

**Skykomish School District # 404**

**Home of the  
Skykomish Rockets**

# **Student Handbook**

**2015 - 2016**

**EVERYONE SUCCEEDS  
NO EXCEPTIONS & NO EXCUSES**

The Personal Copy of

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**WE ARE KIND; WE ARE RESPECTFUL;  
WE ARE RESPONSIBLE; WE ARE SAFE;  
WE ARE POSITIVE!**

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## **Belief Statement**

We believe the following:

- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- All students can learn, achieve, and succeed at their own individual levels.
- A safe, positive, and physically comfortable environment promotes student learning.
- Students learn to make decisions when given a supportive and challenging learning environment.
- Learning cultural diversity increases student understanding of different peoples and cultures.
- Students learn best when they have ample opportunity for success.
- Challenging expectations increase individual student performance.
- Students learn in different ways and it is a life long process based on individual abilities and achievements.
- Instructional practices should incorporate learning activities that take different learning styles into account.
- The process of growth involves risk, failure, change, problem recognition, and solutions.
- Teachers, parents, students, and the community share the responsibility for the support of the school's mission.

## **Mission**

Our mission is to provide a first class education to our students - to ensure that they meet or exceed Washington State and District educational standards; to prepare them fully for promotion to the next grade; and ultimately to position them for success in their communities and the world.

## **Vision**

- The Skykomish School continues to focus its energies and efforts to become a student-centric learning center which offers students a welcoming, comfortable, stable, safe, clean, organized environment, and a challenging, meaningful, rewarding, curriculum.
- The Skykomish School continues to strive towards healthy interpersonal relationships among all staff, students, and communities, and encourages active participation and individual responsibility among all.

## **Values/Beliefs**

Our values and beliefs for the Skykomish School District are:

- Students need to be challenged to reach high standards and expectations at their own individual levels.
- Individual differences, values, and perspectives in the diversity of our school and global communities need to be respected.
- Open and honest communication and collaboration are essential for a positive environment.

## **Expectations**

Our expectations for the Skykomish School District include:

- Graduates will be prepared for life after high school - academically, professionally, and socially.
- Instructional practices should incorporate learning activities that take different learning styles into account.
- A safe, positive, and physically comfortable environment promotes student learning.

## **Discrimination**

The Skykomish School District does not discriminate on the basis of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding non-discrimination may be directed to: Martin Schmidt-[mschmidt@skykomish.wednet.edu](mailto:mschmidt@skykomish.wednet.edu) - Superintendent, Title IX Officer and Civil Rights Coordinator 360 677-2623 x 101; Dan Bubar-[dbubar@skykomish.wednet.edu](mailto:dbubar@skykomish.wednet.edu)- Athletic Director 360 677-2623 x223; Karen McEachern-[kmceachern@skykomish.wednet.edu](mailto:kmceachern@skykomish.wednet.edu)- 504 Coordinator 360 677-2623 x 232. District Office 105 6th St North Skykomish, WA 98288 28A.640 and 28A.642 RCW."

## STUDENT RIGHTS

Each student has the right to:

1. Attend school and receive a free, high quality public school education.
2. Be in a safe and supportive learning environment.
3. Be treated with courtesy and respect by others.
4. Receive a copy of the student handbook.
5. Be informed about graduation requirements.
6. Be informed about the variety of classes, and have the opportunity to select elective classes.
7. Receive professional instruction.
8. Know the grading criteria for each subject.
9. Be informed of his/her educational progress.
10. Be notified in a timely manner of the possibility of failing a class.
11. Confidentiality in handling of their student records.
12. Receive guidance and advice regarding personal, social, and educational development.
13. Be accompanied by a parent or guardian at conferences.
14. Be free of harassment and bullying.

## STUDENT RESPONSIBILITIES

Each student is responsible for:

1. Attending school regularly and punctually, and making every effort to achieve in all areas of their education.
2. Being prepared for class with appropriate materials.
3. Following school rules, policies, and regulations.
4. Maintaining a school environment free of weapons, illegal drugs, controlled substances, and alcohol.
5. Behaving in a manner that contributes to a safe learning environment.
6. Reading and following the student handbook.
7. Sharing information with school officials regarding matters which may endanger the health and welfare of members of the school.
8. Being polite, courteous, and respectful towards others.
9. Showing respect for school property and the property of others.
10. Respecting yourself and others.
11. Using non-confrontational methods to solve conflicts.
12. Refraining from obscene and defamatory communications.
13. Bringing to school only those personal possessions which are safe and do not interfere with the educational process.

## **F.E.R.P.A.**

### **Confidentially Notification**

Skykomish School District #404 is required by Federal regulations titled, Family Educational Rights and Privacy Act (FERPA), to provide parents, and students over 18, annual notification of their FERPA rights. If a primary or home language other than English is required, the district will effectively notify them of their rights under this regulation. Parents and students (over 18) have the right to:

- 1. Inspect and review educational records within 45 days of the district receiving a written request that identifies the record (s) they wish to inspect.**
- 2. Request amendments of the student's educational records to ensure that they are not inaccurate or misleading.**
- 3. Consent to disclosures of personally identifiable information contained in the student's educational records.**

#### **EXCEPTIONS:**

- A) School personnel with legitimate educational interests.**
  - B) Another district where the student seeks to enroll.**
- 4. To file a complaint with the U.S. Dept. of Education concerning alleged failure by the District to comply with the requirements of FERPA contact:**

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington DC 20202-5920. Phone: (206) 260-3887. This notice is intended to comply with applicable requirements as published in 61 Federal Register 59291,59297-59298 and WAC 392-172-404.

## **Spirit of Skykomish**

Come on now Skykomish Rockets stand in line  
You'll get a victory every single time  
And all your classmates they will loyal be  
And all your teachers they will ever faithful be

For it's a fair fight that will win the game  
And bring glory to the Skykomish name  
Win or lose you know this fact is true  
And all the hometown crowd will always root for you

And even when the game is really tight  
We will stand for the Maroon and White  
And our loyalty will stand the test  
For we know Skykomish Rockets are the best.  
We are the best!!!!!!!

### **How To Help Your Child Be A Good Student**

**We offer the following suggestions that can help you improve your child's overall school performance.**

1. Help your child find a place, and set a time for studying.
2. Help your child preview materials to be read or studied before actually beginning to work.
3. Help your child to set specific study goals.
4. Teach your child to ask himself/herself questions regarding material to be studied to meet the goals.
5. Teach your child to look for and describe the main ideas of what has been learned.
6. Help your child draw conclusions and express opinions about what is learned.
7. Help your child test himself/herself on the material which has been learned.

### **How To Be An Active Partner In Your Child's Education**

**To help your child make the most of their school years, we recommended the following activities:**

1. Make sure your child eats well.
2. Make sure your child gets enough exercise.
3. See that your child gets enough sleep.
4. Check your child's hearing, vision, and overall health (including teeth) regularly.
5. Establish and enforce clear and consistent rules at home.
6. Review the school rules with your child and then support those rules with your child.

## Introduction

Welcome (back) to the Skykomish School. The school year will be exciting and rewarding if everyone works together to make it so. Skykomish High School offers students with varied interests and abilities courses and programs designed to help them grow academically, physically, and socially. There are elective programs, including Sno-Isle, as well as the traditional courses in English, Social Studies, Science, and Mathematics. Students at Skykomish High School can enrich their four years by becoming involved in student government, athletics, class-sponsored activities, and clubs, in addition to their academic classes. The Skykomish Middle and Elementary Schools are also looking forward to a challenging and rewarding year. This handbook is important. It should be read carefully, often, and saved. It explains rules, procedures, and expectations. For those who have questions, further information is available in the attendance office.

## I. Academic

### Washington State Learning Goals

The four state learning goals are:

- I. Read with comprehension, writes with skill, and communicate effectively and responsibly in a variety of ways and settings;
- II. Know and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history; geography; arts; and health and fitness;
- III. Think analytically, logically, and creatively, and to integrate experience and knowledge to form reasoned judgments and solve problems;
- IV. Understand the importance of work and how performance, effort, and decisions affect career and educational opportunities.

