



# South Whidbey Middle & High School



*Home of the Cougars 7-8 & Home of the Falcons 9-12*

## **SOUTH WHIDBEY GRADES 7-12 STUDENT HANDBOOK**

### **FOSTERING FALCON & COUGAR PRIDE**

We Value Differences

We Believe In Equity

We Stop Harassment

We Hear People Out

We Act Respectfully

**“Home of Today’s Learners . . . Tomorrow’s Leaders.”**

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## 2 SOUTH WHIDBEY HIGH SCHOOL & SOUTH WHIDBEY ACADEMY

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### 2.1 OUR MISSION:

**In partnership with our community, we are deeply committed to provide our students with the best educational experience, preparing them to become capable, creative, caring, and responsible citizens.**

### 2.2 PRINCIPAL'S WELCOME

Welcome to South Whidbey High School/South Whidbey Academy, home of the Falcons! We are excited to have you here at SWHS/SWA and trust you will have an enjoyable and successful year. I hope that you had a great summer and are ready to give your best effort this year.

South Whidbey High School/South Whidbey Academy serves students in grades 9-12 and has a student population of approximately 450 students. We have a long history of excellence in academics as well as extracurricular activities. Our school offers a wide range of academic programs for all students, including an advanced placement program for college-bound students. South Whidbey High School/South Whidbey Academy is proud of its excellent extracurricular programs, including a wide range of sports, an award-winning jazz band and choir, as well as a competitive Knowledge Bowl team. Our teams and organizations consistently advance to district, regional, and state competitions.

Our mission is to help prepare you to become responsible, productive, self-disciplined, and informed members of society. To accomplish this, we will continue to offer a variety of programs that foster your intellectual, physical, social, emotional, and career growth. The best advice we can offer is for you to take advantage of all the opportunities at South Whidbey High School/South Whidbey Academy. Join a school club, go out for a sport, work hard in your classes, take advantage of AP classes, and make the most of your high school years. Your time here will go by quickly, strive to make a positive mark at South Whidbey High School/South Whidbey Academy.

I am looking forward to working with your elected ASB officers to improve our school environment. Your ASB officers are dedicated and committed to making your high school career a positive, enjoyable experience.

Let's make it a great year!

John Patton, Principal

### 2.3 SWHS FIGHT SONG

**South Whidbey Falcons from the island,**

**Hail to victory!**

**We're behind you all the way, forever true to thee ---**

**Rah! Rah! Rah!**

**We won't give in until we've conquered,**

**Glory to our name,**

**So fight Falcons! Fight! Fight! Fight!**

**To win this game!**

**F-A-L-C-O-N-S**

**We won't give in until we've conquered,**

**Glory to our name,**

**So fight Falcons! Fight! Fight! Fight!**

**To win this game!**

## 3 SOUTH WHIDBEY MIDDLE SCHOOL

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### 3.1 VISION STATEMENT

South Whidbey Middle School is a school that inspires a community of 21st Century lifelong learners who are equipped to **explain, explore, engage, elaborate** and **evaluate** in a global community. Our teachers are highly qualified, caring and always striving for excellence.

### 3.2 PRINCIPAL'S WELCOME

Dear Cougars and Caregivers,

Welcome to the 2021-2022 school year! I am nervous, excited, and eager to begin this school year and build our SWMS community with all of you. It is an honor to work with such dedicated staff, caregivers and students. A new year offers a new set of opportunities and positive growth. It is up to us as a collective group to embrace these opportunities to continue creating the best learning environment possible.

We are all stakeholders in educating students at South Whidbey and communication is paramount. The past two school years have been unique and have brought challenges we faced and continue to work together to overcome. Collectively, we must work as a team to create the school best for our students. Educating our students is a collective effort and South Whidbey is known for the shared commitment between school, caregivers, and community to provide the best educational possibilities for our youth.

A huge focus of our year will be creating strategies and learning ways to manage our social emotional and mental wellness. Having a strong mental wellness and a collective belongingness will support academic learning. These are some explicit areas of focus as we head into this school year. We encourage caregivers to engage with us in this and guide students in this challenging time of their development.

Students, whether you've been here your whole life or "life on the rock" is new to you, I welcome you and accept you, unequivocally. I expect you to take ownership in your learning and wellness this year and take risks to find what inspires you and excites you. These years hold some of the most exciting and challenging opportunities for you to grow as a student and as an individual. We want to see you here every day and want to celebrate your successes over the year. We are also here to help you navigate through your days in the most positive manner possible. What can you do to help this year be the most enjoyable for you and the community around you?

- Come to school with a positive/growth mindset and be open to learning
- Be intellectually curious and willing to give your best effort in classes
- Be mindful of how to communicate with your teachers and classmates in the most positive and productive way
- Take ownership of your learning and challenge yourself to grow academically and socially
- Contribute to our school community and help make it a comfortable and exciting place to be

I look forward to this school year with caregivers and students alike. I invite us all to challenge ourselves this year, maintain wellness and peace, and engage in this unique experience, collectively and compassionately.

Respectfully,

Kayla Phillips (she/her)

Principal

## 4 STUDENTS

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The information contained in this handbook has been prepared to help you have a safe and successful experience. Our goal as a staff is to provide you with the best learning environment to help you become a **safe, respectful and responsible** young adult who is actively while attending school. We are glad you are here!

## 5 CAREGIVERS

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We want to form a partnership with you in the education of your son/daughter. We invite you to go over the important information in this handbook with your student. If you need to come to school to pick up your son/daughter during the school day, please check in at the attendance office. We will not be releasing students without you signing your child out. We make this request for the security of our students.

In order to maintain the safest school possible, we request that when you visit the school, please come to the main office, sign in and pick up a visitor's badge.

If you would like to visit your student's teacher(s), we ask that you contact us 24 hours in advance so that arrangements with the teacher(s) can be made.

We encourage parents and guardians to be involved in their student's academic years. Please feel free to contact us any time. Working together, your student can achieve great success!

## 6 TELEPHONE NUMBERS

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Main Office	(360) 221-4300
Staff Direct Line	(360) 221-6808, Followed by Extension
Fax	(360) 221-5797
Website	<a href="https://swhs.sw.wednet.edu/">https://swhs.sw.wednet.edu/</a> or <a href="https://swms.wednet.edu">https://swms.wednet.edu</a>

### 6.1 ADMINISTRATIVE OFFICE

Mary Eaton, Secretary	ext. 5405
Paul Lagerstedt, Assistant Principal Grades 9-12	ext. 5408
John Patton, Principal Grades 9-12	ext. 5406
Kayla Phillips, Principal Grades 7-8	ext. 5407

### 6.2 ASB & ATHLETIC OFFICE

Reneé Bilyeu, Secretary	ext. 5423
Paul Lagerstedt, Athletic Director	ext. 5408

### 6.3 ATTENDANCE OFFICE

Chantell Petty, Secretary	ext. 5433
Attendance Line (24 Hours)	(360) 221-0937

### 6.4 HS CAREER & TECHNICAL EDUCATION

Gay Bitts, Secretary	ext. 5411
John Patton, Director	ext. 5406

### 6.5 SOUTH WHIDBEY ACADEMY (SWA)

Christine Amundson, Secretary	ext. 5136
Charlie Davies, Lead Instructor	ext. 5300

### 6.6 STUDENT SERVICES OFFICE

Gay Bitts, Registrar	ext. 5411
Sonja Ringsrud, Psychologist	ext. 5414
Trace Prael, HS Counselor (L – Z)	ext. 5413
Leigha Patton, HS Counselor (A – K)	ext. 5410
Janet Hunter, MS Counselor	ext. 4641

### 6.7 TRAFFIC SAFETY EDUCATION

John LaVassar, Coordinator & Instructor	cell (360) 672-5377
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**5675 Maxwellton Road, Langley, WA 98260 · (360) 221-4300**

## 7 “HELP! I NEED SOMEBODY OUTSIDE THE CLASSROOM”

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### 7.1 WHAT/WHERE/WHO

Absence/Tardy	Attendance
Accident	Main Office
Activity Approval	Asst. Principal
Alternative Courses	Counselor
Armed Services	Multi-Media Library
ASB	Asst. Principal
ASB Cards	ASB Office
Assemblies	Asst. Principal
Athletic Clearance	Athletic Office
Athletic Eligibility	Athletic Director
Athletics	Athletic Director
Change of Address	Registrar
Changing Schools	Registrar
Club Information	Asst. Principal
College Information	Multi-Media Library
College Test Dates	Guidance Wall
Dances	Asst. Principal
Discipline Referrals	Asst. Principal
Fees and Fines	ASB Office
Free/Reduced Lunches	Main Office
Fundraisers	Asst. Principal
Grades	Registrar
Graduation	Counselor
Homework Requests	Attendance
Illness	Nurse/Clinic

### 7.2 WHAT/WHERE/WHO

Immunization Records	Registrar
Insurance	Main Office
Job Information	Multi-Media Library
Lockers	Registrar
Lost and Found	Attendance
Parking Lot	Asst. Principal
Personal Problems	Counselor
Planning Future	Counselor
Prearranged Absence	Attendance
Running Start	Counselor
Schedule Correction	Counselor
Scholarships	Counselor
Sno-Isle	Counselor
Summer School	Counselor
SWA	Mr. Davies
Testing	Counselor
Transcripts	Registrar
Tutoring	Counselor
Visitor Passes	Asst. Principal
Vocational Info	Multi-Media Library
Voter Information	Main Office
Work Permits	Registrar
Yearbook, Purchase	ASB Office
Yearbook, Sr. Pictures	Yearbook

## 8 GET INVOLVED FALCONS & COUGARS!

### 8.1 ASB EXECUTIVE OFFICERS

JORDAN WU	President
PARKER FORSYTH	VP
SOL RABINOVICH	Treasurer
JULIA MAHER	Secretary
LAUREN HONOLD	Public Relations
AUDREY GMERK	Public Relations
PAUL LAGERSTEDT	Advisor

