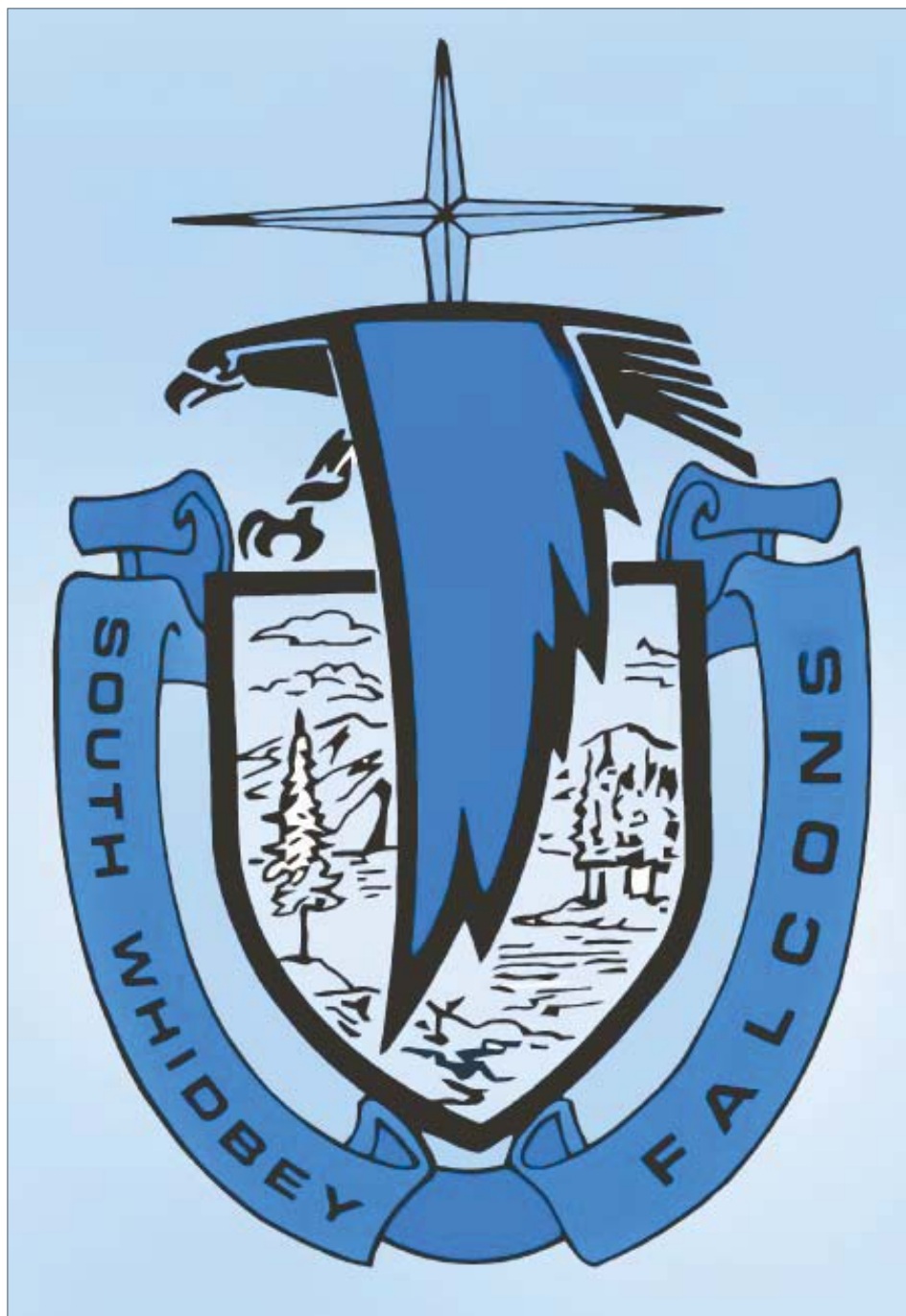


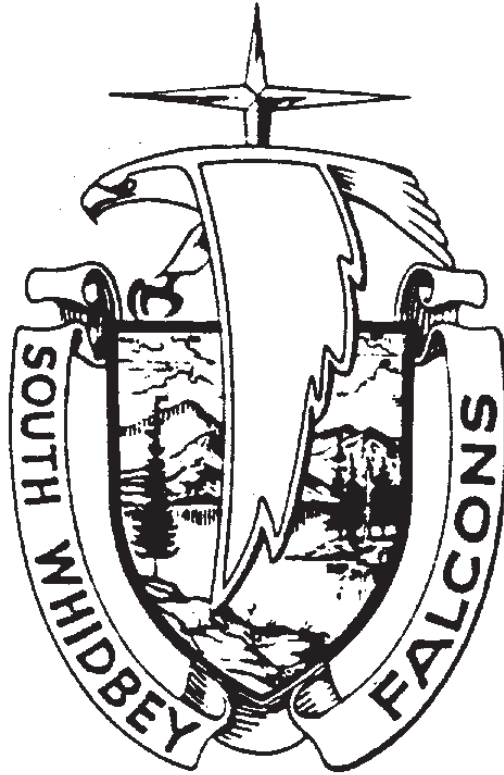
SOUTH WHIDBEY HIGH SCHOOL
SOUTH WHIDBEY ACADEMY



2016–2017

Student Handbook

FOSTER FALCON 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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SOUTH WHIDBEY HIGH SCHOOL SOUTH WHIDBEY ACADEMY

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.