## Board of Directors

John Robinson, Chair  
Bill Atkinson, Director  
Mike Pierce, Director  
Danial Woodford, Director  
Allison Luker, Director

## Skykomish School Faculty

Superintendent.....	Mr. Martin Schmidt
Kindergarten, 1 <sup>st</sup> Grades.....	Mrs. Ann Walker
2 <sup>nd</sup> , 3 <sup>rd</sup> Grades.....	Mr. Dallas Robinson
4 <sup>th</sup> , 5 <sup>th</sup> Grades.....	Ms. Lanette Diaz
6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> Grades .....	Ms. Amanda Alexander
Art, U.S. History, Global Studies, and Yearbook ....	Mr. Tony Grider
English, Speech .....	Ms. Kay Knight
Physical Education, and Health .....	Mr. Dan Bubar
Mathematics, Science .....	Mrs. Kimberly McCullough
Special Services .....	Karen McEachern
Computers, Life Skills, Culinary Arts .....	Mrs. Marcia Dempsey
Counselor, Test Coordinator .....	Mr. Richard Dempsey

## Support Personnel

Business Manager.....	Mrs. Christina Daniels
Office Manager .....	Mrs. Cindy Pugh
Athletic Director.....	Mr. Dan Bubar
Nurse .....	Ms. Joy Dumont
Substance Abuse Counselor.....	Ms. Stacey McGrath
Para educators .....	Ms. Michelle Olin Ms. DeLana Slone Mrs. Patricia Partner Mrs. Allison Luker Ms. Becky Daly
Bus Drivers.....	Mr. Jim Sarno Ms. Michelle Olin Ms. Becky Daly
Cook.....	Ms. Terra Griffin
Custodian .....	Mr. Jim Sarno
Maintenance.....	Mr. Chad Musser
Community Liaison/Volunteer Coordinator.....	Mr. Bill Atkinson

## Running Start Students

Students who are enrolled in the Running Start Program may attend classes at a local Community College campus or by distance learning at the Skykomish High School. When in the Skykomish High School building, Running Start students shall be required to adhere to the following guidelines: 1) students shall be expected to abide by the Student Handbook, 2) students shall not be in the building to visit with other students, interrupting their educational day, 3) students shall follow common courtesy rules in interacting with all members of the staff and students, and 4) students shall behave so as not to disturb any class. Any Running Start student who fails to adhere to these guidelines may be denied access to the building at the discretion of the administration. A copy of the district alternative education plan may be obtained from the superintendent.

## Policy Relating to Correspondence Courses

Students may gain high school credits through approved correspondence studies. Any correspondence courses taken in place of a class offered at Skykomish High School will be paid for by the student's parents/guardians. A correspondence course needed for graduation that is not offered at Skykomish High School will be paid for by the school district after successful completion of the course. Students who have failed or received a "No Credit" in a graduation requirement course or have chosen not to take the class when it was available will have to pay the course fees, which will not be reimbursed by the school district. SENIORS MUST COMPLETE ALL CORRESPONDENCE CLASSES SUCCESSFULLY BY JUNE 1 TO BE ELIGIBLE FOR GRADUATION.

## High School Graduation Requirements

- Completion of 23 credits in required and elective courses
- Complete 100 hours of community service
- Complete High School and Beyond Plan
- Pass Reading and Writing High School Proficiency Exam (HSPE) and/or pass Smarter Balance English Language Arts
- Math - End of Course State Assessment and or pass Smarter Balance Math Assessment
- Culminating Senior Project

**Assessment Requirements for Certificate of Academic Achievement (CAA) / High School Diploma**

Subject	Classes of 2016	Classes of 2017 & 2018	Class of 2019
<b>English Language Arts</b>	Reading and Writing HSPes* - <b>OR-</b> 10th-grade ELA Exit Exam based on the Common Core** - <b>OR-</b> 11th-grade Smarter Balanced ELA Test**	10th-grade ELA Exit Exam based on the Common Core - <b>OR-</b> 11th-grade Smarter Balanced ELA Test	11th-grade Smarter Balanced ELA Test
<b>Math</b>	Algebra I/Integrated Math 1 EOC - <b>OR-</b> Geometry/Integrated Math 2 EOC - <b>OR-</b> Algebra 1/Integrated Math 1 EOC Exit Exam based on the Common Core** - <b>OR-</b> Geometry/Integrated Math 2 EOC Exit Exam based on the Common Core** - <b>OR-</b> 11th-grade Smarter Balanced Math Test**		11th-grade Smarter Balanced Math Test

Subject	Minimum state requirements	Minimum Skykomish requirements Class of 2016-2018	Minimum Skykomish requirements Class of 2019	Minimum requirements for public, 4-year colleges & universities	Recommended courses for highly selective colleges & universities
English	3 credits	3 credits	3 credits	4 credits	4 credits
Speech	1 credit	1 credit	1 credit		
Math	3 credits	3 credits	3 credits	3 credits (Advanced Math during senior year suggested)	3-4 credits
Science (two must be alg. lab based)	2 credits (1 lab)	3 credits (2 labs)	3 credits (2 labs)	2 credits	3-4credits
Social Studies	2.5 credits	3 credits	3 credits	3 credits	3-4 credits
World Language	0 credit	0 credit	0 credit	2 credit	3-4 credit
Visual or performing arts	1 credit	1 credit	1 credit	1 credit	2-3 credits
Health and fitness	2 credits	2 credits	2 credits		
Occupational education	1 credit	1 credit	1 credit		
Electives	5.5 credits	6 credits	4 credits		
PPR			3 credits		
<b>TOTAL</b>	<b>20 credits</b>	<b>23 credits</b>	<b>24 credits</b>		

Our school's requirements are higher than the state minimums. Class of 2019 State requirements increase to 24 credits.

Students must have a minimum 2.0 grade point average

Math must be Algebra II or higher.

Personalized Pathway Requirement (Class of 2019)

Personalized Pathway Requirements are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan that may include Career and Technical Education, and are intended to provide a focus for the student's learning. Possible courses could include Spanish, CTE or additional Art.

## High School or College Credit --Definition

WAC 180-51-050. As used in this chapter the term "high school credit" shall mean:

- 1) Grades nine through twelve high school programs. One hundred forty four to one hundred fifty hours of planned in-school instruction;
- 2) Student may receive high school credit for classes taken at the high school level in middle school;
- 3) Adult education level governed by WAC 180-51-050 (2);
- 4) College and university course work. At the college or university level, five quarter or three semester hours shall equal 1.0 high school credit.
- 5) 1 credit for 150 hours for outside activities when approved by the superintendent.

## Grading Period

A grading period is equal to one semester (18 weeks) of class attendance and participation.

## Add/Drop Class Policy

Students who wish to add or drop a class must obtain an Add/Drop form from the administration office and follow these procedures:

1. If the add/drop is processed within the first 2 weeks of the semester, a student may add/drop classes by obtaining both teachers' approval (signatures) on the add/drop form and turning it into the school counselor for final approval.
2. A student may only add/drop a class after the 10th day of the school semester with permission from the superintendent.

## Teacher/Office Aides

Students can earn up to 1.5 credits for being an aide during the four years of high school. Students may have a maximum of one aide class per year. Aide credits will be on a Pass/Fail basis only, and those do not count in the GPA for the honor roll or the honor graduate program.

## High Honors at Commencement

SHS initiated an honors graduate program beginning with the class of 1982. The criteria established provides a serious challenge to all students who want to strive for academic excellence. The honor graduates will be identified at graduation exercises with a gold honor cord signifying academic excellence. The following criteria will be used for the honor graduate program:

1. The student must maintain a cumulative 3.75 minimum GPA for gold and 3.5 minimum GPA for Silver.
2. The student must take a minimum of fourteen credits in the following subjects:
  - a. English
  - b. Social Studies
  - c. Foreign Language
  - d. Science
  - e. MathematicsGeneral Science and General Math are not included within these fourteen credits.
3. The student may take the remaining ten credits in other subject areas or in the subjects previously identified.
4. Only high school or college courses will be used for the honor graduate program in computing GPA and credits.
5. Teacher aide/office aide/library aide grades do not count in the GPA for the honor graduate program.