### 8.2 SENIOR CLASS - 2022

SARAH AREE	President
RYAN MORGAN	Vice President
BRANDON BEAGLEY	Treasurer
SHIANNA BAKER	Secretary
CHANEL STERBA	Public Relations
MAIA RICHARDS	Public Relations
BUNNY SOUSA	Senator

### 8.3 JUNIOR CLASS - 2023

ELZABETH HAINES	President
LENIECE GONZALES	VP
FREJA HEGGENES	Treasurer
RUBY BOND	Secretary
MINKGE ANDRESS	Public Relations
LUCAS TAKSONY	Senator
CASH HAJNY	Advisor

### 8.4 SOPHOMORE CLASS - 2024

SAVANNAH SIMMONS	President
KATYA SCHIAVONE	VP
NAOMI ATWOOD	Secretary
JOSEPHINE CHIA	Public Relations

### 8.5 FRESHMAN CLASS - 2025

TBD	President
TBD	VP
TBD	Treasurer
TBD	Secretary
TBD	Public Relations

### 8.6 HS CLUBS & ACTIVITIES

Athletic/Activity Advisor	Mr. Lagerstedt
Cheer	Ms. Vosberg
National Honor Society	Ms. Cable
Jazz Band	Mr. Harshman
Interact	Mr. Newton
Knowledge Bowl	Mrs. Cave
Music in Motion	Mrs. Ludtke
RAK Club	Ms. Gochanour
Robotics	Mr. Greene
Social Justice Club	Ms. Gochanour
Spanish/World Culture Club	Ms. Gochanour
Yearbook	Mr. Greene

### 8.7 ATHLETICS & COACHES

#### Fall

Boys' Cross Country	Mr. Fulton(HS)	Mrs. Maddux(MS)
Girls' Cross Country	Mr. Fulton(HS)	Mrs. Maddux(MS)
Football	Mr. L. Hodson(HS)	Mr. M. Hodson(MS)
Girls' Soccer(HS)		Mr. Swanson
Boys' Tennis		Ms. Kramer
Volleyball	Mrs. M. Jones(HS)	Ms. Stelling(MS)

#### Winter

Boys' Basketball		Mr. Turcott
Girls' Basketball	Mr. Hanson(HS)	Mr. Davis (MS)
Girls' Soccer (MS)		Mrs. Jensen
Wrestling		Mr. Bozin(HS & MS)

#### Spring

Baseball		Mr. T. Fallon
Fastpitch		Mr. B. Jaeger
Boys' Golf		Mr. S. Jones
Girls' Golf		Mr. J. Thompson
Boys' Soccer		Mr. Robbins
Girls' Tennis		Ms. Kramer
Track	Mr. Eager(HS)	Mrs. Maddux(MS)

### 8.8 SWMS CLUBS AND ACTIVITIES-TBD FALL 2021

Student Government (ASB)
Jazz Ensemble
Geography Bee
Math Olympiad

## 9 STUDENT SERVICES

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### 9.1 7-12 CAMPUS REGISTRAR

- Ms. Bitts All Students and Families

### 9.2 SCHOOL COUNSELORS FOR ACADEMIC PLANNING AND SCHEDULING AND 504 PLANS:

- Mr. Prael GRADES 9-12 L – Z
- Mrs. Patton GRADES 9-12 A – K
- Mrs. Hunter GRADES 7-8

### 9.3 ISLAND COUNTY MENTAL HEALTH AND ESD COUNSELORS

- Claire Commons/Colleen Chan - All Students and Families

### 9.4 7-12 CAMPUS PSYCHOLOGIST FOR SPECIAL EDUCATION & IEP

- Ms. Ringsrud

**Student Services:** School counseling services are available to all students. We recognize that students must balance many different personal and academic situations, and these situations can sometimes create anxiety and stress. We are eager to help you with any difficulties, and to assist you in finding solutions. Appointments can be made through, Ms. Bitts, SWHS/SWA/SWMS Registrar in Student Services. Normal office hours are from 7:15 a.m. to 2:45 p.m.

**School Counseling/Student Services Website:** You can access the High School Counseling website by going to the school's website at [www.sw.wednet.edu/swhs](http://www.sw.wednet.edu/swhs) (click on Student Services). In addition to its 24-hour availability and instant e-mail access to the Student Services office for support, you can obtain academic support, tutoring information, tips on studying, and links to other resources. Information about the college application process, financial aid and other important issues can be viewed at the site as well. You may also access informational PowerPoint presentations that are targeted to specific grade levels.

**High School Graduation Commencement Participation:** Only those students who have completed the South Whidbey High School/South Whidbey Academy graduation requirements will be permitted to participate in the graduation ceremony and receive their diploma from SWHS/SWA.

## 10 HIGH SCHOOL GRADUATION REQUIREMENTS

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Graduation requirements have been established for SWHS students to acquire the skills, knowledge, and aptitude necessary for their next college and career steps. Each semester will yield a student one credit per class, (except for year-long classes, which generate .5 credits per class, per semester). Students must earn a minimum of **30 credits**, completing the required credits/courses in the specified subject areas. Please refer to the current SWHS Course Description Guide to view the graduation requirements for your graduating year. **South Whidbey Academy students should contact Mr. Davies, Lead Instructor, regarding SWA graduation requirements.**

**Independent Study:** The purpose of an Independent Study is to pursue an area of interest, which is not covered in a regularly scheduled course. Students need to be highly organized, responsible, and prepared to work independently. There must be a minimum of 135 total hours reflected in this program, 60 of which represent contact with the supervising teacher. Students must apply prior to the semester and are responsible for confirming with a SWHS/SWA teacher. Please note that not all teachers will agree to add an independent study course on top of their regularly

scheduled classes. Lastly, applications must be approved and signed by the teacher and the building principal before an independent study course will be placed into a student's schedule.

**Online Courses:** Online classes, provided by South Whidbey School District, are available on a limited basis. Factors taken into consideration for approval include, but are not limited to, past demonstration of excellent time management, seat availability, schedule/credit restraints and access to courses not available at SWHS/SWA. Online classes will not be approved if the course *is part of the normal course offerings* at SWHS/SWA/SWMS.

For online courses NOT provided by SWHS/SWA/SWMS, students should consult with their school counselor **prior** to enrolling in and paying for an online course outside the district. The online course provider must be appropriately accredited in order for the course credit to be applied to the student's high school transcript.

**Running Start:** This program provides high school juniors and seniors the opportunity to complete some of their high school graduation requirements and simultaneously earn college credit at a community college. Students who select this option will earn dual credits, high school and college credits, with the opportunity of completing an associate of arts degree and a high school diploma at the same time. Student tuition for this program is paid through state funding with students only paying for transportation, books, and fees. It should be noted that this is a college program with increased expectations for achievement and personal responsibility. Contact your school counselor for more information.

**Schedule Changes:** Once schedules are given to students for the year, schedule changes will be considered **ONLY** for the following reasons:

- Incomplete schedule given to student
- Required course for a senior not scheduled
- The prerequisite for a course has not been taken
- Courses are out of sequence (e.g., Calculus before Pre-Calculus)

Schedule changes can be made for the above reasons only. Students have up until the third day of the new semester to request a change. At preregistration, students listed core classes, electives and alternates, and only these classes will be scheduled if at all possible. Because of the intense planning that goes into building the master schedule, students will NOT be able to change their minds and attempt to add classes that did not appear on pre-registration paperwork. Students will not be able to request particular teachers or the order of their class schedule. Waiting lists for classes will be kept for classes until the third day of the semester, and students will be notified if they are able to switch a class.

Students who drop a class after the first ten days of the semester will receive a failing grade for the semester for that class and may receive a NC (no credit) for any replacement class. Rare exceptions to this rule must be approved by the principal.

**Sno-Isle Technical Skills Center:** This program allows high school juniors and seniors to enroll for half of their school day at SWHS/SWA and half of their school day at the Sno-Isle Technical Skills Center. Students can select to study in one of 22 career fields. These programs range from one to two years in length. Contact your school counselor for additional information.

**Withdrawing from School:** The procedure for withdrawing from school is handled by Student Services. Before a student can officially withdraw, the school must receive written permission from the parent/guardian stating the reason for withdrawal. Students withdrawing from school must return all books and equipment to their teachers, clean their lockers, and pay all fees and fines. Official records cannot be released until all items have been returned and all fees/fines have been paid.

## 11 MULTI-MEDIA LIBRARY

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The Multi-Media Library is a multi-dimensional hub serving students and staff at SWHS/SWA/SWMS. A career information data system and technology resource lab supports academic activities.

## 12 GENERAL INFORMATION & GUIDELINES

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**Accidents:** Any accident that occurs on school grounds, on the way to or from school, or at any other school-sponsored event, must be reported immediately to a teacher, coach, supervisor, or administrator. This policy is designed for your protection.

**ASB Cards:** Students are encouraged to purchase an ASB card and enjoy the benefits of that purchase. Members of ASB are entitled to **free admission** to home athletic events, **reduced rates** to most away athletic events. **ASB cards are required** for all ASB officers, class officers, ASB classroom representatives, members of official ASB clubs or organizations, and all students participating in athletics.

**Assemblies:** Assemblies are provided as co-curricular learning opportunities for students and all expectations for classroom behavior apply to assemblies. The following are specific assembly behavior expectations:

1. All students are REQUIRED to attend assemblies. Students not attending will be considered truant.
2. All students are to be seated as quickly as possible. Students are not allowed to stand around the perimeter of the assembly area.
3. Polite and courteous behavior is expected at all times.
4. Applause and expressions of approval should be appropriate to the situation.

**Class Standing:** Each semester will yield a student 1 credit per class, (except for yearlong (A/B classes) which generate .5 credits per class per semester). A full load would constitute eight credits for a year. A maximum of ten pre-approved credits per year can be applied toward graduation. Please consult your guidance counselor to ensure you are on track for graduation.