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 500 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

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!

TELEPHONE NUMBERS

Main Office.....(360) 221-4300
Staff Direct Line (360) 221-6808, Followed by Extension
Fax.....(360) 221-5797
Website www.sw.wednet.edu/swhs

ADMINISTRATIVE OFFICE

Jennifer Hagerman, Secretaryext. 5405
Paul Lagerstedt, Assistant Principalext. 5408
John Patton, Principalext. 5406

ASB ~ ATHLETIC OFFICE

Reneé Bilyeu, Secretaryext. 5423
Paul Lagerstedt, Athletic Directorext. 5408

ATTENDANCE OFFICE

Deann Houck, Secretaryext. 5433
Attendance Line (24 Hours).....(360) 221-0937

CAREER & TECHNICAL EDUCATION

SecretaryTBD
John Patton, Directorext. 5406

SOUTH WHIDBEY ACADEMY (SWA)

Christine Amundson, Secretaryext. 5136
Charlie Davies, Lead Instructorext. 5300

STUDENT SERVICES OFFICE

Gay Bitts, Registrar.....ext. 5411
Dee Brown, Counselor (L – Z)ext. 5413
Susan Gunderson, Psychologist.....ext. 5414
Caitlin Jones, Counselor (Island County)ext. 5412
Leigha Patton, Counselor (A – K)ext. 5410

TRAFFIC SAFETY EDUCATION

John LaVassar, Coordinator & Instructor.....cell (360) 672-5377

5675 Maxwellton Road, Langley, WA 98260 • (360) 221-4300

“HELP! I NEED SOMEBODY OUTSIDE THE CLASSROOM”

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

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

GET INVOLVED!

ASB EXECUTIVE OFFICERS

BAYLEY GOCHANOUR.....President
KARI HUSTED..... VP
CORY ACKERMAN Treasurer
THANDEKA BRIGHAM Secretary
LILY BJORK..... Public Relations
PAUL LAGERSTEDTAdvisor

SENIOR CLASS - 2017

COLLIN BURNSPresident
MCKENNA CHAPMAN VP
ANTON KLEIN Treasurer
RILEY YALE..... Secretary
MAX FRIEDMAN Public Relations
BAILEY FORSYTH Senator
KRISTINE CHAPMANAdvisor

JUNIOR CLASS - 2018

JOE DAVIES.....President
MACKENZEE COLLINS..... VP
SOPHIA NIELSEN Treasurer
LILA STACH Secretary
MIKAYLA HEZEL..... Public Relations
KENZIE FURMAN-ALLENAdvisor
SARAH ROSE.....Advisor

SOPHOMORE CLASS - 2019

MAXWELL DODDPresident
FARRISS JOKINEN VP
AMARA FULTON..... Treasurer
CADEN SPEAR Secretary
MATTHEW SIMMONS . Public Relations
RACHEL HELMERSEN Senator
TARA DODDAdvisor

FRESHMAN CLASS - 2020

OLIANA STANGEPresident
KOBE BALORA VP
TBA Treasurer
CHANDRA WALLACE..... Secretary
MALLORY DRYE..... Public Relations
JEFFREY JACKSON..... Senator

CLUBS & ACTIVITIES

Athletic/Activity Advisor ... Mr. Lagerstedt
CheerMs. Turner
Community Auto Club TBA
DECAMs. Harless
Drama Club TBA
FFA (Future Farmers of America) Mrs. O'Brien
GSA/Equality Club.....Ms. Jones
Green Team TBA
Homework Club TBA
National Honor SocietyMr. Nelson
Interact Club Mr. Monma
Jazz Band..... Mr. Harshman
Key Club..... Mrs. Chin/Mrs. Beust
Knowledge Bowl..... Mr. Ballog
Model UN..... TBA
Music in Motion Mrs. Ludtke
Outdoor Club..... Mr. Ballog
S-Club.....Mrs. Cox
Ping Pong Club..... TBA
Robotics..... Mr. Greene
Sasquatch ClubMr. Davis
Spanish Club..... Ms. Gochanour
Table Top Club..... Mrs. Gandarias
Yearbook Mr. Greene

ATHLETICS & COACHES

FALL

Boys' Cross Country Mr. Fulton
Girls' Cross Country..... Mr. Fulton
Football..... Mr. Coe
Girls' Soccer.....Mr. McCleary
Boys' Tennis..... Mrs. Kramer
Volleyball Mrs. M. Jones

WINTER

Boys' Basketball.....Mr. Washington
Girls' Basketball.....Mr. Davis
Wrestling Mr. Thompson

SPRING

Baseball Mr. T. Fallon
FastpitchMs. Walter
Boys' GolfMr. S. Jones
Girls' Golf Mr. Heggnes
Boys' Soccer..... Mr. Robbins
Girls' Tennis..... Mrs. Kramer
Track.....Mr. Eager

STUDENT SERVICES

SWHS/SWA Registrar

- Ms. Bitts..... All Students and Families

School Counselors for academic planning and scheduling:

- Mrs. BrownL – Z
- Mrs. Patton.....A – K

Island County Mental Health Counselor

- Ms. Jones..... All Students and Families

SWHS/SWA Psychologist for Special Education & IEP

- Ms. Gunderson..... A - Z

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 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 School Counseling website by going to the school's website at 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.