## District Grading Guidelines/Standardized High School Transcript

Grade (A) A= 4.0, A- = 3.7-- Certification of superior ability, extraordinary class preparation, and application of subject matter. It indicates a very high degree of initiative and originality. 90-100%

Grade (B) B+ = 3.3, B= 3.0, B- = 2.7-- Certification of high ability with better than average preparation and application of subject matter. It indicates that students can work successfully and independently of others. This grade is distinctly above average. 80-89%

Grade (C) C+ = 2.3, C = 2.0, C- = 1.7-- Certification of average ability with average class preparation. It indicates that the student has basic concepts of material covered, and with some suggestions can apply principles of the course. This is an honorable grade of standard achievement. 70-79%

Grade (D) D+ = 1.3, D = 1.0 -- Certification of probably less than minimum preparation. It indicates that the student cannot apply general principles of the course without constant assistance. This is the lowest passing grade. 60-69%

Grade (F) F = 0.0-- Certification that student has not advanced sufficiently in this field to follow intelligently succeeding courses involving similar subject matter. This grade is not acceptable for credit. 0-59%

Grade (I) -- Grade withheld pending completion of work. If work is not completed within 10 school days, "I" grades are recorded as "N/C" grades (no credit earned). More time is permitted only on recommendation of the subject matter teacher and approval of the superintendent.

P/F or S/U -Pass/Fail or Satisfactory/Unsatisfactory grade. Authorized for special assignment classes such as teacher aide.

W -- Student has withdrawn from class.

WAC 180-57-050 Definition Marking system. The student standardized high school transcript shall be based on marking/grading system that reports the marks/grades earned by students in courses.

The minimal passing mark/grade is D = 1.0. Pass/Fail, credit/no credit, and satisfactory/unsatisfactory marks may also be used; however, notwithstanding the provisions of WAC 180-57-055, these nonnumeric marks/grades shall be clearly identified and excluded from the calculation of grade point average. (Statutory Authority: RCW 28A.04.155. Order 18-84, 180-57-050, filed 12/10/84).

### Homework Policy

- Each teacher will set a due date for homework, and make sure it is clearly posted and understood.
- The work is due to the teacher on that date. (The teacher may further establish time lines, i.e. at the beginning of class, or first thing in the morning.)
- Penalties for late work will be at the discretion of the teacher.

### Class Standings

A high school student's class standing will be determined as follows:

Freshman	0 - 5.9	credits
Sophomore	6 - 11.9	credits
Junior	12 - 17.9	credits
Senior	18 or more	credits

### Class Advisors

Each class grades 9- 12 will be assigned an advisor. It shall be the advisor's responsibility to advise classes (i.e. class of 2015, 2016, etc.) on fund-raisers, interclass communications, and school policies. Senior graduation will be planned by the senior class advisor and seniors with approval from the superintendent. Seniors are encouraged to begin graduation planning early. The Skykomish School District does not support graduation trips or parties either monetarily or by policy. By law, ASB accounts may not be divided among class members.

### 2015-2016 Bell Schedule

#### High School & Middle School

#### Elementary

#### 1/2 Day Schedule

8:00 – 8:53	1 <sup>st</sup> Period	8:00 – 10:53	AM Session	8:00 – 8:51	1 <sup>st</sup> /4 <sup>th</sup> Period
8:56 – 9:49	2 <sup>nd</sup> Period	10:55 – 11:17	Specialty classes	8:54 – 9:45	2 <sup>nd</sup> /5 <sup>th</sup> Period
9:49 – 9:59	Break	11:20 – 11:50	Lunch	9:45 – 9:55	Break/Recess
10:01 – 10:54	3 <sup>rd</sup> Period	11:52 – 12:21	Specialty classes	9:55 – 10:46	3 <sup>rd</sup> /6 <sup>th</sup> Period
10:57 – 11:50	4 <sup>th</sup> Period	12:23 – 2:15	PM Session	10:49 – 11:30	Flex Period
11:50 – 12:20	Lunch / Recess	2:15 – 2:45	Flex		
12:23 – 1:16	5 <sup>th</sup> Period				
1:19 – 2:12	6 <sup>th</sup> Period				
2:15 – 2:45	7 <sup>th</sup> (Flex) Period				

### H. School & M. School (Friday)

8:00 – 8:45	1 <sup>st</sup> Period
8:48 – 9:33	2 <sup>nd</sup> Period
9:35 – 9:45	Break
9:48 – 10:33	3 <sup>rd</sup> Period
10:36 – 11:21	4 <sup>th</sup> Period
11:24 – 11:54	Lunch
11:57 – 12:42	5 <sup>th</sup> Period
12:45 – 1:30	6 <sup>th</sup> Period

### Elementary (Friday)

8:00 – 10:33	AM Session
10:36 – 10:57	Specialty Classes
11:00 – 11:30	Lunch
11:33 – 11:54	Specialty Classes
11:57 – 1:30	PM Session

## **II. Behavior**

### **Positive Behavioral Interventions and Supports (PBIS)**

Skykomish School is a Positive Behavioral Interventions and Supports (PBIS) School which follows the philosophy that all students can learn and have positive attitudes when they are supported by their environment. We support, encourage, and reward our students who exhibit positive behavior, and continue to help others who need more support in order to be successful. We have school wide expectations: We are Respectful, Responsible, Kind, Positive and Safe, and we encourage students and staff to strive to meet them. If a student has problems meeting these expectations, the teacher re-teaches the standard(s). If the student still needs more support, they can be referred to the Positive Behavior Support

Team, which will work with the teacher and student to establish strategies for his/her improvement. We work together, students and staff, to encourage and support positive behavior.

### **General Behavior Expectations**

The Skykomish School is committed to providing the highest quality education possible to its students. For this to happen, a safe and orderly environment must be established and maintained while exhibiting respect for all who come in contact with the school or its operations.

#### **Students:**

All students who attend the district's school shall comply with the written policies, rules, and regulations of the school, shall pursue the required course of studies, and shall submit to the authority of school staff, being subject to such corrective action or consequences as the school officials shall determine. See appendices, "Procedures for Students to Change the Handbook."

#### **Staff:**

Demonstrate respect for all persons in the school community, students, parents, and other staff.  
Begin school/class on time every day with purposeful activities.  
Set clear expectations for student achievement and behavior.  
Teach what students are expected to know and do.

#### **Parents/Guardians:**

Demonstrate respect for all persons in the school community, students, staff, and other parents.  
Send students to school/class every day on time and prepared to learn.  
Oversee student's work and always expect his/her best effort.  
Develop a partnership with the teacher to support the student's education. Know that the student is on course for graduation.  
Communicate regularly with the teacher regarding the student's progress and achievement. Review and understand the Student Handbook and school rules. Parents/guardians understand the student is expected to abide by these rules and regulations.  
These expectations are general in nature. Each teacher may have additional student expectations and will communicate those to students and parents.

### **Appropriate Dress**

In order for the Skykomish School to provide a safe and orderly environment that is free of harassment, disruption, and fear, certain dress code requirements have been established and shall be enforced. School clothing shall be neat, clean, and appropriate for classroom learning. Shirts and shoes must be worn at all times (no slippers or thongs/flip flops). Spaghetti straps, clothes that allow undergarments or bare midriffs, cleavage or backsides to show, chains, and personal

property displaying pictures, words, symbols, violent, obscene, offensive, racist, sexual, gang, drug/tobacco/alcohol related themes are examples of inappropriate attire/materials, and shall not be worn or be in possession at school. Based on these guidelines, staff will use their discretion to decide the appropriateness of student dress. Specific restricted clothing, attire, and styles include the following items and will not be allowed in school.