**Computer Use Regulations:** The use of computers at the 7-12 Campus is for legitimate purposes only. All students are bound to the "Network/Internet use Terms and Conditions" found at the back of this handbook. Students who do not wish to have access to Internet services at school must fill out an "opt out" form available in the office. Inappropriate use of school computers and/or programs will result in disciplinary action up to and including home suspension and expulsion.

**Dance Regulations:** Dances sponsored by SWHS/SWA/SWMS are intended to be opportunities for students to come together for a positive social experience. To ensure that dances are a positive experience the following guidelines are enforced:

- All SWHS/SWA dances will end no later than 11:00 p.m.
- All school rules and regulations apply to dances.
- Students will not be permitted to re-enter a dance once they have left.
- All students and their guests may be asked to show picture ID before entering the dance.
- Moshing, crowd surfing, or other reckless behaviors are not permitted.
- Students must arrive at **dances within the first hour** or they will not be permitted to enter. Students who arrive after the first hour **will not receive a refund** of their money.

There are two categories of dances at SWHS/SWA:

- After Game Dances – Only students of SWHS/SWA may attend these dances.

- Special Event Dances – These include Homecoming, Winter Ball, Tolo and Prom. Each of these dances is open to SWHS/SWA students and their pre-registered guests.

**Dance Guest Regulations:** SWHS/SWA Students who wish to bring guests from another high school must complete a guest request form verifying that their guest is a currently enrolled high school student in good standing. Students who wish to bring graduates or older guests must also complete a guest request. **Guest requests must be submitted at least 3 days prior to the dance, and all guests must be under age 21 to attend all dances, including homecoming and prom.**

## **12.1 SWMS AFTER SCHOOL SOCIAL ACTIVITIES**

As opportunities for social activities develop, details will be communicated to caregivers and families and school rules will be followed.

Caregivers must provide transportation home immediately following each social activity. Attendance is voluntary, with caregivers, teachers, and administrators providing supervision.

### **Important rules to remember:**

1. Once inside, students must remain inside until the activity is over or have a signed note from a parent/guardian indicating release time.
2. Students will not be allowed inside 30 minutes after the start, unless prior arrangements have been made with the administration.
3. Students that choose to disobey school rules will not be allowed to attend middle school activity.
4. Students must have attended school for the entire day of the activity.
5. SWMS social activities are open only to current South Whidbey Middle School students.

**Driving:** Parking will be on a first-come, first-served basis while space lasts in the parking lot. Driving to school and parking in the student lot is a privilege. To ensure safe and orderly parking, students will abide by all school regulations related to the parking lot. Failure to do so will result in loss of parking privileges and/or the vehicle being towed at the owner's expense depending upon the offense.

- Vehicles must be parked properly in the student parking area only. Improper parking includes parking in any area designated as “No Parking,” “Kitchen,” “Visitor,” “Faculty,” or “Handicapped.” Students must obey all posted signs and directional markings in the parking lot, and they are not allowed to park behind the school building. Cars parked illegally may be towed.
- Students driving vehicles on campus before, during, or after the school day in a reckless or endangering manner will be subject to school discipline and/or citation from the Island County Sheriff. This includes school-sponsored activities on or off campus.
- All vehicles parked on school grounds are subject to search by school personnel.

**E-Mail Addresses:** Every staff member has an e-mail address and can be contacted in this manner. The way to reach any staff person is to type the first initial of their first name, followed by their entire last name, followed by @sw.wednet.edu. For example, “Freddie Falcon” = [ffalcon@sw.wednet.edu](mailto:ffalcon@sw.wednet.edu).

## **12.2 EMERGENCY PROCEDURES:**

- **Fire:** Alarm sounds, exit through the escape route **with your class/teacher**; go to designated numbered meeting spot in the Parks and Recreation parking lot. If you are separated from your class, ask any teacher where you should be.
- **Earthquake:** Stop, drop, cover, wait for aftershock, and follow evacuation route out of the building, then meet with your current class.

- **Lockdown:** Once the announcement has been made “**this is a lockdown,**” go to the nearest classroom, if you are not in one, and follow the teacher’s directions. Do not leave the classroom until instructed by the teacher following an “All Clear” announcement.

**NOTE:** If a fire or earthquake occurs during unstructured time, such as before or after school, a passing period or lunch, please meet with your third or 3A period teacher in their designated numbered meeting spot at Parks and Recreation. ***If you do not have a third period class (3/3A), please go to muster location 34.***

**Fines & Fees:** All South Whidbey High School / South Whidbey Academy students will be required to pay all district fines prior to participating in any SWHS/SWA athletic team or ASB club or activity. Teachers must clear all fines before the fines are posted. All seniors must pay their fines in full before participating in the graduation ceremony. Diplomas and final transcripts will also be held until fines are paid.

**Homework (Make-Up):** Students are responsible to obtain their homework when they miss class. They may contact teachers via email and using Google Classroom to obtain class materials and information. E-mail addresses and phone number extensions are available on the high school website at: [www.sw.wednet.edu/swhs](http://www.sw.wednet.edu/swhs) or the middle school website at: [www.sw.wednet.edu/swms](http://www.sw.wednet.edu/swms)

**Honor Code:** As a representative of South Whidbey High School/South Whidbey Academy, each student is expected to conduct him/herself at all times in a manner that will reflect the high standards and ideals of his/her activity, school, and community. All ASB officers are subject to the requirements of the honor code.

**Illness at School:** When students become ill at school and need assistance, they are to report directly to the school nurse (if available) or to the attendance office. Every attempt will be made to contact parents/guardians so students may be released or escorted home. Students who are ill are still required to **check out** with the attendance secretary before leaving school.

**Lockers:** Only students who request a locker will be issued one. Students are responsible to maintain the confidentiality of their locker combination. It is each student’s responsibility to keep his/her locker orderly and clean. All school lockers have a combination and should never have another lock on them. Lockers are the property of SWHS/SWA/SWMS and may be opened for inspection for “good cause.” To ensure the safety of students at SWHS/SWA/SWMS, random checks for drugs and alcohol will be performed throughout the year. Please contact the Registrar immediately if your locker needs repair. Fines will be levied at year's end for lockers that require cleaning and/or repairing.

**Lunch:** All lunches are to be consumed on campus whether purchased at school or brought from home. There is to be no food or drink in the Multi-Media Library at any time. Simple rules of courteous behavior are:

- refrain from throwing food
- leave the table and surrounding area clean and orderly
- put trash in the proper containers
- avoid cutting in line

**Please note** that the only areas authorized for students to eat in are the following designated eating areas: the new commons, the old commons, and the courtyard; **all other areas are considered off-limits**, including the stairwells and second floor halls. However, students may eat or work in classrooms or other areas if they are under the direct supervision of a staff member.

**Medication:** Students who must take prescribed medication during regular school hours are required to complete the appropriate paperwork and check in the medication with the school nurse. The school nurse or a secretary will then dispense the medication as appropriate. It is against school policy to self-medicate or share medication with others. Students who violate this policy will be subject to disciplinary action. The only exception to the self-medication policy is

for students who use inhalers. Please see the school nurse if you need to carry your inhaler with you during school hours. The nurse will explain the process.

**Parking Lot:** Due to incidents of vandalism, pranks, and theft that occur in the parking lot, students will not be permitted in this area **without a pass** from the main office during school hours (7:45 a.m. - 2:30 p.m.).

- Loitering in the parking lot is not permitted. Although some students may be authorized to leave campus, no student is authorized to frequent the parking lot during the day without staff permission or “hang out” during lunch.

**Part-Time Students:** Students who do not attend SWHS/SWA full-time, such as seniors with partial schedules, early release, late arrivals, or students involved in the Running Start Program, are expected to:

- Take the initiative to obtain information about school activities and special schedules ahead of time via the daily bulletin. The bulletin is posted in the main office and **can be found on the school website.**
- Arrive on time when the high school is on a special schedule.
- Abide by all school rules and regulations while on campus.
- Limit activity to official school business, such as accessing student services, the library, or office.
- Refrain from loitering in the halls or commons, or interrupting teachers or staff in the performance of their duties.

**Performing Arts Behavior Expectations:** The following are general guidelines of expected behavior at all SWHS/SWA concerts and drama productions:

- No food/drink is allowed in the auditorium.
- Stay seated once the performance begins.
- Listen appropriately. Talking is rude behavior during a performance.
- Use appropriate forms of applause and expressions of approval.
- Sit in designated seating areas only.
- Backpacks are not allowed in the auditorium.

**Posters:** Anyone wishing to promote an event or activity must receive prior approval from the Assistant Principal (HS) or Principal or Counselor (MS). Any poster without such approval will promptly be taken down. Approved posters must be secured to the wall, in designated posting areas, using blue painter’s tape on painted surfaces or pushpins on non-painted posting surfaces. If you are unclear about whether you should post in a certain area, please consult with staff members.

**Promotion/Advertising:** Only school-sponsored events will be posted or promoted on school premises. Posting or promotion includes, but is not limited to posters, bulletin announcements, and newsletters. The only exception to this rule is specific coordinated efforts with the PTSA.

**Searches:** If a staff member has reasonable suspicion to believe that a student is in possession of a controlled substance, alcohol, a weapon, stolen property, or any contraband, then the student’s belongings, locker, and/or automobile may be searched. Every attempt will be made to ensure that parents/guardians are notified of such action, if it is necessary.