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.

Graduation Requirements: 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 yearlong 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.

For online courses NOT provided by SWHS/SWA, 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 preregistration 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.

MULTI-MEDIA LIBRARY

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

GENERAL INFORMATION & GUIDELINES

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 SWHS/SWA 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 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: 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.**

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.

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 e-mail or by leaving a telephone message on the teacher’s extension. E-mail addresses and phone number extensions are available on the high school website at: www.sw.wednet.edu/swhs.

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 and may be opened for inspection for "good cause." To ensure the safety of students at SWHS/SWA, random checks for drugs and alcohol will be performed throughout the year. Please contact the Registrar immediately if your locker is in need of 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 (7:40 a.m. - 2:30 p.m.). **GET A LOCKER!**

- 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. 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 your advisor or the Assistant Principal.

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 SWHS/SWA are to be treated as guests. Whether at **home or away**, SWHS/SWA 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 Page: The school and district have a web page located on the Internet at:
www.sw.wednet.edu/swhs

CODE OF CONDUCT

South Whidbey High School/South Whidbey Academy 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 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: grievous attendance violations, 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.

ACTIVITIES NOT ALLOWED AT ANY TIME

(Please reference the Offenses and Disciplinary Actions tables for a listing of consequences.)

Alcohol & Drugs: The use, possession, or sale of controlled substances, any substance passed off as a controlled substance (like or fake substances), or possession of drug paraphernalia is expressly forbidden. Students who attend school sponsored events or activities while in possession or under the influence of drugs or alcohol, either on or off the high school campus, are considered “in possession.” Such students are subject to a long-term suspension from school for a first offense. This suspension is a ninety-day suspension, which can be reduced to five days if the student agrees to receive a drug and alcohol evaluation and to follow the recommendations of the evaluator. Students who do not receive an evaluation or students who are deemed repeat offenders will receive a ninety-day suspension from school, resulting in loss of credit in all courses in which the student was enrolled at the time of the suspension.

Additionally, possession of drugs or alcohol is a violation of the Drug and Safe Schools Act, and all violations will be reported to local police immediately. The distribution or sale of illicit substances can result in Expulsion.

Arson/Intentional Burning: Setting a fire “either intentionally or unintentionally” on school premises.

Assault: Engaging in physical contact for the purpose of inflicting harm on another person, physical attack of one person, or a group of persons, upon another person. Minimum 3-5 day suspension for first offense, and a long-term suspension or expulsion for any other occurrence during the student’s career at SWHS/SWA.

Bullying/Harassment/Intimidation: The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” 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.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. “Other distinguishing characteristics” can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions: Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

Retaliation/False Allegations: Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

If you feel uncomfortable due to bully behavior at school, you are encouraged to see one of the school counselors to discuss your particular situation, or report the concern immediately to the Assistant Principal.

Bus Conduct: All students who ride a bus are subject to school regulations to and from their home. Any misbehavior that distracts the driver is hazardous to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers. **(Specific bus rules are outlined at the end of this handbook.)**

Cheating: Any student, who knowingly submits other's work as representative of his/her own or uses unauthorized notes during testing shall be considered cheating. Cheating, also, includes aiding and abetting of cheating by others.

Consequences: First offense: failing grade on the assignment; Second offense: failing grade on assignment and students will have their final semester grade lowered one full letter grade; Third offense: failing grade for the semester.

Closed Campus Regulation: SWHS/SWA is a closed campus. 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.

Conduct Bringing Discredit to the School: Any behavior conducted by a student, while at school or in connection with a school related activity, which would cause embarrassment or discredit to the school.

Cumulative Infractions: Any student who accrues three disciplinary referrals, other than attendance issues, will receive a minimum of a short-term suspension for their fourth (4) offense and a long-term suspension for any subsequent offense.

Defiance of School Personnel: Refusal to comply with the reasonable request of any school personnel.

Destruction of Property/Defacement: Destroying or defacing the school, materials belonging to the school, other students, school personnel, or other persons while they are on school grounds.

Disruption of Educational Process/Disturbing School: Conduct and/or behavior that is disruptive to the orderly operation of the school. Such behavior is inappropriate and is against the law.

Disrespect of School Authorities: Behavior that undermines a school official's ability to carry out their responsibilities.

Dress and Appearance: Any dress that disrupts the general school environment or the optimum learning atmosphere is unacceptable. Students inappropriately dressed are expected to make requested correction immediately. Failure to comply with corrective requests will result in the student being sent home and/or assigned school discipline. Dress or appearance that constitutes a health or safety hazard; contains profanity;

degrades a sex, race, or creed; promotes, condones, or glamorizes drugs, alcohol, tobacco, violent behavior, gang activities, or sex is not allowed.