1. Hats, hair nets, hoods, sunglasses, goggles or any other headgear may not be worn in school except during after school (excluding the after school program) or athletic activities.
2. Any attire determined to be gang related, or which identifies a gang, may be interpreted as gang - related and/or creates a health and safety concern to the student, students, or school as determined by the superintendent.

### **Back Packs / Bags**

All backpacks and/or bags must be with the student or left in the student's locker. Lockers and locks are available for high school students. Students are not to share lockers or combinations.

### **Open Campus Policy Approved 7/29/15**

- Skykomish High School will have an Open Campus at lunch only.
- Students will be expected to follow all school rules for responsible behavior, and will be held accountable for their behavior in the same manner as they would while on campus, using the guidelines outlined in the student handbook.
- Students will be informed that violations of the Open Campus policy will cause a loss of Open Campus privileges.
- Teachers will report to the superintendent any student who has had any tardies to 5th period and each tardy thereafter.
- Parents of high school students will be notified of the Open Campus policy and given the opportunity to request that their child be allowed to participate in Open Campus lunch.
- The Open Campus Policy will be reviewed by the Board at the end of the 15-16 school year.

### **Discipline Procedures**

Our goal is to have all students' behavior fall within the GENERAL BEHAVIOR EXPECTATIONS. Realizing not all unacceptable behaviors can be specifically identified in written expectations; teachers will teach self-assessment and self-control by following the instructional discipline procedures:

1. Teacher develops additional behavior expectations for their classroom.
2. Teacher teaches classroom and school expectations.
3. Classroom expectations are made available to parents. Questions are encouraged.
4. When a discipline situation occurs, the following will be followed:
  - a. Student is made aware of inappropriate behavior.
  - b. Student identifies and displays a more appropriate behavior.
  - c. For repeated violations: Student experiences some in class sanction or consequence issued by the teacher.
  - d. Phone call to parent by teacher and student.
  - e. Referral to Superintendent/Principal, if necessary.

### **Disciplinary Options**

1. Conference with the student concerning acceptable behavior.
2. Time out.
3. Teacher assigned and monitored detention with parent contact within 24 hours.
  - a. Lunch detention
  - b. 30 - 60 minutes after school with one-day notice, or sooner with parent agreement.
  - c. Community/school service with parent agreement.
4. Teacher contacts parent regarding the student's continued violations.
5. Student referral:
  - a. Parent contacted by teacher

- b. Student is referred to the administrative assistant, counselor, disciplinarian, or administrator for disciplinary action. A referral will accompany the student or be sent as soon as possible.
- c. Further consequences will be determined by the administrator.
- d. Student misconduct of an extreme nature may require immediate action. The student may be removed from the classroom and directed to the administrator's office. A referral will accompany the student or be sent as soon as possible.

### **Electronics**

Personal electronic including cell phones may not be used in class. Students found to be using electronic devices during class will be dealt with in the following manner.

1st Offense: The device will be taken away until end of the day.

2nd Offense: The device will be taken away and given back when a parent comes to collect it.

3rd Offense: The device will be taken away and given back at the end of the school year.

### **Gym Activities Rules**

- 1. Students will not be in the gym except during PE and other organized/supervised activities.
- 2. Gym shoes with non-marking soles are required for any sports/athletic activity in the gym. Students who do not have gym shoes will not be allowed to participate.
- 3. Students must dress for PE in shorts or sweatpants, tee shirt or sweatshirt, gym socks, and gym shoes. Appropriate dress rules apply for PE clothes. (Page 13 Appropriate Dress).
- 4. Admission to team dressing rooms is restricted to coaches, managers, and squad members. Students are not to use any type of noisemakers in the gym. (Megaphones are to be used by cheerleaders only).
- 5. When the balcony is open, spectators are to remain seated in the balcony. Do not lean over or let your feet hang over the balcony railing.
- 6. No loitering or playing in doorways or halls.
- 7. Students may be on stage only when accompanied by a school district employee.
- 8. Parents are responsible for their children's behavior at after school activities; unruly children may be asked to leave.

### **Lunch Detention Process**

A teacher or staff member who witnesses behavior which requires discipline outside the classroom may assign a student Lunch Detention.

- 1. Teacher/staff member is to contact parents and inform them that the student has a lunch detention.
- 2. The teacher/staff member is to let the disciplinarian know that a student has lunch detention.
- 3. The teacher/staff member will contact the lunchroom.
- 4. Student Procedures
  - a. Student is escorted to the lunchroom by the teacher/staff member.
  - b. The student is to sit quietly in their assigned seat, and eat their lunch. The student will have 10 minutes to eat.
  - c. After eating lunch, the student will assist the cook in lunchroom clean up, performing tasks as assigned to include cleaning tables, sweeping the floor, removing garbage, and other tasks as assigned.

### **After School Detention Process**

After school detention is given for a third infraction in one week (7 days) or larger infractions. An after school detention also means that the student may not participate in any after school activities for that week (i.e.: sporting events, skiing, etc.)

- 1. Teacher is to contact parents and inform them that the student has an after school detention. They are to also let them know that they will need to arrange their own transportation for the student at 3:00 or 3:30, depending on the length of the detention. If the parent is unable to arrange for transportation, the student, with the parent's permission, will serve the detention, and will then have a supervised study period until departing school on the activities bus.
- 2. The teacher is to let the superintendent know that a student has after school detention.
- 3. Student Procedures
  - a. Student will report to the office after school.

- b. The student will perform disciplinary duties as assigned, including, but not limited to, litter pick up on school grounds, sweeping/mopping the gym floor, sweeping the sidewalks, simple maintenance tasks such as painting, etc., and/or assigned extra school work.

## **Suspension**

A fifth infraction in one week (7 days) results in a one-day suspension. Other egregious infractions may result in short term, or long-term suspensions. The superintendent will call the parents and inform them that the student has a suspension and may schedule a meeting with the teacher, student, and superintendent before the student returns to school. If scheduled, the student will not be able to participate in any after school activities until the meeting takes place.

## **Skykomish School District 24 : 7 Laptop Policy**

\* The ability of students to have access to a laptop or tablet at home will enable students to:

- Use their home study time more effectively
- Give students the ability to more effectively do homework and research.
- Give students the ability to word process their documents as opposed to handwriting

\* The District will provide a laptop for each high school student. Students will be able to use their laptop at home as well as at school.

\* The student taking home a device will be expected to care for and protect the security of the device in a responsible manner.

\* All devices will be returned and stored at the school for the summer.

\* All graduating seniors will be allowed to keep their laptop upon graduation.

\* It will be the responsibility of the superintendent to develop procedures that promote acceptable home usage and accountability of devices.

\* Should a device become lost or broken replacement will be made by the District at no cost to the student.

## **Skykomish R.O.C. and Roll (Rockets on Computers)**

Rock On!

### **Cleaning/Maintenance:**

1. Clean hands before using the laptops.
2. Always use two hands when carrying a laptop.
3. Work on a flat, clean surface free of water or food.
4. Wipe off outside of laptop before returning to the cart (wipes or disinfectant wipes)
5. Always plug in power source to laptop and check for charging light.

### **Saving Files:**

1. A file name can not be more than 16 characters or contain any of the following: ~ ' @ # \$ % ^ & \* ( ) - + = ] [ { } \ | ? / > . <

**In other words, no punctuation or symbols.** You can use any **letter**, (**capitals and lower case**) any **number**, and the **underscore** " \_ "

Examples: Kim\_Haiku\_06.doc or Team8\_space.ppt

2. When creating an iMovie or Garageband file remember to create it on the hard drive! It is best to first create a folder on the hard drive to keep all your media files. (aka Macintosh HD)

You cannot save into your network folder when creating your project. This runs over the wireless environment and the program will not work correctly.

**\*Please return cart to its home location and plug it in to charge for next user.**

## **Computer Misuse Rules**

Inappropriate use of school computers will result in possible discipline and sanctions up to, and including, expulsion and/or loss of computer privileges for the remainder of the year.

## **Public Display of Affection**

Under the definition of PDA students may hold hands, and give short hugs. Any prolonged contact beyond that is not permitted. PDA infractions will result in disciplinary action as appropriate.