**Sportsmanship:** Visitors to our 7-12 Campus are to be treated as guests. Whether at **home or away**, SWHS/SWA/SWMS students are expected to behave in a manner that brings pride to their school and community. Rules and expectations apply to both student participants and observers. Students are expected to submit to the authority of all school-designated officials at athletic contests. Please follow these general guidelines:

- Practice good sportsmanship at all times
- Cheer for our team, not against the other team

- Negative cheers or comments to an opposing player, coach, or official are not acceptable. Violators will be suspended from athletic contests indefinitely.
- Respect the right of all patrons to watch the game with an unobstructed view
- Students who leave the contest will not be readmitted

**Student Support Team:** There may be times during the school year when the concerns surrounding an individual student warrant a meeting involving teachers, parents/guardians, counselors, and the administration. These meetings are referred to as Student Support Team (SST) meetings, and they can be initiated by anyone concerned about the student’s progress – including the student. **For more information, call 221-6808, ext. 5411.**

**Supplies and Materials:** Each student is expected to come to class prepared with necessary books and supplies, including this student handbook.

**Telephone Calls and Messages:** We ask all families for their cooperation in taking care of personal business before and after school. **Office staff cannot take or deliver messages during the school day.** However, we do understand that family emergencies arise, and we will gladly assist you in these situations. For your student’s safety, anyone desiring to contact a student at SWHS/SWA must be listed on the student’s enrollment information as an official contact person.

**Traffic Safety Education (TSE):** TSE is offered through SWHS/SWA as a service to the community. It is not a regular high school course offering; therefore, a fee is charged. The course is scheduled before and after regular school hours and there is limited space. Information about the sessions offered (including dates) is available on the wall across from the ASB/Athletic window, in the course guidebook, or in the main office. Selection of students is based upon receipt of the application for the course and the student’s date of birth. A summer session is also available.

**Visitors:** Requests to bring a visitor on campus will be considered for approval only under circumstances where the visit is deemed an enhanced educational experience. Students wishing to arrange for a visitor must complete and submit a visitor request form **two days prior to the visit.** Upon approval, visitors must check in through the main office on the day of their visit.

- **No person may visit, enter, or remain** on a public-school campus without the express consent of the administration. Persons without such permission who insist on remaining on campus after a verbal warning, or who return following such warning, will be referred to the legal authorities for prosecution on charges of criminal trespass and/or creating a disturbance.
- No student visitors (including alumni or recent graduates) are allowed on campus for “lunch only” or “passing period only” visitations. This rule assists us in maintaining a safe environment during unstructured time. Alumni should only visit for specific educational purposes, and such visits must be coordinated through the main office two days prior to the anticipated visit.

**Web Pages:** The school and district have a web page located on the Internet at:

<https://swhs.sw.wednet.edu>

<https://swms.sw.wednet.edu>

## **13 CODE OF CONDUCT**

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7-12 Campus students are expected to be mature individuals who assume responsibility for their own actions. Responsibility requires integrity. In the event of student conduct code violations, it will be the intention of the staff to treat each individual with

dignity and respect with regard to disciplinary action. Students who violate the code of conduct shall be subject to the appropriate disciplinary action as outlined in this document. Repeated violations will result in

proper staff and parent/guardian intervention to determine appropriate corrective measures.

SWHS/SWA/SWMS discipline is reasonable, consistent, and progressive. Students who do not respond to counseling and lesser forms of discipline will be subject to suspension and or expulsion from school. In general, students may be suspended for the following offenses: assault or battery, theft, extortion, possession of contraband substances or articles, unethical behavior, threats, defiance, profanity, or insubordination.

The number of offenses used to determine whether a student is a “repeat” offender will be calculated using the reasonable judgment of the administration and the general guidelines in this handbook. **IN MOST CASES THE DETERMINATION OF “REPEAT OFFENSES” WILL SPAN YEARS, MEANING STUDENTS DO NOT “START OVER” EACH YEAR.** This means progressive discipline will be applied accordingly. However, regardless of where a student is placed in the progressive discipline continuum, our goal is to use positive interventions when possible to achieve a change in student behavior and, ultimately, student success.

Students and parents/guardians should be aware that this code of conduct only describes the most common and most serious problem areas. At any time, a staff member may counsel a student regarding a specific inappropriate behavior. We urge you to carefully read the information provided in the code of conduct so you have a good understanding of our expectations for student behavior. This basic code of conduct is intended to foster an orderly learning environment and a school of which you can be proud.

Administrators may make general searches of all student desks or storage areas without prior notice to students. An individual student, his/her property (including cell phones), locker, and vehicle parked on campus may be searched by school district employees if there is a reasonable, individualized suspicion the search is related to the discovery of contraband or other evidence of a student’s violation of law or school conduct rules. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities. Items that are used to disrupt or interfere with the

educational process may be temporarily removed from a student’s possession.

Codes:

- Discipline (D)
- Restorative Conference (RC)
- Risk Assessment (RA)
- Restitution (R)
- Restriction/Loss of Privileges (LP)
- Police Contact (PC)
- Substance Assessment (A)
- Short-term Suspension (STS)
- Long-term Suspension (LTS)
- Emergency Expulsion (EE)
- Expulsion (E)
- Confiscation for Day (CD)
- Confiscation Return to Parent (CP)

## 14 ACTIVITIES NOT ALLOWED AT ANY TIME

Serious Misconduct (Specified in RCW 28A.600.015 (6)(a)-(d):

Any conduct which materially and substantially interferes with the educational process is prohibited. However, the following infractions have been judged to be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school (s) that students may be subject to an emergency expulsion and/or suspension (short term or long term) for a first-time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline if they so decide. This may include restitution for property damage or loss and/or restitution to victims if appropriate. All of the following acts are specifically prohibited on school grounds, school-sponsored transportation, (including authorized school bus stops), at school events off. *Behavior that adversely impacts the health or safety of other students or educational staff* is considered serious misconduct. **RCW 28A.600.015 (6)(a)-(d)** Please see the [Procedure 3241P](#) linked here for a detailed list of behaviors that are considered exceptional./serious misconduct which includes:

Violation	Definition	Minor / Initial	Moderate/ Repeated	Severe/ Persistent
Arson	Lighting a fire, causing any fire to be started, or setting fire to school property. This also includes falsely setting off a fire alarm.	EE/STS/ PC/R/LP	EE/LTS/ PC/R	EE/E/ LTS/ PC/R
Assault	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	EE/STS/ PC/LP	EE/LTS/PC	EE/E/ LTS/ PC
Dangerous Weapons and Other Unsafe Items	Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities.	EE/D/STS/ PC/LP	EE/STS/ LTS/PC	EE/E/ LTS/ PC
Drugs/Alcohol Possession Use Paraphernalia	Possessing, using, or being under the influence of drugs/alcohol before at- tending school, on school grounds, on school transportation, or during school sponsored events on or off campus. This includes inhalants, prescription drugs beyond a daily dose, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Possessing paraphernalia includes any item that can be used to ingest or conceal drugs or alcohol.	EE/STS/ A/PC/LP	EE/STS/ LTS/A/PC	EE/LTS/ RA/PC

Drugs/Alcohol Sell, Buy, Transfer	Transferring, selling, sharing, or solicitation of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.	EE/STS /A/ PC/LP	EE/STS/ LTS/A/PC	EE/LTS/ RA/PC
Firearms/ Explosive Devices	Possessing, threatening to use, or using a firearm on school property, school- provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which a projectile may be fired by an explosive. It also includes any form of explosive or gas device.	EE/E/ PC/LP	EE/E/PC	EE/E/PC
Harassment, Intimidation, Bullying	Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical  act: physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.	D/RC/LP	EE/STS	EE/ LTS
Illegal Acts	An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.	EE/STS /PC /R/LP /RC	EE/STS/LP/ LTS/PC/R	EE/E/ LTS/ PC/R
Immediate Danger and Disruption	Engaging in behavior such that the student's presence poses an immediate and continuing danger to the student (including harm to self/suicidal ideation), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process.	EE/ D/PC /RC	EE/STS /A/ PC	EE/LTS /E/A/ PC
Sexual Harassment	Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including: offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.	D/RC/LP	EE/STS /PC	EE/LTS /PC

Threats	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.	D/RC/LP	EE/STS /A/ PC	EE/LTS /A/ PC
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### 14.1 OTHER FORMS OF MISCONDUCT

Other forms of misconduct including but not limited to those listed below may result in corrective action ranging from possible suspension, expulsion, restitution, or referral to law enforcement authorities or other agencies depending on the severity of the offense.

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Severe/ Persistent
Academic Dishonesty/ Plagiarism	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	D/RC/LP/  LOSS OF CREDIT ON ASSIGNMENT	D/RC/LOSS OF CREDIT ON ASSIGNMENT / FINAL GRADE MAY BE DROPPED 1 LEVEL	STS/LTS/LOSS OF CREDIT ON ASSIGNMENT  LOSS OF CLASS CREDIT
Alteration of Records	Falsifying, altering, or destroying a school record or any communication between home and school.	D/LP	EE/STS	EE/STS
Attendance/ Truancy/Tardy	Being absent or tardy from classes without an approved excuse.	D/RC/LP	D/RC/LP/ BECCA	D/RC/LP/ BECCA
Closed Campus	SWHS/SWA/SWMS/SWES—North and South Campuses are closed campuses. Once students arrive by bus, or private vehicle, they are to remain on campus until the end of the school day. Students leaving school early for any reason must check out through the attendance office. Failure to do so will result in disciplinary action.	D/LP	D/ LP	D/LP/STS
Disruptive Conduct - Behavior/PDA	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Including, but not limited to, profanity, insubordination, non-compliance, excessive public displays of affection and disrespect.	D/RC/LP	EE/STS/PC	EE/LTS/PC
Dress Code	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material disruption of the educational process at the school. Dress or appearance that contains profanity; degrades a sex, race or creed; promotes condones or glamorizes drugs, alcohol, tobacco, violent behavior, gang activities or sex is not	CHANGE CLOTHES/LP	D/RC + CHANGE CLOTHES	EE/STS

	allowed. Sunglasses shall not be permitted to be worn at any time inside the buildings.			
Driving/Parking Infractions	The act of driving in a dangerous or unsafe manner or otherwise putting the safety of others or themselves at risk. This also includes parking in areas that are not designated for student parking. Violations will result in loss of driving privileges. Cars parked illegally will be subject to being towed.	D/R/LP	D/R/LP/PC	D/R/LP/PC/STS
Endangerment of Others	Acting in a manner that endangers students, staff, or community members, including but not limited to the use of skateboards, roller blades etc.	D/RC /LP	EE/STS/PC	EE/LTS/PC
Extortion/Blackmail and Coercion	Extorting or attempting to extort any item, information, or money.	D/RC /LP	EE/STS	EE/LTS
Fighting	Engaging in or provoking a physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.	D/RC /LP	EE/STS/LTS	EE/LTS
Forgery	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects.	D/RC /LP	EE/STS	EE/STS
Gambling	Engaging in games of chance that involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.	D/RC /CD/LP	EE/STS/CP	EE/STS/CP
Gang Activity	Engaging in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership that, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.	EE/D /PC/LP	EE/STS/PC	EE/LTS/E/PC
Hazing	Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.	EE/D	EE/S	EE/LTS/E
Interfering with School Investigation	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.	D/RC	EE/STS	EE/STS
Lying	Telling or writing untruths to staff.	D/RC	STS	STS

