tutorial period between 1st and 2nd periods. Classes are 44 minutes long. On Wednesdays, the school day ends at 1:30 and classes are 40 or 41 minutes long. There is no Tutorial on Wednesdays.

In between classes you will have a 3 minute passing period. That is time for you to go to your locker, refill a water bottle, and use the restroom.

CHS (M-Tu-Th-F)

First Bell/Passing Time	7:50
Cell Phone Bell	7:55
Period 1	8:00-8:45
<i>Tutorial/Advisory</i>	<i>8:48 - 9:18</i>
Period 2	9:21 - 10:05
Period 3	10:08 - 10:52
Period 4	10:55 - 11:39
HS LUNCH	11:39 - 12:09
Period 5	12:12 - 12:56
Period 6	12:59 - 1:43
Period 7	1:46-2:30

CHS Early Release Wed

First Bell/Passing Time	7:50
Cell Phone Bell	7:55
Period 1	8:00-8:41
Period 2	8:44-9:25
Period 3	9:28-10:08
Period 4	10:11-10:51
Period 5	10:54-11:34
HS LUNCH	11:34-12:04
Period 6	12:07-12:47
Period 7	12:50-1:30

TUTORIAL

Tutorial is an intervention period on Monday, Tuesday, Thursday and Friday. This 30-minute block is designed to help students learn skills or content that they have not yet mastered. It is individualized for each student.

During class, your teachers will present new material and administer assessments. As soon as the assessment data reveals an area of struggle for a student, interventions are put into place to address those areas.

Teachers will use the tutorial time to go over the material again, provide additional strategies or practice to master the material, and/or give students a structured environment to work and get assistance as needed. This system is backed by research and results in increased student achievement as well as improved understanding of the material.





ATTENDANCE

● Absences

If you cannot make it to school, a parent or guardian needs to call or email Mrs. Ford at 360-678-2416.

Messages can be left 24 hours a day or email bford@coupeville.k12.wa.us.

You have 48 hours after your return to school in order to excuse an absence.

If you know you will be absent, fill out a pre-planned absence form (can be found in the office), to take to your teachers to sign, and turn it into Mrs. Ford in the office.