## **Gum Chewing**

Gum chewing is at the discretion of each teacher in the Skykomish School. Infractions will result in appropriate disciplinary actions as determined by the teacher/staff member and the superintendent. If chewed, both gum and wrapper should be disposed of properly. Individuals who fail to follow these simple rules may lose their gum chewing privileges.

## **Kitchen/Food**

1. Students are not allowed behind the counter.
2. Students are not allowed to get in the refrigerator.
3. Food and drink is not allowed above the basement floor (except at sporting events)
4. Neither high-energy drinks nor sodas are allowed at school and should not be consumed before school.

## **Supplies and Preparation**

All teachers will publish a list of necessary supplies prior to the end of the school year. This list will be valid for the following year. This list includes, but is not limited to: books, calculators, shorts and t-shirts, etc. These lists can be found on the school website. [www.skykomish.wednet.edu](http://www.skykomish.wednet.edu).

## Skykomish School District #404 Discipline Policy

School jurisdiction and authority includes student conduct to and from school, as well as at school, or at any school sponsored activity on or off campus. **Also included in the school's jurisdiction is any off campus student misconduct which proves to adversely affect the discipline or general welfare of the school.** The following chart contains recommended consequences. Final disposition of discipline cases is at the discretion of the superintendent.

<p>IN ALL CASES WHERE SANCTIONS ARE IMPOSED, IT IS RECOMMENDED THAT PARENTS BE CONTACTED. EMERGENCY REMOVAL OR EMERGENCY EXPULSION MAY BE APPROPRIATE TO THESE OFFENSES.</p>	<p>School discipline which includes, but is not limited to: Conferecing, Counseling, Detention, School Services,</p>	<p>In-School Suspension (If provided)</p>	<p>Alternative Suspension Program (If provided)</p>	<p>Short - Term Suspension (1 - 10 days)</p>	<p>Long - Term Suspension (11 - 90 days)</p>	<p>Expulsion</p>	<p>Emergency Expulsions</p>
<p>1. Arson: Intentionally setting a fire. These are considerations: A. Extent of fire B. Intent C. Amount of Damage</p>							
<p>2. Assault: Physical threats of violence to a person Battery: Physical violence performed on a person. Length of suspension will depend on severity, circumstances, and degree of the assault or battery.</p>							
<p>3. Blackmail, Extortion, Coercion: Obtaining money, property, or favor by violence or threat of violence performed against persons, or forcing another to perform any act against his/her will by use of force or threat.</p>							
<p>4. Bus Offenses: (See Bus Transportation Handbook)</p>							
<p>5. Closed Campus Violations: Includes: physically leaving school grounds or the use of restricted areas. Board Policy 3242</p>							
<p>6. Criminal Acts as Defined by Law: Refer to Criminal Code, R.C.W., and WAC</p>							

Offenses:	School discipline which includes, but is not limited to: Conferencing, Counseling, Detention,	In-School Suspension (If provided)	Alternative Suspension Program (If provided)	Short - Term Suspension (1 - 10 days)	Long - Term Suspension (11 - 90 days)	Expulsion	Emergency Expulsions
<p>7. Dangerous Weapons:</p> <p>1. Apparatus or instruments used in a dangerous manner (e.g.: shooting staples).</p> <p>2. Possession of, or intimidation, or assault with a dangerous weapon (other than firearm) - knives, clubs, firecrackers, explosives, etc.</p> <p>3. Possession, intimidation, or assault with a firearm.</p>							
<p>8. Defacing, Misuse, or Destruction of Property: Defined legally as malicious mischief; intentional damage to school district property, or to property of others, including, but not limited to school district employees, visitors, or students. Restitution will usually be recommended.</p>							
<p>9. Defiance of School Authority, insubordination/disobedience: Refusal to obey the reasonable directions or requests of any school employee or volunteer working for the school. Includes the refusal to identify self.</p>							
<p>10. Threats or Intimidation.</p>							
<p>11. Disruptive Behavior: Includes: excessive talking, throwing objects, arguing with teacher, not coming prepared for class, insults, gambling, tardiness, verbal abuse, gang related behavior and dress, etc. Included are audio/visual devises which prove disruptive.</p>							
<p>12. Driving/Parking Offenses: Defined as the inappropriate use of an automobile in the school zone. The car may be driven or sitting parked on school property. Examples include: speeding, reckless driving, congregating around or in car, etc.</p>							
<p>13. Drugs/Narcotics/Alcohol or Similar Substances Intended to Modify Mood or Behavior:</p> <ol style="list-style-type: none"> <li>1. Possession or Use</li> <li>2. Sale or Distribution</li> <li>3. Possession of illegal drug paraphernalia</li> </ol> <p>Note: Penalties may be suspended if assessment requirements are met.</p>							

Offenses:	School discipline which includes, but is not limited to: Conferencing, Counseling, Detention,	In-School Suspension (If provided)	Alternative Suspension Program (If provided)	Short - Term Suspension (1 - 10 days)	Long -Term Suspension (11 - 90 days)	Expulsion	Emergency Expulsions
14. Fighting: Engaging in, promoting, and/or watching							
15. Forgery/Cheating/Plagiarism: The attempt to mislead, avoid detention, or gain materially through deceitful means.							
16. Inappropriate Dress: Refusal to correct will be classified as: Defiance of School Authority, or Disruptive Behavior, or Repeated Violations. <b><u>Send Home to change clothes/or change at school.</u></b>							
17. Intimidation/Harassment: Any behavior which creates a hostile environment and interferes with a student's emotional, social and/or academic success.							
18. Obscene or Inappropriate Language or Material							
19. Repeated/Cumulative Offenses: When any two discipline sanctions have been previously administered. (Not necessarily the same offense)							
20. Theft: Possession of another's property without that person's knowledge or permission.							
21. Tobacco: The use or possessing of tobacco or chewing tobacco is prohibited. 1st Offense- 2nd Offense- 3rd Offense-							
22. Truancy: Absent without school permission for any portion of the school period or day. 1st Offense 2nd Offense 3rd Offense  Note: Daily assignments, homework, and tests may not be allowed to be made up, thus affecting the student's academic standing. <b>(See BECCA Bill).</b>							

**Note: Violations of Law Require Notification of Law Enforcement.**

# Skykomish Harassment Policy

## Statement from the Directors

We, the Board of Directors and Superintendent for the Skykomish School District #404, are committed to ensuring a harassment-free environment. The Skykomish School District prohibits discrimination based on race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability. We are confident that we can all work together to eliminate harassment from the school and workplace.

## Skykomish District School and Workplace Harassment Policy

The Skykomish policy is to have a healthy, productive, harassment-free education environment where all employees, students, and the public we serve are valued and treated with mutual respect. Our goal is to provide and maintain an educational atmosphere that encourages each employee to develop positively towards personal goals without being subjected to harassment. Sexual harassment is illegal and will not be tolerated in any form. All individuals have the primary responsibility for maintaining conduct that is professional and supportive of this environment. To achieve this goal, the District Superintendent is the Title IX/504 Coordinator. The Superintendent can be reached at (360) 677-2623 ext 101. (Board Policy #6590, Adopted 01.25.99)

Staff, directors, and others will take all allegations seriously. They will take immediate action to investigate the incident, to resolve the situation, to protect the individuals targeted by the alleged harasser, and to take all reasonable steps to ensure that no further harassment or retaliation occurs. All staff, directors, and others shall receive training on prevention of harassment.

## Definitions

Sexual harassment is unwanted behavior of a sexual or gender directed nature.