Appearance and apparel shall be in good taste and not expose one's undergarments or midriff. Short skirts and tops that are strapless, halter, tube, "spaghetti" string straps or tank tops are not allowed. Clothing considered inappropriate in the workplace is not permitted at school. Dress and appearance must also be deemed suitable for the activity in which the student is engaged. Sunglasses shall not be permitted to be worn at anytime inside the building.

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.

Electronic Devices: **Student use of electronic devices is prohibited in the classroom setting.** Pagers, cellular phones, or any other electronic device that disrupts the educational environment can be confiscated. Use of such devices should be limited to before and after school, during lunch, or passing times. Students are advised to leave ALL electronic devices at home. Electronic devices, even common items such as iPods or MP3, CD and tape players, can disrupt the educational environment, and they often become the targets of theft. Never leave valuables unattended.

Violation of the Electronic Device Policy will result in the following progressive discipline:

- Warning and confiscation of device for remainder of day.
- Step 1: Confiscation of device, device will be released to parent, and 1.5 hours of detention served.
- Step 2: Confiscation of device, device will be released to parent, and 1 day of in-house suspension.
- Step 3: Home suspension.

Exceptional Misconduct: Any action or combination of actions which present a threat of danger to the school, or present a threat of substantial and continuing disruption to the educational process.

Explosive Devices: The use, possession, or sale of explosive devices, including fireworks, is prohibited. Local police will be notified of all such incidents.

Extortion: The solicitation of money or something of value from another in return for protection or in connection with a threat to inflict harm.

Extreme Violent Behavior: Behavior that produces clear and sufficient reason to believe that the student's presence poses an immediate and continuing danger to self, other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process.

Failure to Complete School Consequences: Refusing to complete **community service**, detention, Saturday school, or other school-based consequences. Any senior who has

failed to complete a disciplinary consequence, such as **community service**, will not be allowed to participate in graduation activities (including commencement) until these consequences have been completed.

Falsification of School Documents: Falsifying, altering, or destroying a school record/document, including any communication between home and school, with the intention of reducing or hiding evidence of school policy violations.

Fighting: Engaging in a mutual physical conflict involving pushing, hitting, kicking, or the use of inanimate objects or weapons for the purpose of inflicting harm on another person: Mutual assault. Students who engage in a fight at school are subject to a minimum 3-5 day suspension for first offense, and a long-term suspension or expulsion for any other occurrence during the student's career at SWHS/SWA. Students who participate in a fight or provoke a conflict will be subject to a short-term suspension.

Forgery: Writing and using the signature or initials of another person for any school purpose. This includes calling the school and pretending to be someone other than you.

Gambling: Participating in games of chance for the purpose of exchanging money.

Insubordination: Willful disobedience of school authorities in the legal performance of their professional duties.

Laser Pointers: Students are not to bring laser pointers to school. These items can be considered weapons and will be confiscated. (Board Policy # 4210)

Lewd and Obscene Conduct: Disruptive behavior of a sexual nature, which may or may not include profanity. This includes public displays of affection.

Lying: Refusing to give truthful answers to staff.

Matches/Lighters: Students are not to carry or possess matches or lighters at school. There is no need for these devices at school. If these materials are required for a class, they will be provided. These items will be confiscated if found.

Multiple Offenses: Committing **more than two** disciplinary infractions during a single incident.

Non-Compliance: Not complying with the requests of staff. Compliance with the requests of staff are critical to the orderly operation of the classroom, and/or progress of the curriculum. Example: **All students must give their names when asked by a staff member.**

Non-Performance: Non-performance is a chronic lack of demonstrated effort and/or attitude, not a measure of one's ability. Students who **persist** in non-performing behaviors will receive assistance from the staff aimed at resolving their non-performance issue. Interventions such as Student Support Team meetings (SST's), behavior and attendance contracts, tutoring, counseling, and schedule changes will be intently pursued. In the event that the assistance provided does not remediate the problematic behavior,

students will receive progressive discipline. Such discipline will culminate in the removal of the student from the class in question with a failing grade if the behavior persists.

Chronic non-performing behaviors include, but are not limited to:

- Frequent absences or tardiness
- Failure to complete assignments
- Off task or disruptive behavior

Plagiarism: To steal and pass off the ideas or words as one's own; use another person's production without crediting the source.

Consequences: First offense: failing grade on the assignment; Second offense: failing grade on assignment and students will have their final semester grade lowered one full letter grade; Third offense: failing grade for the semester.

Profanity: The use of profane language, gestures, writing, or behavior.

Public Display of Affection (PDA): SWHS/SWA is a public workplace. We expect our students to conduct themselves accordingly. Inappropriate displays of affection are not acceptable. While we encourage acts of kindness toward one another, we ask that students refrain from excessive acts of affection that are expressions of a romantic attraction.

Restricted Areas/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 or the Mac such as the auto shop or outdoor basketball court.
- Football stadium, track, baseball fields, dugouts, and surrounding areas
- Community park
- Any wooded area
- Tennis court area
- Other areas as designated or communicated through the bulletin or other formal modes of communication

Sexual Harassment Policy: It is the policy of SWHS/SWA that all employees and students must operate with integrity, in order to create an environment which is free from all forms of discrimination, and in which the dignity and worth of all individuals are respected. Violations of this policy will not be tolerated and will bring prompt and certain disciplinary action. (See Board Policy # 6590)

When a person is subjected to unwelcome behavior, language, or an environment that is sexual in nature, it is "sexual harassment" and inappropriate, harmful, and against the law. No employee or student should be subject to unsolicited and unwelcome sexual overtones or conduct, either verbal or physical.

Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior that is not welcome, personally offensive, interferes with effectiveness, or creates uneasiness on the job or in the classroom.

Sexual harassment occurs when:

- Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.
- Or, submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit
- Or, submission to or rejection of sexual demands is a factor in an academic, work, or other school-related decision affecting an individual

Skateboards and Roller Blades: Skateboarding and rollerblading are prohibited at all times on school grounds. Students who bring these items to school will have them confiscated.

Smoking/Tobacco/Nicotine Substances: The use, possession, or sale of tobacco in any form, including nicotine or nicotine delivering devices, is not allowed/permitted on school property, at school events, or within the area surrounding the school grounds. Violation of this rule constitutes a serious offense and will result in a short-term suspension for the first offense. Students will be disciplined for smoking within sight of SWHS/SWA property, before, during, after school, and during any school activity.

Sports: Coaches and the Athletic Director will be notified of all disciplinary infractions. The **obligation to complete disciplinary consequences PRECEDES ALL sports commitments.**

Tardy Referral to Office: Teachers will make every effort to remediate the behavior of students who come late to their classes. However, if this behavior continues after teachers have attempted to deal with it, a referral will be sent to the office, and students will receive additional consequences.

Theft: Taking property that does not belong to you. Students who are caught in possession of someone else's property or those who attempt theft will receive progressive discipline and the police will be notified of all thefts. This includes situations as simple as taking a food item from the cafeteria or taking someone's shoes from PE.

NOTE: Students are solely responsible for their own personal property while at school. Students are discouraged from bringing personal property to school, such as expensive clothing, jewelry, and electronic equipment. Checks will be accepted to make purchases or pay fines. Use of cash is discouraged. We provide lockers and PE baskets with locks to secure personal items. In case of theft, please obtain a theft report from the main office and return it immediately. This step will assist in the investigation and potential recovery of stolen items.

Threats: Any student who makes a bona fide threat to kill, shoot, or otherwise mortally wound another person will be subject to an immediate emergency expulsion, while the consequences and/or gravity of the threat are being investigated.

Truancy: Deliberately avoiding school attendance with no valid reason. This includes being out of class without teacher permission.

Unsafe/Dangerous Behavior: Behavior that may or may not be intentional, that would be considered, under reasonable circumstances, to cause self or others to be placed in a potentially dangerous situation.

Weapons/Dangerous Weapons: The possession of a weapon/dangerous weapon is prohibited on school property or at any school-sponsored activity. Any violation of this section constitutes grounds for expulsion.

- **Weapons:** The possession or use of any device or object for the intent of intimidation, inflicting bodily harm, or property damage will be considered the use of a weapon.
- **Knives:** Students are not to carry a knife of any kind to school for any reason. This includes, but is not limited to, hunting, folding or pocketknives, switchblades, or daggers.
- **Dangerous weapons include, but are not limited to:** firearms, nunchaku sticks, throwing stars, air guns, knives, metal knuckles, slingshots, or other dangerous weapons as defined in RCW 9.41.

DISCIPLINE GUIDELINES

As a general rule, no student shall be suspended for a short or long term unless other forms of corrective action (1) are reasonably calculated to modify his/her conduct or (2) have previously been imposed upon the student as a consequence of misconduct of the same nature. However, a student may be suspended for “exceptional misconduct,” other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. (See Board Policy # 3241)

The following guidelines have been established as ordinary responses to rule infractions. However, each situation will be handled and evaluated on an individual basis, and the severity of certain behaviors may warrant a more substantial consequence than listed.

OFFENSES & DISCIPLINARY ACTIONS TABLE

POTENTIAL DISCIPLINARY CONSEQUENCES BY OFFENSE	FIRST OFFENSE							SECOND OFFENSE				THIRD OFFENSE/CONT'D					
	Conference	Behavior Contract	Detention and/or Community Service	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion	Detention and/or Community Service	In-School Suspension	SHORT-TERM SUSPENSION	Long-Term Suspension	Expulsion	Detention and/or Community Service	-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion
Alcohol & Drugs							▪					▪					▪
Arson/Intentional Burning							▪					▪					▪
* Assault/Fighting					√		▪					▪					▪
Bullying/Harassment/Intimidation					√		▪					▪					▪
* Cheating							▪					▪					▪
Closed Campus							▪					▪					▪
Conduct Bringing Discredit to the School							▪					▪					▪
Defiance of School Personnel							▪					▪					▪
Destruction of Property/Defacement							▪					▪					▪
Disruption of Educational Process/Disturbing School							▪					▪					▪
Disrespect of School Authority							▪					▪					▪
Dress and Appearance							▪					▪					▪
* Driving/Parking Infraction							▪					▪					▪
* Electronic Devices							▪					▪					▪
Exceptional Misconduct							▪					▪					▪
Explosive Devices							▪					▪					▪
Extortion							▪					▪					▪
Extreme Violent Behavior							▪					▪					▪
Failure to Complete							▪					▪					▪
Falsification of School Documents							▪					▪					▪
Forgery							▪					▪					▪
Gambling							▪					▪					▪
Insubordination							▪					▪					▪
Laser Pointers							▪					▪					▪