Restricted Area/Out of Bounds	The following areas are considered restricted, and students are not to be in these areas during the day, at any time, without prior permission: all parking lots, any area behind the school, football stadium, track, baseball fields, dugouts and surrounding areas, community parks, any wooded areas, tennis court areas, or other areas as designated or communicated through the bulleting or other formal modes of communication.	D/ RC/LP	D/LP	STS/PC
Prohibited Use of District Network and Digital Resources	Using the District network for commercial, political, illegal, in- decent, disruptive, or personal entertainment use as defined in the Student Acceptable Use Procedures (AUP). This includes any attempt to defeat or bypass the District’s Internet filter or conceal Internet activity (e.g. proxies, https, special ports, modifications to district browser settings, logging into a remote computer from the District network, and any other techniques designed to evade filtering or enable the publication of inappropriate content).	D/R/LP	EE/STS /PC/R/ LP	EE/LTS /PC/R/ LP
Theft/Robbery	Stealing school district property or the property of a staff member, student, or school visitor. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another’s property by force or threat of force.	D/R/RC	EE/STS/R/PC	EE/LTS /R/PC
Tobacco and Smoking Paraphernalia	Possessing, using, or distributing of any tobacco product, or chemicals, devices (e.g. e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances or is used in conjunction with smoking (e.g. Matches and lighters)..	D/ DIVERSION	STS/ DIVERSION	STS/A
Unauthorized Use of Cell Phones or other Electronic Devices	Using cell phones and other personal electronic devices in class- rooms/during the school day without authorization.	CD/CP	CP	D/CP
Unauthorized Use of Equipment	Using computers and other equipment (cameras, audio recorders, etc.) during the school day without authorization. Photographs, video, and audiotapes may not be shared or published without permission. Inappropriate materials or websites may not be accessed or displayed.	CD/CP	STS/CP /LP	LTS/CP /LP
Vandalism/ Destruction of Property	Intentionally destroying, damaging, or defacing school or personal property. This includes tampering with equipment or supplies or displacing property.	RC/R/D	EE/STS/ R/PC	EE/LTS/ R/E/ PC
Vulgar or Lewd Conduct / Profanity	Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures,	D/RC	EE/STS	EE/STS

	photographs, and drawings, including electronic communication.			
Willful Disobedience, Failure to Cooperate, and Disrespect	Repeatedly failing to comply with or follow reasonable, lawful, directions or requests of teachers or staff. This includes non-compliance, defiance, and disrespect.	D/RC	EE/STS	EE/LTS

## 15 DISCIPLINARY ACTION

7-12 Campus employs the use of progressive discipline in the assignment of consequences, meaning that consequences for violations will be incremental under normal circumstances.

### 15.1 TEACHER ASSIGNED DISCIPLINE

Students are expected to comply with the disciplinary assignments of their teachers. Refusal to cooperate with the reasonable requests of the teacher will result in more serious disciplinary actions being imposed by the administration.

### 15.2 ADMINISTRATIVE DISCIPLINE

**Community Service (CS):** This service takes place after school and results in a student being assigned a clean-up or work task by one of our custodians. Students will be given an appropriate amount of days to complete the number of community service hours they have been assigned. The assigned custodian must “sign off” on all completed hours and student must then return signed CS referral to the office. Community service may be converted to “Detention” if no valid community service is available.

**Detention:** Students are required to complete a 1.5-hour detention after school. Students will be assigned to a classroom after school, and they may work on homework. However, the supervising teacher and/or a custodian may use students in detention to assist them with cleaning tasks.

**In-School Suspension (ISS):** In-School Suspension is the removal of a student from the general population; however, the student is retained at school. ISS is always for a short period of time and is generally the last step before a home suspension.

**Restitution:** Is an attempt by an offender to tangibly make things right with the person they offended or repair/replace damaged or missing items. Restitution may be applied to reduce a consequence or as an additional requirement or condition to a consequence. The following questions represent the criteria used to evaluate restitution: Is it seen by the victim as being sufficient? Does it require effort on the part of the offender? Will it keep something like this from happening again?

**Short Term Suspension:** For more serious or repeated violations, students may be excluded from school for up to ten school days. Students suspended from school must remain off the SWHS/SWA campus and all other South Whidbey School District campuses and may not attend any school functions before or after school hours. (WAC 180-40-245, Board Policy # 3241)

**Long Term Suspension:** For very serious or repeated violations, students may be excluded from school for more than ten school days to include the duration of the semester. Students on long-term suspension must remain off the 7-12 campus and all other South Whidbey School District campuses and may not attend any school functions before or after school hours. (WAC 180-40-260, Board Policy # 3241)

**Emergency Removal:** A student will be removed from class and sent to the office if their presence is deemed to pose an immediate danger to the student, other students, school personnel, or is an immediate and continuing threat of substantial disruption to the class, subject, activity, or educational activity they are involved in.

**Exclusion:** When a situation arises where a student's behavior gives cause to believe that their presence poses an immediate and continuing danger to the student, other students or school personnel, or is an immediate and continuing threat of substantial disruption to the classroom or the educational process, the student may be immediately removed from school for up to 10 days. (WAC 180-40-290, Board Policy # 3241)

**Expulsion:** For extremely serious or repeated violations, students may be permanently excluded from school and all school activities. (WAC 180-40-275, Board Policy # 3241)

**SWMS Cell Phone Policy:** TBD. The policy will be updated.

## 16 ATHLETIC CODE

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In addition to basic school rules, athletes are required to adhere to additional guidelines and/or be subject to additional sanctions for rule violations. **Additional guidelines, as well as the consequences for violating the code, are outlined in greater detail in the actual athletic code document that each athlete receives and signs.**

1. **Academic Eligibility:** To be academically eligible, a student must have had a 2.0 GPA for the previous semester and must have passed all full-time classes. Students currently below a 2.0 GPA and/or failing one or more subjects will be placed on probation.
2. **Substance Abuse:** Possession of, use of, and/or traffic in tobacco, alcoholic beverages, controlled substances, and legend drugs, including anabolic steroids is forbidden. Also, any student found by the school district to have violated the drug codes of the district will be subject to school discipline as well as being referred to the appropriate law enforcement agency.
3. **Attendance at activities where illegal drugs and/or underage drinking** are present is strictly forbidden. Students should leave immediately when they become aware of the illegal activity. This includes underage alcohol consumption. Students who violate this provision will receive one to three weeks suspension from interscholastic contests as determined by the athletic director and/or administrator. Any additional violations of this provision would result in progressively increased exclusion from interscholastic contests.

## 17 ATTENDANCE POLICY

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The 7-12 faculty considers regular attendance to be a necessary and vital part of learning and course mastery. We continue to support District Policy No. 3121 requiring students to attend school regularly. Primary responsibility for regular attendance rests with the student and his/her parent or legal guardian.

When a student is absent from class, the parent/guardian is responsible to inform the school in two ways:

1. On the morning of absence, call the attendance line (360-221-0937) by 8:30 a.m. Please give student name, parent/guardian name, phone number, dates, and reason for absence.
2. On the day student returns to class, send a note with your student. Please give student name, parent/guardian name, phone number, dates, and reason for absence, with your signature.

The attendance line – (360) 221-0937 – is available 24 hours a day!

Absences that are not verified on or before the day a student returns to class, will be marked as truant. If the absence is cleared within 48 hours by the parent/guardian writing a note (per point 2 above), the truancy will be dropped. Truant students will be assigned appropriate discipline.

### **17.1 ABSENCES FALL INTO THREE CATEGORIES AT 7-12 CAMPUS:**

1. **EXCUSED** absences are those; recognized by the school, as valid reasons for missing class (as per District Policy No. 3122):

- Illness, health conditions
- Medical/dental appointments

We highly recommend that students obtain a note from their medical/dental provider, whenever they have an appointment.

- School approved activities, such as sporting and music events, academic competitions, and field trips.
- Family emergencies, such as a death in the family or hospitalization
- Religious observances
- Court dates or appointments as required by law

(This does not include visitations that should be done outside of school time.)

- Those pre-arranged absences which fall into the categories listed immediately above

See section below for details of **pre-arranged absences**.

- Disciplinary actions, assigned by the school

**MAKE-UP WORK:** Teachers are required to provide make-up work.

2. **UNEXCUSED** absences are those authorized by the parent/guardian but **not** recognized by the school district as a valid reason for missing class (per District Policy No. 3122). Family vacations or trips can fall into this category.

**MAKE-UP WORK:** Teachers are not required to provide. Make-up work is at teacher's discretion.

3. **TRUANCY** is an absence without valid justification from a parent/guardian or from school staff.