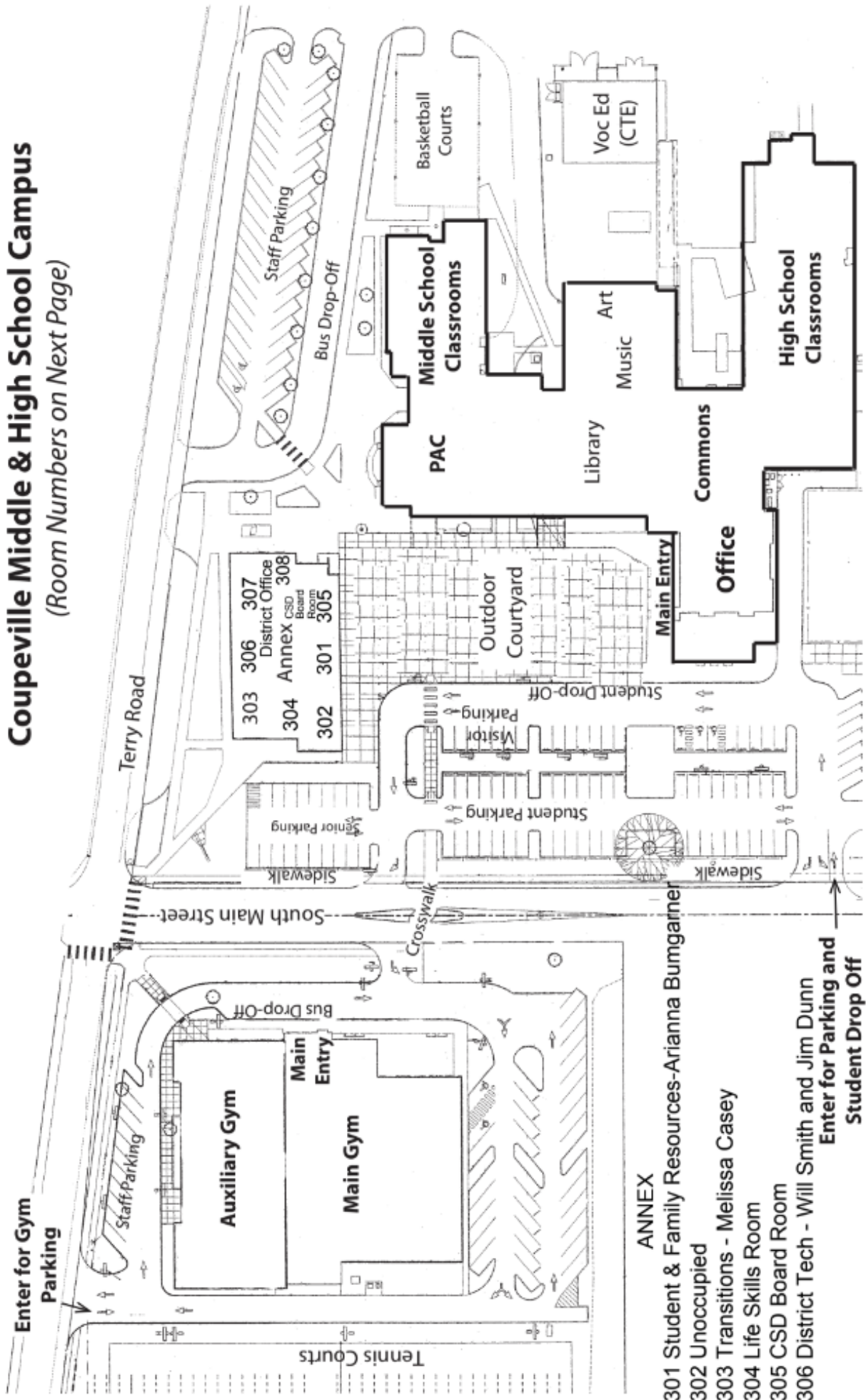
● Arriving Late/Leaving Early

If you arrive late to school, you are required to sign in at Mrs. Ford's desk in the office. In order to excuse your absence, you will need a written note, a phone call, or an email from a parent or guardian with an authorized excuse.

If you need to leave school early you are required to sign out at Mrs. Ford's desk in the office. You will need a written note, a phone call or email from a parent or guardian in order to be allowed to leave campus. If you need to leave in the middle of a class period, check in with Mrs. Ford the morning of your appointment and you will be given a pass to leave class early.

Coupeville Middle & High School Campus

(Room Numbers on Next Page)