OFFENSES & DISCIPLINARY ACTIONS TABLE

POTENTIAL DISCIPLINARY CONSEQUENCES BY OFFENSE	FIRST OFFENSE							SECOND OFFENSE				THIRD OFFENSE/CONT'D					
	Conference	Behavior Contract	Detention	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion	Detention	In-School Suspension	SHORT-TERM SUSPENSION	Long-Term Suspension	Expulsion	Detention	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion
Lewd and Obscene Conduct	▪	▪	▪		√	▪	▪				▪	▪				▪	▪
Lying	▪	▪	▪					▪					▪				
Matches/Lighters																	
Multiple Offenses				▪	√											▪	
Non-Compliance	▪	▪	▪	▪	√											▪	
Non-Performance	▪	▪	▪	▪												▪	
* Plagiarism			▪													▪	
Profanity		▪	▪	▪												▪	
Profanity Directed at Staff					√											▪	
Public Display of Affection	▪	▪	▪														
Restricted Areas/Out of Bounds	▪	▪	▪	▪													
Sexual Harassment		▪	▪	▪	√											▪	
Skate Boards/Roller Blades	▪		▪														
* Smoking/Tobacco/Nicotine			▪	▪	√											▪	
Tardy Referral to Office			▪														
Theft				▪	√	▪										▪	▪
Threats		▪	▪	▪	√	√										▪	▪
Truancy	▪	▪	▪														
Unsafe/Dangerous Behavior	▪	▪	▪	▪	√	√										▪	▪
Weapons/Dangerous Weapons																	▪

Note: Appropriate and effective restitution may be used to mitigate any of the above consequences.

* See "CODE OF CONDUCT" for additional sanctions associated with this offense.

DISCIPLINARY ACTION

SWHS/SWA employs the use of progressive discipline in the assignment of consequences, meaning that consequences for violations will be incremental under normal circumstances.

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.

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 and loss of credit. Students on long-term suspension 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 180-40-260, 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.

Emergency Expulsion: 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)

ATHLETIC CODE

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.

ATTENDANCE POLICY

The SWHS/SWA faculty considers regular attendance to be a necessary and vital part of learning and course mastery. Over the past five years, we have seen dramatic improvements in student attendance. 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.

ABSENCES FALL INTO THREE CATEGORIES AT SWHS/SWA:

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 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 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 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. Such consequences **may** include loss of credit.

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.

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 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 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 CHECKOUT: Students must check out at the main office before leaving campus. **Failure to check out at the main office will result in Truancy.**

**SOUTH WHIDBEY HIGH SCHOOL
SOUTH WHIDBEY ACADEMY
2016 – 2017
IMPORTANT SCHOOL DATES**

NON SCHOOL DAYS

Sep 1..... Staff Inservice
 Sep 5..... Labor Day
 Oct 7..... Teacher Inservice Day
 Nov 11..... Veteran's Day
 Nov 21, 22, 23..... No School for K-8 (Conferences)
 Nov 24 & 25..... Thanksgiving Break
 Dec 21- Jan 3 Winter Break
 Jan 16 Martin Luther King
 Feb 1..... Teacher Inservice Day
 Feb 20..... President's Day
 Apr 3 – 7 Spring Break
 May 26 No School, Possible Snow Make-Up Day
 May 29 Memorial Day

EARLY RELEASE – STAFF DEVELOPMENT DAYS

September 6, 7 & 21	February 8 & 22
October 5 & 19	March 8 & 22
* November 2 & 16	April 19
December 7	May 3 & 17
January 30 & 31	June 7, 15 & 16

* Note: November 23, Early Release for 9 - 12 Only

DATES TO REMEMBER

Sep 6..... First Day of School
 Nov 8..... End of First Quarter
 Nov 21 - 23 K-8 Parent/Teacher Conferences, (No School K-8)
 Nov 23..... Early Release for 9-12 Only
 Jan 31 End of Semester
 Mar 31 End of Third Quarter
 May 26, Jun 19 & 20..... Possible Snow Make-Up Days
 Jun 10..... High School Graduation
 Jun 16..... Last Day of School

September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10
	LABOR DAY	FIRST DAY OF SCHOOL EARLY RELEASE	EARLY RELEASE		SWHS PICTURE DAY	
11	12	13	14	15	16	17
18	19	20	21	22	23	24
			EARLY RELEASE			
25	26	27	28	29	30	