**MAKE-UP WORK:** Teachers will not provide.

Like all schools in Washington State, SWHS/SWA/SWMS is bound by a State Law (RCW 28A.225.030) requiring school districts to inform juvenile justice authorities when a student accrues five (5) unexcused truant full day absences in a month or 10 full day absences in a school year. (A full day's absence is defined as missing one-half or more of the student's scheduled school day.) Students in this situation may be required to appear in court and may be ordered to serve court-appointed detention time for repeated attendance violations.

For any student that has repetitive attendance issues and/or 10 or more absences in any single term, SWHS/SWA/SWMS may require the student to sign an individualized attendance contract for the purpose of attending school regularly. Attendance contracts are very specific in nature and will name the consequence for failing to meet the terms of the contract.

All parents/guardians and students receive an update of the student's attendance record at time of grading. Upon receipt, parents/guardians and students must **review the attendance record for accuracy**. Please contact the attendance office *immediately* with any questions or concerns.

### **17.2 MISCELLANEOUS ATTENDANCE INFORMATION**

**PRE-ARRANGED** absences are personal absences of more than one (1) school day of which teachers have been made aware, such as appointments, family events, trips, etc. **College visits** (again, causing a student to miss more than one school day) must be pre-arranged and require proper follow-up documentation from the college(s) visited. Students get a pre-arranged absence form in the attendance office at least three (3) school days in advance. The form requires

signatures from student, parent/guardian, teachers, and administrator. Forms are available in the attendance office. Completed forms must be turned in to the attendance office. Pre-arranged absences may be either excused or unexcused in nature. **MAKE-UP WORK:** *If excused absence, teachers will provide make-up work. If unexcused absence, make-up work is provided at teacher's discretion.*

**NOTE:** School-sponsored events, including field trips, athletic contests, music events, or other absences created by approved school-sponsored functions, are automatically pre-arranged by the teacher in charge. Students do NOT need a pre-arranged absence form for these. Make-up work is a guaranteed privilege for school-sponsored absences.

**HOW TO OBTAIN MAKE-UP WORK:** Students are responsible to collect their own make-up work by contacting their individual instructors directly via e-mail or by leaving a message on the teacher's telephone extension. Please visit the high school website at [www.sw.wednet.edu/swhs](http://www.sw.wednet.edu/swhs) to obtain the e-mail addresses and/or telephone extensions.

**TARDINESS:** Defined as arriving up to five (5) minutes late to class, except for first period, which is 15 minutes. Students who arrive more than 15 minutes late for first period or five (5) minutes late for all other classes will be considered absent, unexcused, and in need of an admit slip from the attendance office. If this absence is not verified, the student will be considered truant and will be subject to discipline.

**Unexcused Tardies:** Students who acquire three unexcused tardies will receive school discipline and every two unexcused tardies after that will result in additional discipline.

**EARLY RELEASE (ER):** SWHS/SWA/SWMS is a closed campus, which means students are not allowed to leave campus without parent/guardian approval. Students leaving campus during the school day must have a permission slip signed by an office staff member.

If an emergency arises and previous arrangements have not been made for an absence, contact the attendance office as soon as possible so the absence does not remain a truancy, then send a note with your student upon their return to school.

If your student needs an early release (ER), please send a note with your student on the morning of the ER, stating the time for the early release and reason for the release. The student should bring the note to the attendance office **before** classes start in the morning to obtain an ER slip, allowing the student to leave class during the day.

If a student falls ill during the school day, they must report to the attendance office where attendance personnel will contact a parent/guardian to get permission for the student to leave.

**PROGRESS REPORTS:** Student progress reports for the current grading period will include detailed attendance reports. Parents/guardians should review the attendance report carefully with their students, and then call the attendance phone line if problems or questions arise.

**PROPER CHECK IN/OUT:** Students arriving late must check in through the main office. Students leaving early must check out through the main office before leaving campus. Failure to check out at the main office may result in Truancy.

# 18 IMPORTANT SCHOOL DATES

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## 18.1 NON SCHOOL DAYS

Aug 30/31	Staff Inservice
Sept 1	First Day of School
Sep 6	Labor Day
Nov 11	Veterans Day Observed
Nov 22, 23, 24	No School for K-8 (Conferences)
Nov 25 & 26	Thanksgiving Break
Dec 20 – Jan 2	Winter Break
Jan 17	Martin Luther King
Jan 28	Semester Break Day
Feb 21	President's Day
Apr 4-8	Spring Break
May 30	Memorial Day

## 18.2 WEDNESDAY EARLY RELEASE – STAFF DEVELOPMENT DAYS

September: 1, 8, 15, 22, 29	February: 2, 9, 16, 23
October: 6, 13, 20, 27	March: 2, 9, 16, 23, 30
November: 2, 10, 17	April: 13, 20, 27
December: 1, 8, 15	May: 4, 11, 18, 25
January: 5, 12, 19	June: 1, 8

**\*Half Days: Nov. 24 (Grades 9-12), Jan. 26 & 27 and June 10. Release time is 11:30 a.m.**

## 18.3 DATES TO REMEMBER

Sep 1	First Day of School
Nov 5	End of First Quarter
Nov 22, 23, 24	K-8 Parent/Teacher Conferences, (No School K-8)
Nov 24	No school K-8/Early Release for 9-12 Only
Jan 28	End of Semester
Apr 1	End of Third Quarter
June 13, 14, 15	Possible Snow Make-Up Days
June 4	High school Graduation
June 10	Last Day of School

## 19 SCHOOL BOARD MEETINGS

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The South Whidbey School District Board meets twice monthly. The monthly Board Workshop is held on the second Wednesday of each month at 6:30 p.m. in the Elementary School Community Room, if needed. The Board Workshop is generally used for more detailed discussion of issues, board business, building reports, staff presentations, etc. requiring more time than would be possible at the regular business meeting. Action may be taken at the Board Workshop/Business Meeting. The Regular Board Meeting is held on the fourth Wednesday of each month at 6:30 p.m. in the Elementary School Community Room. These meetings are used for board communications, business and administration. Action may be taken at these meetings.

Public participation is an integral part of successful schools. Meeting agendas are prepared by the board president and superintendent and are available on our web site prior to meetings. The community is encouraged to attend.

## 20 SCHOOL BUS SAFETY RULES & REGULATIONS

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While riding the bus, students are subject to ALL school rules. Additionally, they must adhere to the following bus rules:

1. The driver is in full charge of the bus and students. The students must obey the driver promptly and willingly.
2. Students shall ride their regularly assigned bus at all times, unless permission has been granted by the parent or guardian to ride a different bus. School authorities should verify with the drivers the availability of extra seating space, and will not issue bus passes for non-regular riders if it will overload the bus.
3. Unless by permission of parent or guardian, no student shall be permitted to leave the bus except at his or her regular stop. Notes issued by the parent/guardian or school authority are required for any student riding on a different route or getting off at a stop other than their regular stop. This note must include the student's full name, full address, and address of the stop.
4. Each student may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the bus driver.
5. Outside of ordinary conversation, classroom conduct must be observed.
6. Students are to assist in keeping the bus clean by keeping their waste paper and other trash off the floor. Students shall not throw any refuse out the windows.
7. Eating and drinking on a school bus is not allowed. At no time shall sunflower seeds or other seeds and nuts with shells be allowed on the bus. No gum chewing or candy with sticks is allowed aboard the buses.
8. No student shall smoke, light matches or lighters, or use any type of flame or sparking device while on the school bus.
9. Students shall not use vulgar or obscene language or gestures.
10. No student shall at any time extend head, hands, or arms or any part of his/her body out of the windows whether the school bus is in motion or standing still.
11. Students shall not have anything in their possession that may cause injury to another, such as sticks, skateboards, breakable containers, any type of firearm, weapon or laser pointers. Also, no straps, chains or pins extending from their clothing.
12. No animal, reptile, fish, fowl or insect of any type is permitted on the bus, except service dogs.
13. No student shall harass or intimidate another passenger or the driver.
14. Each student shall see that all books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport large items.
15. No student shall talk to the driver more than is necessary.
16. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the bus driver.

17. Students are to remain seated while the bus is in motion and are not to get on or off until the bus has come to a full and complete stop.
18. Students must leave the bus in an orderly manner. They shall not cross the highway without verifying that it is safe to proceed and until given consent by the driver. When boarding or leaving the bus, students must be in view of the driver at all times.
19. Students must cross the roadway or highway only in front of the school bus and never behind it.
20. Students must arrive at the bus stop at least 5 minutes early, and shall not stand or play on the roadway while waiting for the bus to arrive.
21. Self-discipline should be exercised by students at the bus loading area. Students shall refrain from pushing and shoving other passengers, or engaging in other safe activity.
22. Students who have to walk some distance along the roadway to the bus loading zone must walk, where practicable, on the left-hand side facing the oncoming traffic.
23. Students are not to run errands (i.e., checking the mailbox, etc.) between the bus stop and home.
24. In the event of an actual emergency, students must follow emergency exit procedures as established by the emergency exit drills.
25. School districts will be reimbursed for damage to school buses resulting from student misconduct.
26. Misconduct on a bus will be sufficient reason to discontinue providing bus transportation to students involved.
27. Teachers shall not send home, on the bus, with children: plants, animals or insects, holiday decorations, balloons, clay, scissors, glass or other sharp objects.
28. Any item carried which has wheels or rolls (skateboards, roller blades, skates, toys, etc.) must be contained in a bag or backpack while on the bus.
29. Absolutely NO CELL PHONE USE is permitted on the bus.

**A SEVERE INFRACTION OF THE SAFETY RULES AND REGULATIONS MAY BE CAUSE FOR IMMEDIATE SUSPENSION FROM BUS RIDING PRIVILEGES.**

## 21 SWHS & SWA BELL SCHEDULES

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### 21.1 REGULAR SCHEDULE:

First Bell	7:40 a.m.
Period 1	7:45 – 9:15 a.m.
Period 2	9:20 – 10:50 a.m.
Lunch	10:50 – 11:20 a.m.
Period 3	11:25 a.m. – 12:55 p.m.
3A	11:25 a.m. – 12:08 p.m.
3B	12:12 – 12:55 p.m.
Period 4	1:00 – 2:30 p.m.

