



## Peninsula High School Student Handbook

14105 Purdy Dr. NW, Gig Harbor, WA 98332  
(253) 530-4400 FAX: (253) 530-4420  
PHS Website: [www.phs.psd401.net/phs/](http://www.phs.psd401.net/phs/)

### PHS - Where YOU matter!

**Peninsula High School staff prepare students to meet today's content standards while employing instructional strategies that promote the skill sets students need to be successful in tomorrow's world**

#### Administrative Team

Principal	530-4401	Dr. Joe Potts
Assistant Principal	530-4403	Danielle O'Leary (A-K)
Assistant Principal	530-4402	Mark Nickels (L-Z)
Office Manager	530-4405	Sandy Fox
Dean of Students	530-4404	Kimberly Marinelli
Director of Athletics	530-4410	Ross Filkins

#### Office Staff

Main Office	530-4400	Marlee Morin, Kathy Crowley
Counseling	530-4431	Donna Minshull
Athletics	530-4411	Angie Wehmeier
Registrar	530-4413	Susan McNellis
Bookkeeper	530-4412	Candice Bernadelli
Security	530-4400	Dawnee Gossage
Safety Officer	530-4400	Deputy Ray Readwin

**Peninsula High School Offices are open from 7:00 am to 3:30 pm**

**Athletic Office: 8:30 am to 3:30 pm**

**Attendance Office: 7:15 am - 2:30 pm**

For district calendar information and many other items, please see the Peninsula School District website:

[www.psd401.net](http://www.psd401.net)

## Counseling and Career Center

Peninsula High School has four counselors, and a career counselor available to students. To see one of these staff members, students need to go to the counseling center and make an appointment. Parents / Guardians can call 253-530-4431. A pass slip will be sent to the student's class as soon as possible.

### Counselor Assignments

A - C Molly Copeland  
D - HN Erin Doran Ho  
HO - MI Missy Lichau  
MJ - SE Alison Hughes  
SF - Z Peggy Cooper

### School Psychologists

Laura Boyer & Danielle Walsh

### Social Worker

Jane Fairchild

### Career Center

Dave Burmark 253-530-3975

Lorraine McCormick 253-530-3976

## Discipline

Peninsula High School will provide a structured climate, which is safe and orderly and enables students to learn at an optimum level. All students will develop positive self-control, successful interpersonal skills, self-direction, self-understanding, and self-worth. Conduct that is counterproductive to an individual's learning or is detrimental or unsafe to persons or property; that violates laws, policies, or commonly accepted standards will not be tolerated. All students are expected to respect self & others.

### Specific Procedures for Disciplinary Consequences

Disciplinary consequences are based on circumstances unique to each individual incident of inappropriate behavior and will be dependent on such factors as the severity of the incident and past infractions.

## Attendance

Peninsula High School is a CLOSED CAMPUS. Therefore, when it becomes necessary for a student to leave campus for dental or medical appointments, etc.,. The parent / guardian must either send a note with the student (which is taken to the attendance office for an early dismissal note that can be shown to the teacher when the student needs to leave class) or call the Attendance Office (253-530-4428) in advance. The student must sign-in upon returning.

Off campus-lunch passes are for juniors and seniors only and may be issued to those students with an approved application on file. Those students meeting the criteria to leave campus will have their privileges revoked if found taking underclassmen off campus, or if leaving campus results in attendance issues for that student. **The parking lots are considered off campus.** Upon arriving on campus, students may not loiter in

the lot, but must make their way into the building. **Students are not to return to the lot to retrieve items from vehicles during the school day.**

All 18-year-old students will follow the regular attendance policies even if they have an attendance contract signed by a parent and an administrator allowing them to excuse their own absences.

### **Excused Absences**

The following absences will be excused:

Illness, injury, medical or dental apts., school related activity, religious holiday, family emergency or bereavement, court appearance, pre-arranged absences for family trips of educational value.

Please clear absences as soon as possible--preferably within 24 hours.

### **Absences During School Hours**

The attendance office will NOT accept an excuse from a parent that allows a student to remain on campus. Parents may not excuse students to miss class, yet stay on campus.

### **Illness at School**

Students becoming ill or injured during the school day must report to the health room. If it is necessary for the student to go home, the health tech will contact the parent or guardian and sign the student out of school. Any notice of injury or illness should be reported to the health room.