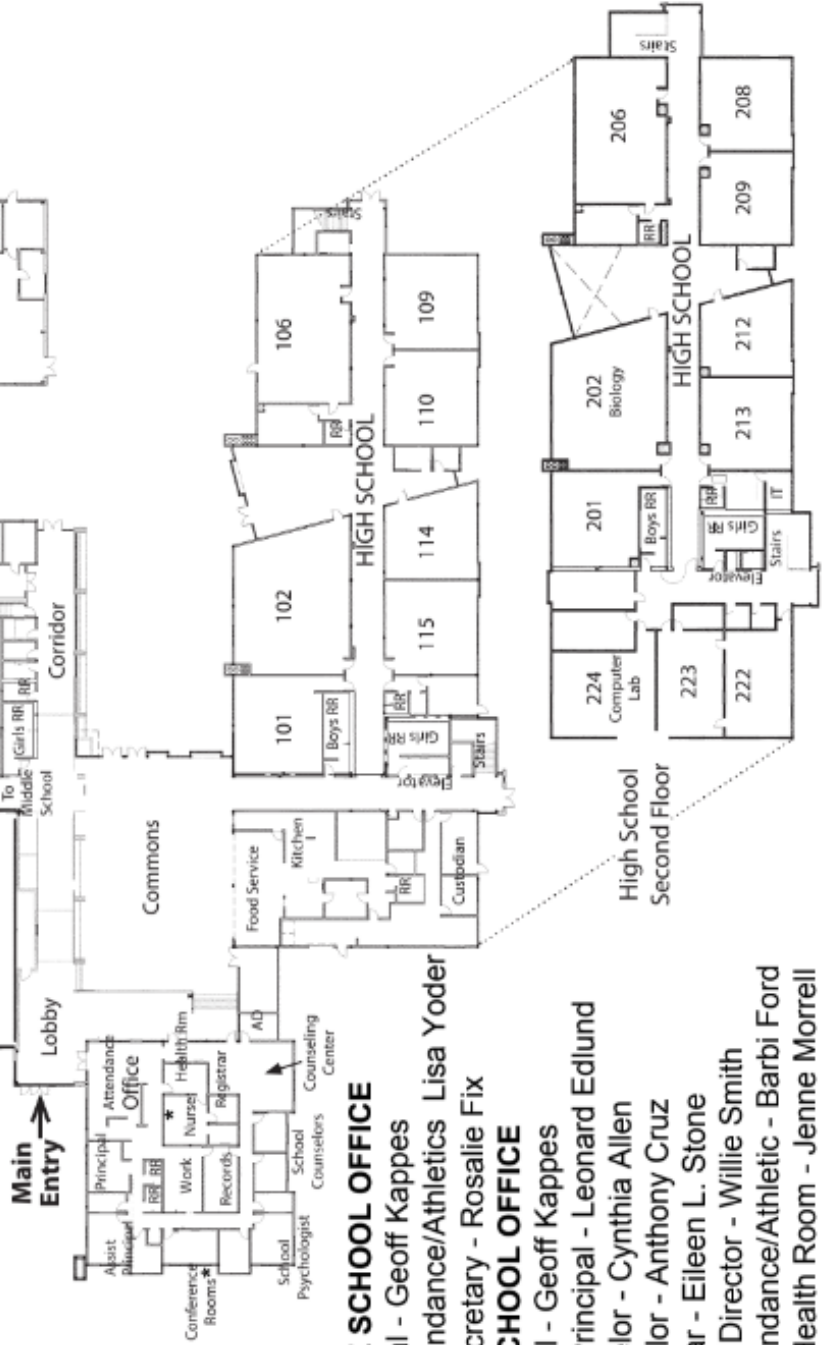
ANNEX

- 301 Student & Family Resources-Arianna Bumgarner
 - 302 Unoccupied
 - 303 Transitions - Melissa Casey
 - 304 Life Skills Room
 - 305 CSD Board Room
 - 306 District Tech - Will Smith and Jim Dunn
- Enter for Parking and Student Drop Off

307 and 308 District Office - Steve King, Brian Gianello, Karissa Swain, Donna Bailey, Eyleen Uculmana, Vicki Owen-Gailey
 Aimee Bishop, Sherry Bonacci, Allyson Cundriff

Coupeville Middle & High School Classrooms and Offices

Ask HS 208/Drama
 Austin MS 203
 Berg HS 102
 Bigelow ART 045
 Caselden MS 092 and GYM
 Casey ANNEX 303/304 and HS 222/223
 Crebbin MS 201
 DeArmond MS 101
 Dix MS 205
 Felgar CTE 061 and HS 106
 Florkowski HS 213
 Grevé MS 202
 Jenkins MUSIC 044
 Kappes, C HS 206
 Nelson HS 209
 Olin HS 201
 Patnoe HS 110
 Phillips HS 114
 Purdue MS 106
 Reid MS 204
 Rickner HS 115
 Russell HS 101
 Saia HS 109
 Sherman GYM
 Smith GYM
 Valenzuela MS 206
 Volkman MS 103
 Willeford MS 102/104



MIDDLE SCHOOL OFFICE

Principal - Geoff Kappes
 MS Attendance/Athletics Lisa Yoder
 ASB Secretary - Rosalie Fix

HIGH SCHOOL OFFICE

Principal - Geoff Kappes
 Assist Principal - Leonard Edlund
 Counselor - Cynthia Allen
 Counselor - Anthony Cruz
 Registrar - Eileen L. Stone
 Athletic Director - Willie Smith
 HS Attendance/Athletic - Barbi Ford
 Nurse/Health Room - Jenne Morrell

OFFICE



Mr. Kappes
Principal

As the administrator of CMHS, Mr. Kappes strives to create a school environment that is welcoming for all students and provides all students with opportunities to learn at high levels. His door is always open and he is available to support students and their families in any way.



Mr. Edlund
Assistant Principal

Mr. Edlund has a passion for helping students and their families. He understands the importance of building relationships and he is eager to assist students, families, and staff in any way he can toward the goal of ensuring all students succeed.



Mr. Cruz
Counselor A-L

Mr. Cruz and Mrs. Allen are our CMHS counselors. They are available to help with academic needs, such as scheduling issues, study plans, graduation requirements, and transcript reviews. They are also always available to assist with social, emotional, and mental health concerns.



Mrs. Allen
Counselor M-Z

STAFF



Mrs. Yoder

CMS Office Manager

Ms. Yoder is the Middle School Office Manager. Middle students check in with her if they arrive late or leave early. She also maintains athletic paperwork and collects MS fees.