### 21.2 EARLY RELEASE:

First Bell	7:40 a.m.
Period 1	7:45 – 8:35 a.m.
Period 2	8:40 – 9:30 a.m.
Period 3	9:35 – 10:25 a.m.
3A	9:35 – 9:58 a.m.
3B	10:02 – 10:25 a.m.
Period 4	10:30 – 11:15 a.m.
Lunch	11:15 a.m.
Buses	11:30 a.m.

### 21.3 WEDNESDAY RELEASE (NO ADVISORY):

First Bell	7:40 a.m.
Period 1	7:45 – 8:55 a.m.
Period 2	9:00 – 10:05 a.m.
Lunch	10:05 – 10:35 a.m.
Period 3	10:40 – 11:50 a.m.
3A	10:55 a.m. – 11:13 p.m.
3B	11:17 a.m. – 11:50 a.m.
Period 4	11:55 a.m. – 1:00 p.m.

### 21.4 WEDNESDAY RELEASE (WITH ADVISORY):

First Bell	7:40 a.m.
Period 1	7:45 – 8:45 a.m.
Advisory	8:50 – 9:20 a.m.
Period 2	9:25 – 10:20 a.m.
Lunch	10:20 – 10:50 a.m.
Period 3	10:55 a.m. - 12:00 p.m.
3A	10:55 a.m. – 11:25 a.m.
3B	11:30 a.m. – 12:00 p.m.
Period 4	12:05 p.m. – 1:00 p.m.

### 21.5 Two-Hour Delay:

First Bell	9:40 a.m.
Period 1	9:45 – 10:45 a.m.
Period 2	10:50 – 11:50 a.m.
Lunch	11:50 a.m. – 12:20 p.m.
Period 3	12:25 – 1:25 p.m.
3A	12:25 – 12:53 p.m.
3B	12:57 – 1:25 p.m.
Period 4	1:30 – 2:30 p.m.

PLEASE NOTE THAT ON A "REGULAR SCHEDULE" 3A/3B YEARLONG CLASSES ARE OFFERED AS A SPILT PERIOD AS FOLLOWS:

- MONDAY: 3A & 3B
- TUESDAY: 3A ONLY
- WEDNESDAY: 3A & 3B
- THURSDAY: 3B ONLY
- FRIDAY: 3A & 3B

## 22 SWMS DAILY SCHEDULE

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### 22.1 REGULAR BELL SCHEDULE

Period 1	7:45 – 8:55
Period 2	9:00-10:05

Period 3	10:10-11:15
Advisory	11:20-11:40
Lunch	11:45-12:10

Period 4	12:15-1:20	Period 3	9:45-10:40
Period 5	1:25– 2:30	Lunch	10:40-11:10
<b>22.2 WEDNESDAY BELL SCHEDULE</b>		Period 4	11:15-12:20
Period 1	7:45-8:40	Period 5	12:15-1:00
Period 2	8:45-9:40		

## 23 PARENT RIGHTS & IMPORTANT BOARD POLICIES

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### NOTIFICATION OF RIGHTS UNDER THE FAMILY RIGHTS AND PRIVACY ACT (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request

that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **23.1 PRIVACY INFORMATION:**

Student names and addresses have been designated as “directory information.” Washington’s public records disclosure law at RCW 42.17.250 through 42.17.348 requires that a school district must disclose this “directory information” to the military. Parents or adult students have the right to exclude student names and addresses from this release. Written requests to be excluded from directory lists provided to military recruiters must be completed by October 1 of each school year. Requests should be submitted directly to the building principal, school administrator, or school registrar.

### **23.2 EDUCATION OF STUDENTS WITH DISABILITIES (POLICY 2161):**

South Whidbey School District recognizes that students whose disabilities adversely impact educational performance and who require specially designed instruction can improve their educational performance when they receive special education and related services tailored to fit their needs. The district adopts the state’s full educational opportunity goal to provide students in need of special education services with a free appropriate public education.

### **23.3 REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES (POLICY 4210):**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

### **23.4 RECRUITMENT AND SELECTION OF STAFF (POLICY 5000):**

Staff are recruited and selected to assure that students grow and meet their full potential in district programs. Staff are highly effective, and have the necessary skills and experience to meet the learning needs of all students. The district works with teacher preparation programs, communicating the teaching skills, competencies, and experiences it considers of primary importance in its staff, and providing field experiences designed to train teachers to be able to improve student learning. Decisions about hiring, assigning, or transferring staff are based on maximizing the effectiveness of that staff member within the district’s programs.

### **23.5 EDUCATION OF STUDENTS WITH DISABILITIES UNDER SECTION 504 (POLICY 2162):**

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this policy even though they are not eligible for services pursuant to the Individuals with Disabilities Education (IDEA).

### **23.6 NONDISCRIMINATION AND AFFIRMATIVE ACTION (POLICY 5010):**

The South Whidbey School District #206 does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, 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 in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination: Affirmative Action/Title IX/ RCW 28A.640 /RCW 28A.642 compliance officer, Dan Poolman, [dpoolman@sw.wednet.edu](mailto:dpoolman@sw.wednet.edu), or Section 504/ADA coordinator, Jeff Fankhauser, [jfankhauser@sw.wednet.edu](mailto:jfankhauser@sw.wednet.edu), 5520 Maxwellton Road, Langley, WA 98260, (360) 221-6100.

### **23.7 DRUG-FREE WORKPLACE (POLICY 5201):**

South Whidbey School District No. 206 is a drug-free workplace. "Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

### **23.8 SEXUAL HARASSMENT (POLICY 6590):**

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

The South Whidbey School District Board of Directors sets policy for the district. Policies are periodically reviewed and updated and new policies are developed as needed. All district policies may be viewed at: [www.sw.wednet.edu](http://www.sw.wednet.edu), click on "School Board," then "Policies."

## **24 NETWORK/INTERNET USE TERMS AND CONDITIONS:**

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1. **Acceptable Use** - The use of your account must be in support of education and research, and consistent with the educational objectives of the District. **All use must be in accordance with the District's Responsible Use Procedures and Guidelines (Board Policy 2022P) and which you acknowledge having read and understood.**
2. **Privileges** - The use of the District's computers, network, and the Internet is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges and other penalties. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The District reserves the right to monitor and review all data stored on or distributed through its computers to ensure that the District's computer system is being appropriately used.
3. **No Warranties** - The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages you suffer, including, without limitation, damages resulting from loss of data due to corruption, delays, non-deliveries, mis-deliveries, service interruptions or any other reason. Use of any information obtained via the Internet is at your own risk, and the District specifically disclaims any responsibility for the accuracy or quality of information obtained through its services.
4. **Penalties for Misuse** - Violation of any of the District's conditions of Internet use is cause for disciplinary action, which may include any or all of the following, depending on the seriousness and/or recurring nature of any violations, as determined in the District's sole discretion and subject to collective bargaining agreements where applicable:
  - Verbal or written warnings;

- Suspension or revocation of network services;
- Other disciplinary and/or legal action.

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## 24.1 RESPONSIBLE USE POLICY 2022P

### A. PURPOSE

The purpose of the South Whidbey School District Responsible Use Procedure is to provide rules, guidelines, personal safety recommendations and the code of conduct for the use of technology, the district network and other connected networks including the Internet.

This Responsible Use Procedure (RUP) applies to staff, students and guests who utilize:

- District-owned technology on the SWSD network, on non-school networks and offline
- Non-District technology, including privately owned technology that is connected to the SWSD network or using non-district networks while on school property

### B. DEFINITIONS

#### **Technology**

Technology shall be defined as any electronic device that can use a network connection, process information, display information or store information for long-term retrieval and the software and services that are used by these devices.

This includes:

- All Internet services and shared network resources
- Desktop, mobile computers, tablets, phones and other handheld devices
- Videoconferencing, monitors, projection systems and telephones
- Online collaboration services, message boards, email and other messaging services
- Copiers, printers, peripheral equipment and external file storage devices
- Social media, web-based or Internet tools such as blogs, wikis, social networks, podcasts, or other Internet tools
- Additional technologies as developed

#### **Network**

The District network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The District reserves the right to prioritize the use of, and access to, the network. All use of the network must be consistent with efforts to enhance learning, support education and research consistent with the mission of the District and to provide support for district operations.

#### **Responsible Use**

South Whidbey provides access to technologies for all users (staff, students, and guests in some cases). Access to technology is a privilege, not a right, and as such, all users must seriously consider the responsibilities associated with the opportunity to use technology devoted to activities that support teaching and learning. The norms of behavior with regard to responsible use of technology are defined as Digital Citizenship. It is the responsibility of both SWSD staff and parents to help prepare students to be members and citizens of a digital society.

A digital citizen is one who:

1. Understands human, cultural and societal issues related to technology and practices legal and ethical behavior.
2. Advocates and practices safe, legal and responsible use of information and technology.
3. Exhibits a positive attitude toward using technology that supports collaboration, learning and productivity.
4. Demonstrates personal responsibility for lifelong learning.
5. Exhibits leadership for digital citizenship.

It is assumed that parents grant their child the right to access the network and have a desire to have their child use the Internet as an educational resource. Parents who do not want their child(ren) to have access and use the Internet must sign and return the opt out form that is made available to families annually.

Annually, students will receive grade level appropriate instruction on digital citizenship and Internet safety educating them about appropriate online behavior, using personal portable devices at school, interacting with other individuals on social networking websites, cyber-bullying awareness and response, and other relevant topics.

Annually, all staff must sign a Responsible Use and Internet Safety Agreement or take an online Responsible Use and Internet Safety course prior to using the network.