Federal EEOC - Sexual Harassment is illegal in two arenas: the workplace and the school. One of the earliest definitions was issued by the Federal Employment Opportunity Commission on its "Guidelines on Discrimination Because of Sex" (29 C.F.R. Section 1604.11, 1980)

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

This behavior constitutes sexual harassment when one of these criteria is met:

Submission to such conduct is made either implicitly as a term or condition of employment. (Quid Pro Quo)

Submission to or rejection of such conducts used as a basis for employment decisions affecting an individual. (Quid Pro Quo)

Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment. (Hostile Environment)

Federal Title IX - Sexual harassment of students is an illegal form of sex discrimination under Title IX of the Education Amendments of 1972, which prohibits sex discrimination on the delivery of services or in the provision of benefits in education programs receiving federal financial assistance. It is based on the fact that such conduct constitutes differential treatment on the basis of sex. (34 C.F.R. Section 106.31)

*"No person on the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial assistance."*

## Title IX of the Education Amendments of 1972

### 20 U.S. C. Section 168 (a), P.L. 92-318

The Office for Civil Rights in the U.S. Department of Education has jurisdiction over sexual harassment in education. This jurisdiction includes students and employees. OCR issued this definition of sexual harassment in schools in 1981:

*"Sexual harassment consists of verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient (district) that denies limits, provides different, or conditions the provision of aid, benefits, services or treatment protected under Title IX."*

Legal Reference: RCW 28A640.020 Regulation, guidelines to eliminate discrimination - Scope  
WAC 392-190-056 to 58 Sexual Harassment

### **Responsibilities:**

Everyone has an obligation to prevent and immediately stop offensive behavior by students, employees, board members, contractors, and visitors.

1. Contact the District Title IX/504 Officer (the District Superintendent) to investigate the allegation.
2. Handle all complaints and grievances equitably, promptly, sensitively, and confidentially.
3. Encourage any alleged victim to report harassment, to seek assistance, and if desired, to make use of the complaint process.
4. In all instances, document what has happened and the action taken.
5. Follow up with any individual who has reported harassment to advise the individual(s) involved of the actions taken.

It is important that individuals who believe that they are being harassed or retaliated against recognize harassment for what it is. Understand that the individual has the right to complain and take action. It is the organization's responsibility to prevent and eliminate harassment. However, individuals should exercise any one or more of the following options as soon as possible.

1. Tell the harasser to stop the offensive behavior and that it is unwelcome and inappropriate.  
If uncomfortable with this option continue with option #2.
2. Report the conduct to the Title IX/504 Officer.
3. Keep a written record of any incident of harassment and steps to correct the offensive behavior, and the results.

### **Consequences**

Skykomish School District #404 employees who engage in harassment will face the consequences following the disciplinary section of the negotiated agreement.

Employees and supervisors who do not take action when they know that harassment is occurring will face the same consequences.

### **Confidentiality**

A report of sexual harassment or intimidation and the investigation are to be kept in strictest confidence, where practical, for the protection of all parties involved; however, the district's obligation to investigate and take corrective action may supersede an individual's right to privacy.

### **Sanctions**

A substantiated charge against an employee of the district shall subject the employee to disciplinary action in accordance with any appropriate employee contract, up to and including termination.

### **Notification**

\* Notice of the existence of this policy, prevention plan, and procedures shall be posted in prominent locations in all District buildings, including information on how to receive a copy.

\* You may obtain a copy of this policy by submitting a request to:

Office of the District Superintendent

P.O. Box 325

Skykomish, WA 98288

360.677.2623 Fax: 360.677.2418

## **Bullying, Harassment, Intimidation**

The Skykomish School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from bullying, harassment, or intimidation. "Bullying Harassment, or Intimidation" means any intentionally written message or image - including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Any act of bullying, harassment, or intimidation should be reported to a staff member. Every staff member has the responsibility to receive complaints and/or concerns, and to help prevent and stop these acts.

The superintendent is the District Compliance Officer and the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. Any student wishing to lodge a complaint, formal or informal, should see the Secretary for the appropriate district form.

## **III. Attendance**

### **Skykomish High School Attendance Policy**

Good school attendance improves academic achievement and classroom and school climate. Under The Laws of Washington and policies of the Skykomish School Board, all students' absences and tardies are illegal except for the following:

1. Illness of the student.
2. Death in the immediate family.
3. Quarantine.
4. Exceptionally urgent reasons approved by the superintendent.
5. School field/athletic trips.
6. Pre-approved absences.

Unexcused (truancy) absences may include, but are not limited to:

- Getting an Early Release to go to work, tanning appointment, hair appointment, et cetera.
- Being late for class because of lateness getting back from lunch.
- Being absent from class because homework isn't complete.
- Being absent from class to study for a test the following period.
- Not attending a required assembly.
- Being tardy to a class because the student was on a phone or talking to friends.

**WE RESERVE THE RIGHT TO REQUEST A DOCTOR'S NOTE FOR AN ABSENCE TO BE EXCUSED!**

It is the responsibility of every teacher to keep an accurate daily record of pupil attendance in each class. All absences other than those for the reasons listed above shall be considered **unexcused**.

### **Tardies**

Students should be in their classrooms seated, and ready to begin when the bell rings. If a student is not in the classroom when the bell rings, he/she is tardy. Teachers will use their discretion and judgment when determining if a student more than 5 minutes late will be considered tardy or absent.

### **Reporting an Absence**

A student is required to bring a written excuse upon returning to school. No note = unexcused absence. Notes will not be accepted following the second day of return, e.g. if the student returns to school on Monday, no notes will be accepted after the close of business on Tuesday. Please note the above listed six (6) reasons for excusing an absence.

### **Chronic Attendance Problems**

In case of poor attendance, parents will be notified. Referral to the counselor, detention, assignment to school clean-up duty, or suspension may result.

A student's academic grade or credit in a particular subject or course will be adversely affected by reason of tardiness or absences because:

1. The student's attendance and/or participation is related to the instructional objectives or goals of subjects or course,
2. The student's attendance and/or participation have been identified by teachers pursuant to policy of the school district as a basis for grading, in whole or in part, in the particular subject or course.

**Note: Nine (9) class excused and/or unexcused absences in a semester may result in a loss of credit for a class/course. Absences due to participation in school activities shall not count toward loss of credit. Four (4) tardies shall equal one (1) unexcused absence. Loss of credit may be appealed to the Superintendent. The Skykomish School District will also act on the requirements of the BECCA Law related to school attendance.**

**BECCA LAW**

If you have one (1) unexcused absence of more than three (3) periods in a day, the office will notify your parent/guardian. If you have more than two (2) unexcused absences in a month, a conference must be scheduled with you, your parent/guardian, and an administrator.

The purpose of the conference will be to see what we need to do to stop the unexcused absences.

If you have seven (7) unexcused absences in a month, ten (10) in a school year, the school by law, must file a petition to the juvenile court. What does this mean? This means you are being referred to the juvenile court system for their action. Depending on the situation, it could result in various sanctions, from monitoring, to fines to your parents of \$25.00 for every day you aren't in school.

**These actions are now required by law and are in addition to any school sanctions, such as detention and ISS.**

**Pre Approved Absence Permission**

Parents may arrange for absence permission. To do this, write a note, explaining the nature, dates, and necessity of the absence, at least five (5) days prior to the absence. The student will present this note to the Attendance Officer, who will give the student a form for the teachers to sign. These absences are still counted toward Loss of Credit.

**Makeup Assignments**

In case of extended illness, assignments may be requested through the Attendance Office. When a student has been absent from class because of an illness, group meeting, an appointment, student council meeting, athletic contest, or other school event, he/she will be responsible to make up the assignment. It will be the responsibility of the student to approach the teacher and make arrangements for the work. It will be the teacher's responsibility to monitor the student's makeup work. There will be one day allowed for make up work for each day absent.

**Custody**

If both natural parents do not have custody of a student, it is important that the school has correct information on who does have custody. This information is necessary for safety, record transfers, grades, and attendance. This information needs to be in writing and on file in the District Office. It is the responsibility of the parent or guardian to see that the school has this document. Please inform the office if grades are to be reported to a noncustodial or dual parent.

**Appeal Process**

A letter will be sent home with an appeal form stating the student has lost credit. The student may fill out a Loss of Credit Appeal Form and attach a letter explaining why they missed 9 or more days in a Semester and turn it into the office. The Superintendent will consider the appeal and a letter will be sent home with the decision. If the appeal is denied, the student may then appeal to the school board.