October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5 EARLY RELEASE OPEN HOUSE	6	7 TEACHER INSERVICE DAY NO SCHOOL	8
9	10	11	12	13	14	15
16	17 SWHS PICTURE RETAKES	18	19 EARLY RELEASE	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<i>1</i>	<i>2</i> EARLY RELEASE	<i>3</i>	<i>4</i>	<i>5</i>
<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i> VETERAN'S DAY NO SCHOOL	<i>12</i>
<i>13</i>	<i>14</i>	<i>15</i>	<i>16</i> EARLY RELEASE	<i>17</i>	<i>18</i>	<i>19</i>
<i>20</i>	<i>21</i> NO SCHOOL K-8 CONFERENCES	<i>22</i> NO SCHOOL K-8 CONFERENCES	<i>23</i> EARLY RELEASE SWHS ONLY NO SCHOOL K-8 CONFERENCES	<i>24</i> THANKSGIVING NO SCHOOL	<i>25</i> THANKSGIVING NO SCHOOL	<i>26</i>
<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i>			

December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 EARLY RELEASE	8	9	10
11	12	13	14	15	16	17
18	19	20	21 WINTER BREAK NO SCHOOL	22	23 WINTER BREAK NO SCHOOL	24
25	26 WINTER BREAK NO SCHOOL	27 WINTER BREAK NO SCHOOL	28 WINTER BREAK NO SCHOOL	29	30 WINTER BREAK NO SCHOOL	31 WINTER BREAK NO SCHOOL

January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 WINTER BREAK NO SCHOOL	3 WINTER BREAK NO SCHOOL	4	5	6	7
8	9	10	11	12	13	14
15	16 M. L. KING NO SCHOOL	17	18	19	20	21
22	23	24	25	26	27	28
29	30 EARLY RELEASE	31 EARLY RELEASE END OF FIRST SEMESTER				

February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 TEACHER INSERVICE DAY NO SCHOOL	2 FIRST DAY OF SECOND SEMESTER	3	4
5	6	7	8 EARLY RELEASE	9	10	11
12	13	14	15	16	17	18
19	20 PRESIDENT'S DAY NO SCHOOL	21	22 EARLY RELEASE	23	24	25
26	27	28				

March 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
2	6	7	8 EARLY RELEASE	9	10	11
12	13	14	15	16	17	18
19	20	21	22 EARLY RELEASE	23	24	25
26	27	28	29	30	31	

April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
	SPRING BREAK NO SCHOOL	SPRING BREAK NO SCHOOL	SPRING BREAK NO SCHOOL	SPRING BREAK NO SCHOOL	SPRING BREAK NO SCHOOL	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
			EARLY RELEASE			
23	24	25	26	27	28	29

May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 EARLY RELEASE	4	5	6
7	8	9	10	11	12	13
14	15	16	17 EARLY RELEASE	18	19	20
21	22	23	24	25	26 NO SCHOOL POSSIBLE SNOW MAKE-UP DAY	27
28	29 MEMORIAL DAY NO SCHOOL	30	31			

June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 EARLY RELEASE	8	9	10 SWHS GRADUATION
11	12	13	14	15 EARLY RELEASE	16 EARLY RELEASE LAST DAY OF SCHOOL	17
18	19 POSSIBLE SNOW MAKE-UP DAY IF NECESSARY	20 POSSIBLE SNOW MAKE-UP DAY IF NECESSARY	21	22	23	24
25	26	27	28	29	30	

SCHOOL BOARD MEETINGS

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.

SCHOOL BUS SAFETY RULES & REGULATIONS

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.**

**SOUTH WHIDBEY HIGH SCHOOL
SOUTH WHIDBEY ACADEMY
2016 – 2017
BELL SCHEDULES**

REGULAR SCHEDULE:

First Bell..... 7:35 a.m.
 Period 1 7:40 – 9:10 a.m.
 Break..... 9:10 – 9:20 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.

ONE-HOUR DELAY:

First Bell..... 8:35 a.m.
 Period 1 8:40 – 9:55 a.m.
 Period 2 10:00 – 11:15 a.m.
 Lunch 11:15 – 11:45 a.m.
 Period 3 11:50 a.m. – 1:10 p.m.
 3A..... 11:50 a.m. – 12:28 p.m.
 3B..... 12:32 – 1:10 p.m.
 Period 4 1:15 – 2:30 p.m.

EARLY RELEASE:

First Bell..... 7:35 a.m.
 Period 1 7:40 – 8:30 a.m.
 Period 2 8:35 – 9:25 a.m.
 Period 3 9:30 – 10:20 a.m.
 3A..... 9:30 – 9:53 a.m.
 3B..... 9:57 – 10:20 a.m.
 Period 4 10:25 – 11:15 a.m.
 Lunch 11:15 a.m.
 Buses..... 11:30 a.m.

TWO-HOUR DELAY:

First Bell..... 9:35 a.m.
 Period 1 9:40 – 10:40 a.m.
 Period 2 10:45 – 11:45 a.m.
 Lunch 11:45 a.m. – 12:15 p.m.
 Period 3 12:20 – 1:25 p.m.
 3A..... 12:20 – 12:50 p.m.
 3B..... 12:55 – 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

PARENT RIGHTS & IMPORTANT BOARD POLICIES

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

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.

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.

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.

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.

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).

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, or Section 504/ADA coordinator, Eric Nerison, enerison@sw.wednet.edu, 5520 Maxwellton Road, Langley, WA 98260, (360) 221-6100.

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.

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.