### **COPPA and Internet Tools Terms and Conditions**

The Children’s Online Privacy Protection Act (COPPA) is a federal law, enacted in April 2000, related to the online collection of personal information from students under age 13. COPPA makes it clear to website owners what they must include in their privacy policy, when they must seek consent from parents for a child under 13 to use their services, and what the website owner’s responsibilities are to protect the online privacy and safety of children. These rules apply regardless of whether the website is fee-based or not. COPPA does not preclude schools from acting as intermediaries between operators and parents in the notice and consent process, or from serving as the parent’s agent in the process of collecting personal information online from students in the school context when parents have provided permission for student Internet use. South Whidbey’s use and sharing of student data is solely for education purposes. District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

South Whidbey uses a variety of software systems in the classroom, including some that are hosted outside the District’s facilities in “the Cloud.” When used appropriately and thoughtfully, these tools can help create a rich, flexible and engaging learning environment for South Whidbey students. Additionally, an important part of students becoming good digital citizens is having opportunities to access materials in the Cloud and/or on the Internet in a responsible and effective manner.

South Whidbey supports COPPA and insists that websites the District uses adhere to this law. It is important that all South Whidbey staff members who work with children be aware of and follow COPPA and other state and federal regulations related to student Internet access and related data use. Staff using web-based tools shall be aware of the Terms of Use and Privacy Policies for those systems. Staff, who want to use “outside” resources with students, shall obtain approval prior to use from the Technology Department. Depending on the nature of the resources and how they will be used with students, it may be necessary to obtain approval.

### **C. GUIDELINES**

#### ***Responsible use by students, staff and guests shall include the following:***

1. Creation of files, digital projects, videos, web pages and podcasts using network resources shall be in support of educational activities;
2. When participating in blogs, wikis, bulletin boards, social networking sites and groups, and the creation of content for podcasts, e-mail and web pages that support educational research, users will create online names that are appropriate and use appropriate language/content in all online posts;
3. Student and Staff use of the network for incidental personal use shall be in accordance with all District policies and procedures. Such incidental work, while not prohibited, will not be provided any additional staffing resources to support or enable;
4. Connection of personal electronic devices (wired or wireless) including portable devices with network capabilities to the District network using SWSD credentials. Students will only use personal electronic devices on the District’s network at the discretion and approval of their teacher, school building staff and/or administration.

Connection of any personal electronic device to the District network by any person is subject to all guidelines in this document;

5. Users will help maintain a safe computing environment by notifying appropriate campus or district officials of inappropriate behavior, vandalism, vulnerabilities, risks and breaches of SWSD policy involving technology. If the user is uncertain whether an activity is permitted or appropriate, he/she will ask a teacher/administrator before engaging in that activity.

### **Network Security and Privacy**

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account, must not share their account password, must not use the account of other users, and must exercise responsible password management.

### **Internet Safety**

#### 24.1.3.3.1 Personal Information and Inappropriate Content:

1. Students and staff should not reveal personal information, including a home address and phone number on websites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium;
2. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
3. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to District policy; and
4. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

### **Use of Social Media and Web-based Tools**

Online communication is critical to students' learning 21st-century-skills. Social media, web-based or Internet tools such as blogs, wikis, social networks, podcasts, email or other Internet tools offer an authentic, real-world vehicle for student expression. Examples of social media include, but are not limited to Facebook, Twitter, YouTube, Google+, Instagram, LinkedIn and Flickr. The District's primary responsibility to students is their safety. The District holds staff and students, using these tools to the same responsible use, terms of agreement, standards and expectations and must follow all established Internet safety guidelines. When these tools are used by staff or students with District resources, while on district property or while acting as a representative of the District, the District reserves the right to monitor appropriate behavior and adherence to instructional guidelines. Anything deemed to be inappropriate will be subject to deletion. The District may also take other disciplinary actions as appropriate.

The District will provide all secondary students and many elementary grades with free email service for educational purposes only. These students will be offered email accounts managed by the District using an Internet-based service. These accounts are offered to students to provide consistent and reliable communication with their respective teachers and staff members. Use of these email accounts is subject to the same conditions and restrictions applicable to use of the District's network. Any references to email or electronic resources in this RUP shall incorporate Google Apps for Education email accounts.

The District maintains the right to withdraw account access should there be reason to believe that the account has been misused or that the individual has violated the District's policies or the responsible use guidelines. Violation of district policy or these guidelines by staff, students and/or guests may result in disciplinary action as well as revocation of network and computer access privileges.

## **Social Media for Personal Use by Staff**

### 24.1.3.5.1 Communication with Students:

In order to maintain a professional and appropriate relationship with students, district employees should not communicate with individual students who are currently enrolled in district schools on personal social media sites. Additionally, district employees should not communicate with students via social media tools in a manner that is not readily visible and accessible to the students' parents/guardians and the employee's supervisor. This provision is subject to the following exceptions: (a) staff communication with their own family members and (b) if an emergency situation requires such communication, in which case the District employee should notify his/her supervisor of the contact as soon as possible.

## **Guidance Regarding Personal Social Media Sites**

District employees should exercise caution and common sense when using personal social media sites:

1. Employees are prohibited from inappropriate online socializing with students or from engaging in any conduct on social networking Web sites that violates the law, district policies, or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline or termination, consistent with the District's policies, responsible use agreement and collective bargaining agreements, as applicable;
2. District employees are encouraged to use appropriate privacy settings to control access to their personal social media sites although there are limitations to privacy settings. Private communication published on the Internet can easily become public; social media sites can change their current default privacy settings and other functions. As a result, employees have an individualized responsibility to understand the rules of the social media site being utilized;
3. District employees should not "tag" photos of other district employees, district volunteers, district contractors or district vendors without the prior permission of the individuals being tagged;
4. Personal social media use, including off-hours use, has the potential to result in disruption at school and/or the workplace, and can be in violation of district policies and federal and/or state law;
5. The posting or disclosure of personally identifiable student information or confidential information via personal social media sites, in violation of these guidelines is prohibited; and
6. District employees should not use the District's logo in any postings or post district material on any personal social media sites without the written permission of a district administrator.

## **Copyright and Ownership of Work**

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately (School Board Policy 2025 and 2025P Copyright).

Work created by employees as part of their employment is considered property of the District under the terms of "work made for hire." The District owns any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under such agreement with the District, the work will be considered the property of the District. Staff members shall obtain a student's permission prior to distributing his/her work to parties outside the school.

#### **D. UNACCEPTABLE USE AND PREVENTATIVE MEASURES**

The guidelines for responsible use are in place to protect users and systems from harm. Unacceptable use is prevented through the implementation of filtering and monitoring systems and training on topics such as digital citizenship and responsible use of technology. When these guidelines are not followed and unacceptable use occurs, the District shall impose disciplinary action.

##### ***Examples of unacceptable use:***

1. Use for personal gain, commercial solicitation or compensation of any kind;
2. Actions that result in unapproved liability or cost incurred by the District;
3. Downloading, installing and use of games, audio files, video files or other applications for anything other than in the support of educational research;
4. Support or opposition for ballot measures, candidates and any other political activity;
5. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools or any other activities that would damage, hinder or alter the use of District technology without permission;
6. Unauthorized access to other district computers, networks and information systems or unauthorized use of district-managed accounts on other systems;
7. Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
8. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
9. Accessing, uploading, downloading, storage and distribution of obscene, offensive, pornographic or sexually explicit material;
10. Connecting unauthorized devices to the District network. Any such device will be confiscated and additional disciplinary action may be taken;
11. Publishing personal details for any user; making available personal schedules available for public viewing;
12. Making audio or video recordings of any user without their prior permission; and
13. Posing as someone else when online.

##### ***Filtering and Monitoring***

Filtering software is used to block and/or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a complete solution. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.

The District will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is appropriate and effective training followed by deliberate and consistent monitoring of student access to district computers. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the District. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Any attempts to defeat or bypass the District's Internet filter or conceal Internet activity are prohibited. This includes proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content. E-mail inconsistent with the educational mission of the District will be considered Spam and blocked from entering district e-mail boxes.

##### ***Video Surveillance***

In accordance with SWSD Policy 6610, the South Whidbey School District uses video surveillance on district property for the purpose of maintaining the health, welfare, and safety of students, staff, and visitors, and to protect district

equipment and facilities. The district may use footage from video surveillance for student disciplinary action. In addition, the district reserves the right to use footage from video surveillance for staff discipline or discharge, although this is not the primary purpose of video surveillance. In certain instances, video recordings may become a part of a student's educational record or a staff member's personnel record. The district will comply with all applicable state and federal laws related to record maintenance, retention, and disclosure.

### **Expectation of Privacy**

The District provides the network system, e-mail and Internet access as tools for education in support of the District's mission. The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

1. The network;
2. User files and disk space utilization;
3. User applications and bandwidth utilization;
4. User document files and folders;
5. E-mail and other electronic communications;
6. Internet access; and
7. Any and all information transmitted or received in connection with Network and email use.

Users of the District's network should not have any expectation of privacy when using the District's network. The District reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

### **Disciplinary Action**

Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network temporarily limited or terminated. The District may also take other disciplinary actions as appropriate.

All users of the District's electronic resources are required to comply with the District's policy and procedures (and agree to abide by the provisions set forth in the District's user agreement). Violation of any of the conditions of use explained in the District's online network user agreement training, Internet safety training, student handbook, Electronic Resources Policy and/or in this RUP would be cause for disciplinary action, including revocation of network and computer access privileges.

# 25 STUDENT HANDBOOK ACKNOWLEDGEMENT 2021-2022

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Please complete this page and show it to the homeroom teacher.

Student Name (Please Print): \_\_\_\_\_

Our signatures indicate that we have received, read, and understand the 2021-2022 South Whidbey High/Academy and Middle School Student Handbook

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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