Mrs. Stone

CHS Office Manager & Registrar

Mrs. Stone is the HS Office Manager and registrar. She enrolls new students, handles transcript requests and scholarship information, finalizes report cards, and works closely with our seniors and school counselors on graduation and life after CHS.



Mrs. Ford

CMHS Attendance & Athletics

Mrs. Ford is in charge of attendance for the high school and she is responsible for all things athletics including programs, grade checks, and tracking all of the paperwork. She also assists in the health room for students who don't feel well. Please email or call Mrs. Ford to report any absences.



Mrs. Fix

CMHS Financial

Mrs. Fix is in charge of the building finances at CMHS, including athletics and ASB. You can speak with her to take care of any school or athletic fees.

TECHNOLOGY POLICY



CHROMEBOOKS

CHS is a one-to-one school. That means every student is issued a Chromebook at the beginning of the year or upon enrollment. Students and parents sign an “Acceptable Use Form” upon check out. This informs parents and students what the rules are regarding the use of the Chromebook. This is a school-issued and monitored device.



CELL PHONES

CHS policy prohibits cell phone use while in class. Phones are to remain in lockers or backpacks in silent mode or turned off. Violations may result in the phone being confiscated. See the Student Handbook for all guidelines regarding cell phones.

WHO TO CONTACT

Topic	Staff Member	Phone (360)678-	Email: All emails end with @coupeville.k12.wa.us
Classroom issues, grades, assignments	Classroom teacher	2414	First initial, last name
General school questions, absences, athletic paperwork	Barbi Ford	2416	bford
Behavioral concerns (hallways, bus, lunch)	Leonard Edlund, Assistant Principal	2412	ledlund
Registration, <u>withdrawal</u> , <u>report cards</u>	Eileen Stone	2415	estone
Academic, career <u>and</u> social-emotional support	Anthony Cruz, last names A-L Cynthia Allen, last names M-Z	2417 2418	acruz callen
Fees and Student Accounts	Rosalie Fix	2413	rfix
Medication at school, health questions	Jennifer Morrell	2421	jmorrell
Athletics	Willie Smith, AD	2422	wsmith
Chromebooks	Tech department	2587	williamsmith
Transportation	Rob Wallace	2409	rwallace
Food Services	Kitchen staff	2451	awurzrainer
All the above and anything else	Geoff Kappes, Principal	2414	gkappes

STUDENT LIFE

ASB



ASB stands for Associated Student Body and it represents the interests and goals of all CMHS students. ASB officers are student leaders and work with school administration to make decisions that impact the students at CHS. They also plan activities like dances, spirit weeks, grade-level competitions, pep assemblies, community awareness projects, and cultural events throughout the year.

Students who choose to join ASB leadership believe there is more to being successful in school than simply doing homework. The leaders of ASB focus on providing engaging activities that ensure a well-rounded, memorable, and engaging high school experience. If this sounds exciting to you, consider running for ASB!

STUDENT LIFE

ATHLETICS AND CLUBS



Students in grades 9-12 have many options to participate in athletics. Students can take part in cross country, volleyball, soccer, football, basketball, tennis, softball, baseball, and track & field.

There are also a number of activities and clubs to get involved in. Options will change as the year goes on, so listen for announcements!

Coupeville School District

2023-2024 School Year Calendar

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
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22	23	24	25	26	27	28
29	30	31				

November 2023						
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19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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25	26	27	28	29		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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24	25	26	27	28	29	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- School Closed
- Half Day
- Weather Day - No School
- First and Last Day of School
- Parent/Teacher Conferences
- Early Release - CES Released at 2:30 pm; CMHS at 1:30 pm

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|------------|--------------------------------------|--------------|-------------------------------|
| Sept. 4 | Labor Day, No School | Feb. 19 | President's Day, No School |
| Sept. 5 | First Day of School | Mar. 1 | Spring Conferences, No School |
| Nov. 1-3 | Fall Conferences, No School | Apr. 1-5 | Spring Break, No School |
| Nov. 10 | Veteran's Day Observed, No School | May 27 | Memorial Day, No School |
| Nov. 22-24 | Thanksgiving Break, No School | Jun. 12 & 13 | Half Days |
| Dec. 18-29 | Winter Break, No School | Jun. 13 | Last Day of School |
| Jan. 1 | New Year's Day, No School | Jun. 14 | Weather Make-Up Day |
| Jan. 15 | Martin Luther King Jr Day, No School | Jun. 19 | Juneteenth |
| Feb. 2 | End of First Semester, Half Day | Jul. 4 | Independence Day |