**IV. Activities**

**Advisors**

- K - 12 ASB Advisors.....
- 9th Grade.....
- 10th Grade.....
- 11th Grade.....
- 12th Grade.....

## **Associated Student Body**

The Associated Student Body organization (ASB) is a democratic organization of students. The duties of this organization shall be to organize and coordinate activities of clubs and classes (K - 12th), to promote curricular and co-curricular activities, to provide effective student representation, and to regulate student funds. All ASB officers must attend meetings unless there are extenuating circumstances.

The ASB organization will follow the Skykomish constitution for ASB.

### **A.S.B. Officers**

ASB officers are elected from the 8-12 student body. They must have a minimum 2.5 grade point average and maintain a 2.0 average during their term of office. They shall be a good role model and represent Skykomish School in all events both at school and in the community. Student council is composed of class representatives from grade K - 12 who are elected by their class and meet with the ASB officers at a regular meeting to plan, organize, and promote events and activities for the students of Skykomish School.

### **A.S.B. Cards**

ASB cards shall be purchased by all students who participate in interscholastic activities. The ASB card will admit any student holding a card to all home athletic contests throughout the year free of charge, student discounted admission at away games, and reduced admission to all plays and dances. In order to participate in extracurricular activities, you must have an ASB card.

### **Dances**

ASB approved dances may be held throughout the year. The dance committee may have approved refreshments available.

Dance Policy:

1. Must be approved as per the dance organization form.
2. Dance time will not extend beyond 12 o'clock midnight.
3. Once in the door, no person may leave and return. If deemed necessary by an adult chaperone, student may be accompanied off premises temporarily by a chaperone.
4. Door closes 60 minutes after the dance start time. No admittance after this time.
5. Parental permission must be given for a student leaving early.
6. Each student may apply to bring one guest who is in good standing with their high school.
  - a. Students who bring guests are responsible for the behavior of their guest.
  - b. Guest passes must be submitted 5 days prior to the dance.
  - c. Parents of students may be chaperones.
7. All school rules apply.
8. No student serving disciplinary consequences will be allowed to attend.
9. No "outside" food or drink may be brought into a dance.

## **Athletics: Offerings and Requirements**

Offerings:

Students may participate in sports in the Skykomish Middle and High Schools. Normally, girls' volleyball, girls' basketball, and boys' basketball are offered. Students interested in pursuing other sports, to include cross-country, track, football, softball, wrestling, etc, may do so through Sultan Coop. Any student interested in participating in sports should contact the appropriate coach, or the Athletic Director.

### **Clubs**

In addition to ASB and athletics, activity based clubs can be formed for students with common interests. Each club must have a faculty advisor and an ASB approved constitution. Clubs plan their own activities. Membership in clubs is open to all students who have an ASB card, and students are encouraged to contact faculty members to form appropriate clubs.

## **VI. Health & Safety**

### **Illness**

When your child is sick (fever greater than 100 degrees Fahrenheit, vomiting, or has a rash) he/she should not attend school. If your child becomes sick while at school, the school will call a parent to come and pick up their child and take them home.

## **Medications**

Students may not have in their possession any medication of any kind without permission. Violation of this procedure may result in disciplinary action. If a student must receive prescribed or non-prescribed oral medication from an authorized staff member, the parent must submit a written authorization accompanied by written instructions from a licensed physician or dentist. The Skykomish School District recognizes that many children are able to attend school regularly because of the effective use of medication in the treatment of disabilities or illness. For any students who require assistance in taking medications during the school day from school personnel or who may because of a special condition, require emergency assistance, it shall be the policy of Skykomish School District to assist these students in accordance with the following requirements:

1. Written orders from a physician must be provided including the name of the drug, dosage, method of administration, and side effects.
2. A release of liability to school district must be signed by parent or guardian.
3. Medication must be in a pharmacy container marked with the student's name, name of medication correctly labeled by your physician or pharmacy, dosage, and proper administration. The medication form is available in the office. It must be signed by the physician and parent prior to the staff administering any medication. In cases of emergency such as an earthquake, it is advisable to have a minimum of three (3) days supply of your child's medication at school at all times.

## **Immunizations**

In accordance with the state code, RCW 28A.210.080, every child at Skykomish School will attend school on the condition that proof of either full immunizations were received, that the immunizations have been started and the student completes the series, or a certificate of exemption is provided. The types of vaccines required are: Diphtheria Tetanus, Pertussis (DTP), Haemophilus Influenza B (HIB), Measles, Mumps, Rubella (MMR), Polio, and Hepatitis B. If your child's record is not complete based on the grade they are in, a notice will be sent home to instruct you what vaccine needs to be given and where you can receive such vaccine. If that vaccine is not given within 30 days upon receipt of that letter, a letter of exclusion will be sent home.

## **Accidents**

Students who are injured at school must report to the supervising adult in charge. A report is to be made of all accidents on school property. Forms may be obtained from the office. When a student is injured during lunch, he/she must report to the monitor in charge.

## **Head Lice Management at School**

### **When a student is found to have live lice:**

- The student is discretely removed from the classroom and may not take district transportation home. The family is called and the student is sent home.
- The parent is advised that the student must be treated (non-pesticidal treatment is encouraged) before returning to school. Information is provided pertaining to detection and treatment of head lice.
- The student is checked in a designated location before returning to the classroom following treatment. Parents are asked to accompany the student to the office. Treatment is evident by application of shampoo, no live lice, and removal of all nits.
- If live lice or nits are found, the student is sent home.
- The teacher will be notified that a student will be re-checked upon return and in 5-7 days and then every 5-7 days until nit free for one week.

### **When a student is found to have nits (but no live lice detected)**

- The student is sent home. The parent is notified and advised to treat the student and nit pick daily for at least two weeks. Treatment may not be indicated if the student has recently been treated or the infestation does not appear to be active. This decision may be made at the discretion of the school.
- Information about identification and treatment of head lice will be sent home with the student.
- The student is re-checked upon return and again in 5-7 days. If this check or a future check reveals nits or an increase number of nits and/or live lice are detected, the student will be sent home.
- The student will be excluded from school until he/she returns nit free. This action may be taken at the discretion of the school nurse, in consultation with the school administrator.

## Lice Notifications

- When an untreated student is identified with live lice and/or nits a communication will be sent home to families of classmates.
- It is not necessary to send a notice home each time an additional case of head lice is detected in the same classroom, unless time has elapsed since the first case was detected. Determination about whether classroom and/or school communications will be sent will be at the discretion of the school nurse and in consultation with the school administrator.

It is the parents responsibility to make arrangements with the classroom teacher for school work missed.

## Confidentiality

Measures will be taken to ensure that students with head lice are not identified to other students and families. A log will be maintained of all students treated for lice and/or nits, with documentation of re-screens, and lice/nits recurrence.

## Tobacco, Alcohol and Drug Policy

The use, possession, distribution, sale, or consumption of tobacco, alcohol, or drugs, or the possession of related paraphernalia on district property or at school activities is prohibited. The purpose of this prohibition is to support the public policies of this state regarding campuses and school activities being free from tobacco, alcohol, and drugs and to promote a healthy, safe, and productive educational environment without subjecting individuals to the harmful effects of these substances. All individuals, whether a student, staff, or patron, have the primary responsibility for maintaining the educational environment of the school such that it is free from these substances and their influences. Furthermore, it is the policy of the District to support that individual responsibility by promoting prevention through education. The District counselor will provide advice and assistance to any individual who wishes help in dealing with tobacco, alcohol, or drug use problems.

It is the policy of the Skykomish School District and the State of Washington to prohibit the use of tobacco products on public school property. **Staff, students, parents, contracted personnel, and visitors are prohibited from using tobacco products on school property.**

For purposes of this policy, the term "tobacco" shall include pipes, cigars, cigarettes, or any other smoking equipment or material, or the chewing or sniffing of a tobacco product.