NETWORK/INTERNET USE TERMS AND CONDITIONS:

South Whidbey School District is pleased to provide access to network services and the Internet to students and staff. It is the District's belief that the Internet offers vast, diverse, and unique resources for education and research. Our goal in providing these services is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Internet access is coordinated through a complex association of government and private agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to assume.

The use of network services 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 Acceptable Internet Use Procedures and Guidelines, a copy of which is attached hereto and which you acknowledge having read and understood.

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.

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.

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; and
- Other disciplinary and/or legal action.

NETWORK/INTERNET USE PROCEDURES & GUIDELINES

NETWORK:

1. All use of the District's computer network (the "System") must be in support of education and research and consistent with the mission of the South Whidbey School District (the "District"). The District reserves the right to prioritize use and access to the System.
2. All use of the System must be in conformity to state and federal law, network provider policies and licenses and District policy. Use of another organization's network or computing resources must additionally comply with the rules appropriate for that network. Use of the System for commercial solicitation or other commercial purposes is prohibited. Use of the System for charitable purposes must be approved in advance by the Superintendent or designee.
3. The System constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the System shall serve to disrupt the operation of the System by others; System components including hardware or software shall not be destroyed, modified or abused in any way including, without limitation, by the creation or uploading of viruses or other harmful code or intentional destruction of others' data.

5. Malicious use of the System to harass other users or gain unauthorized access to any computer, account or computing system and/or damage the components of a computer or computing system is prohibited.
6. Users are responsible for the appropriateness and content of material they store, transmit, or publish using the System. Abusive, libelous or defamatory statements, hate mail, harassment, discriminatory remarks, and other antisocial or illegal behaviors are prohibited.
7. Use of the System to access, store or distribute obscene or pornographic material is prohibited.
8. Connecting any hardware and/or cabling components to the System and/or entering site communications closets by anyone other than a network technician or other individual expressly authorized by the District is strictly prohibited.

ELECTRONIC MAIL:

1. Electronic mail ("e-mail") is intended to be used for educational and research purposes. E-mail messages sent or received for personal or other purposes are allowed and will be treated no differently from other messages. Consequently, e-mail should not be used for any information that the user desires to keep personal or private. Excessive use of the district's System for personal e-mail is not allowed.
2. Despite the password and other security provisions, e-mail is not necessarily secure, private, or confidential. For example, it is possible for any message sent by a user to be forwarded on to anyone else on the Internet, with or without the knowledge of the original sender. Even after an e-mail has been deleted, it can still be possible to retrieve it and read it. Therefore, users should avoid sending anything in e-mail that might cause harm to themselves or others if revealed to persons other than the intended recipient.
3. The security provisions of the e-mail system must be honored at all times. For example, one should not attempt to gain access to other people's messages or accounts and you should not share your password with others. Using the auto-login feature is not recommended.
4. Good judgment should always be employed in using e-mail. In addition to the general guidelines above, the following practices are specifically forbidden: Intentional impersonation and/or misrepresentation as to the identity of a sender or receiver of e-mail; modifying a message and forwarding without noting the changes (i.e. additions, deletions, modifications to the content, etc.); bypassing the user-security mechanisms of the e-mail system in a malicious manner (such as creating bogus accounts or "snooping" through mail addressed to other people); sending or forwarding "chain letters"; subscribing to listservs (unless specifically approved); and placing information on the e-mail system that would defame, or portray in a false light, the sender or recipient of an e-mail message.
5. Email messages are not kept on the mail server indefinitely (generally about 45 days). Messages you wish to keep should be saved to your hard drive or other storage device, or printed and filed.
6. Listservs should not be subscribed to without permission of the network administrator.
7. Under the Public Records Act (RCW 42.17) all e-mail as well as other documents on the district's System are subject to public disclosure.

SECURITY:

1. System accounts are to be used only by the authorized owner of the account for authorized purposes. Users may not share their password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the System, or attempt to gain unauthorized access to the System or accounts.
3. If any user becomes aware of a security problem on the Internet, they should notify the System administrator and refrain from demonstrating the problem to other users.

PERSONAL SECURITY:

1. Personal information such as addresses and telephone numbers should remain confidential when communicating through the System.
2. Students should not make appointments to meet people in person who they have contacted through the System without parental permission.
3. Users should notify the network administrator or other responsible adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

COPYRIGHT:

1. The unauthorized installation, use, storage or distribution of copyrighted software/materials using the System or on District computers is prohibited.

GENERAL USE:

1. Efforts must be made to conserve System resources. For example, users should frequently delete old e-mail and unused files.
2. No person shall have access to the System without having received appropriate training. A signed User Informed Consent Form must be on file with the District. Students under the age of 18 must have the approval of a parent or guardian.
3. Nothing in these regulations is intended to preclude the supervised use of the System while under the direction of a teacher or other approved user acting in conformity with District policy and procedure.
4. From time to time, the District will make a determination on whether specific uses of the System are consistent with the regulations stated above. The District reserves the right to modify or revise these regulations at any time. Under prescribed circumstances non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the District. For security and administrative purposes, the District reserves the right for authorized personnel to review System use and file content, including, without limitation, the contents of e-mail messages. The District reserves the right to remove a user account on the System to prevent unauthorized activity.

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, click on "School Board," then "Policies."

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