Under the Drug Free School and Communities Act, this school must be totally free of unlawful drugs and alcohol. No one is allowed to possess, use or distribute such drugs or alcohol while at school or while taking part in any school activities. Disciplinary actions will be taken for drug, alcohol, and/or mood altering substance violations. The law says discipline can include prosecution for illegal acts, as well as student expulsion.

The Skykomish School District fully supports the Drug Free Schools and Communities Act. It is expected that all students and employees will follow the regulations and policy prohibiting possession, use or distribution of drugs and alcohol on school property, or as a part of any school activity. All students have an opportunity to participate in the drug and alcohol education and prevention curriculum.

Services are available within this area for students who are involved with drugs or abusing alcohol. Resources can be found by contacting school staff, your family doctor, or "helpline" telephone numbers:

Teen Link (Sunday - Thursday 6:00 - 10:00 p.m.).....	(206) 461-4922
24 -hour Crisis Clinic.....	(206) 461-3222
Drug and Alcohol Hotline.....	(206) 722-3700
Or .....	1-800-562-1240

## Going Home A Different Way

Students in grades Kindergarten through 6<sup>th</sup> are expected to go straight home by their usual means of transportation. If your child is to go home with a friend, on a different bus, or to be picked up by someone else, we must have written permission or a direct phone call from a parent. If we do not have permission from a parent, we will send students home the usual way. Students in grades Kindergarten through 2<sup>nd</sup> need to have an adult present at the bus stop for a visual drop-off. When a designated adult is not present, the student will be returned to the school for pickup. Students in grades 7 - 12 are considered old/responsible enough to travel by the appropriate means of transportation. Changes in their travel should be coordinated with parents/guardians; the school will not check to verify.

## **Bicycles**

Bicycle riders are expected to obey the traffic rules that apply to vehicles. It is the parent's responsibility to decide whether or not their child has enough judgment to ride safely. Bicycles should be parked neatly in the bicycle rack by the front door. Bicycles are not to be ridden on the school grounds during school hours. The school assumes no responsibility for bicycles that are brought to school.

## **VI. Other Information**

### **Lockers**

Lockers and locks will be issued to all students beginning with seniors and moving down through ninth graders. Students MUST use school issued locks ONLY. Each student is responsible for maintaining a clean locker at all times. A student is expected to keep his/her locker free, inside and out, of vulgar, obscene or drug related pictures or materials. **Students may decorate their lockers; any decorations must be in good taste, and must be removed/cleaned off at the end of the year. Lockers are the property of the school district and the school district reserves the right of search and seizure.** For reasons of health, sanitation, safety and/or any other reason deemed necessary, random locker inspections may be held. Locker checks for library books are made at the end of each semester. Students are not to have more than one locker or to exchange lockers once assigned. The school is not liable for the loss of any items from these lockers. The A.S.B. will help set rules for the decorating of lockers. Books, papers, supplies, and personal belongings will be kept in student lockers when not in use; the areas around lockers will be kept neat and free from clutter. Please refrain from using the hallways, locker rooms, and the gym to store your personal belongings. Do not leave your clothes on the floor – in the locker rooms, in the gym, in the hallways, or in the classrooms.

### **Bulletin Boards/Walls**

All posters are to be approved by a faculty member or the superintendent before they are placed on bulletin boards or windows. Approval is indicated by the faculty member or superintendent's signature.

### **Lost and Found**

A lost and found will be maintained in the basement. Small items will be kept in the office. Students are urged to turn into the office all items found for which ownership is unknown.

### **School Property/Fines**

In most classes textbooks are provided for your use. It is your responsibility to return that book at the end of the class term with only normal wear and tear. All textbooks are to be covered to minimize wear and tear on them. Books, instruments, or thumb drives that are damaged or lost, locks that are lost, or any other article or item of school property that is damaged could result in being issued a fine. It is the students' responsibility to take care of this obligation as quickly as possible.

### **Withdrawal from School Attendance**

A student withdrawing from school must have their parent contact the office. A withdrawal form will be issued and is to be taken around to teachers who will complete it. This form must be returned to the office. Grades and class information will be provided to your new school after this form is completed and all debts settled.

### **School Visitations**

All parents and patrons are encouraged to visit the Skykomish School. The classrooms will be open for visitations upon prior approval of the superintendent. Students requesting a visitor to the school must get written permission at least 1 day in advance from the superintendent. Parents wishing to talk to a teacher must make an appointment with that teacher, or come in before or after school.

### **Telephones**

Students may use the teacher/staff phones for emergencies and/or with teacher/staff permission.

### **Directory Information**

No information or photos of students will be released without a signed parent permission slip.

### **Library**

Students are encouraged to use the library with teacher permission/coordination. Dates/times/procedures will be established and distributed as soon as possible.

## **Procedures for Changes to the Handbook**

The process to change the handbook can be initiated by students, staff, parents, or administration. Anyone interested in recommending a change should speak with the superintendent and indicate their concerns. The superintendent may convene an adhoc committee to review and make recommendations.

## **Progress and Grade Reports**

Grades for each student will be completed by all teaching staff and mailed. Grades are DUE in the Registrar's Office by 3:00p.m. on the following dates:

First semester midterm: 11/05/15

Second semester midterm: 03/24/16

First semester final: 01/29/16

Second semester final: 06/14/16

When a student's grade drops below a C average for the term, parents will be contacted by phone immediately, with a follow up by mail.

When students or parents request a progress report from a teacher, the teacher has 24 hours to get the information to them. Student may then file a written complaint to the superintendent.

## **Communications with Teachers and School Administration**

Personal Contact - Ideal times to contact teachers are between 7:30a.m. and 7:55 a.m., between 2:45 p.m. and 3:15p.m., or during their planning period. Please feel free to call at other times but understand the teacher may be unavailable. Leave a message and the staff member will return your call as quickly as possible to discuss your concern with you.

School letters/Notices - additional information deemed necessary by the District or the school will be sent home with students.

Additional District publications are available by personal request to the District Administration Office - 360-677-2623x100. The superintendent's extension is 101.

## **If it snows...**

The school may be closed for inclement weather and/or power outages. During periods of extreme weather conditions, listen to the following radio or TV stations for emergency information about school operations:

KING TV CH. 5

KOMO-TV CH. 4

KIRO - TV CH. 7

"School closed" means all activities; meetings, athletic contests and any scheduled event will be canceled for that day and evening. THE SCHOOL BUILDING WILL BE CLOSED.

In the case school needs to close early, we will contact parents.

Emergency Schedule means the school remains open, but all buses will run approximately one hour late.

All news and information will be given over the television stations.

## **P.T.S.O. (Parent Teacher Student Organization)**

Please join the P.T.S.O. and support the Skykomish School during the year in their fund raising events to make our school the best for your child (ren). This organization meets on the first Thursday of each month at 3:15pm in the community center and notices are sent home containing the dates and times.

## **Field trips**

In order for a student to attend a field trip, 80% of their schoolwork must be in.

## **School Bus Rules**

Students should be at bus stops early - at least five (5) minutes before the published time. Students must observe the district's safety rules. Safety is the bus drivers' and districts' foremost concern. Students riding the bus are expected to follow behavior rules.

- Students will obey the driver at all times
- Students will ride their assigned bus
- Students will observe classroom behavior
- Students will leave the bus at their regular stop only, unless they have a note from their parent or the office
- Students will not litter or throw items
- Students will not have food, gum or beverages on the bus without drivers permission
- Students will keep all body parts inside the bus
- Students will not carry hurtful items that may cause injury

- Students will stay in their seats at all times
- Students will not tamper with emergency equipment
- Students will remain quietly seated and turn off all noise-making devices at railroad crossings
- Students will keep their hands to themselves

**Skykomish School  
Student/Parent Handbook  
Review Statement**

I have read the 2015-2016 Skykomish Student/Parent Handbook and reviewed it with my student. I am aware of the policies, procedures, and expectations of Skykomish School and the Skykomish School District contained in this handbook.

\_\_\_\_\_

**Student Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Parent/Guardian Signature**

\_\_\_\_\_

**Date**

Please remove this page and return to student's first period teacher. If you have questions or concerns, please call the school 360- 677-2623.