### **Unexcused Absence**

Any absence without the permission of an administrator or guardian will be considered unexcused. The BECCA bill process will be followed for students with five or more unexcused absences in a month.

### **Tardy Policy**

Every student is expected to be in class on time. Consequences for tardiness are as follows:

- Tardy 1 & 2: Teacher Warning and documentation
- Tardy 3: Parent notification by teacher
- Tardy 4: Office referral / parent notification

Teachers may make their own arrangements / in class consequences or they may refer the student to the office. Additional tardy incidents will result in progressive disciplinary consequences.

### **Passing Time**

Passing time between periods is five minutes. Students are expected to be in class prior to the scheduled start time.

### **Hall Passes**

All students in the halls while classes are in session must have an official hall pass with them.

### **Athletics**

Peninsula High School offers many varsity sports during the school year. Students who are interested in participating need to register on-line at FamilyID through the Athletics on the PHS website and complete the following:

1. Forms - General Information
2. Physical - Good for two years
3. Pay-to-Play fee - \$100.00
4. All PHS fines must be cleared
5. ASB Card - \$50.00

**FALL SPORTS**

**Cross Country**  
**Football**  
**Girls Soccer**  
**Girls Swimming**  
**Volleyball**  
**Boys Tennis**  
**Boys and Girls Golf**

**WINTER SPORTS:**

**Boys Basketball**  
**Girls Basketball**  
**Wrestling**  
**Boys Swimming**  
**Girls Bowling**

**SPRING SPORTS:**

**Baseball**  
**Fast Pitch**  
**Boys Soccer**  
**Girls Tennis**  
**Track & Field**  
**Girls Water Polo**

**Clubs & Activities**

Activities at PHS run throughout the year and meet both during the school day as well as during non-school hours. The following is a list of clubs and activities offered:

<b>Anime</b>	<b>Environmental</b>	<b>Yoga Club</b>	<b>Art</b>	<b>Tabletop Games</b>
<b>Interact</b>	<b>UNICEF</b>	<b>Drama</b>	<b>Key Club</b>	<b>Skills USA</b>
<b>STEM</b>	<b>Knowledge Bowl</b>	<b>CIP</b>	<b>Feminism</b>	<b>Letter Writing</b>
<b>DECA</b>	<b>Role Playing Games</b>	<b>HOSA</b>	<b>GSA</b>	<b>Speech &amp; Debate</b>
<b>Magic the Gathering</b>	<b>Boys Water Polo</b>	<b>National Honor Society</b>		<b>Photo</b>

**Cafeteria / Commons**

Courtesy and cleanliness are expected student behaviors at lunchtime. All lunches are to be eaten in the designated areas. Students are responsible for taking care to clear / clean their space. Respect others while standing in the lunch line. Grandstands, bleachers, track and athletic fields are off limits at lunch.

**Cell Phones / Electronic Devices**

Students **BRING ALL ELECTRONIC DEVICES AT THEIR OWN RISK!** PHS is **NOT** responsible for lost or stolen electronic devices. Cell phones *should not be used* in class for phone calls, text messaging, or as a timepiece. If a parent has an important message during class, they should call the main office and leave a message that will be delivered to their student’s classroom.

**Phones/Electronic Devices:** The goal for use of any digital device is that the device will positively influence the engagement in learning goals, enhancement of learning goals, and extension of learning goals in a meaningful way for each individual student. **The school-wide policy at Peninsula High School is that all**

students receive a blanket warning the first day from their teacher. The first unauthorized offense, the device will be taken by the teacher for the remainder of the period. The second offense the device will be sent to the office to be picked up by the student at the end of the day. The third offense will require a parent to come in and pick up the device. When a staff member requests a device from a student, the student must turn off the device and relinquish it to the staff member. Failure to do so will result in disciplinary actions.

### **Dress Code**

- Students are expected to dress appropriately for school.
- Clothing must cover the torso, upper legs, cleavage, buttocks and undergarments.
- Sunglasses are not to be worn indoors unless medically prescribed.
- Clothing or accessories that are worn to display gang affiliation (i.e., bandannas, color displays, etc) are not allowed at school or school sponsored events.
- Clothing or jewelry displaying alcohol, tobacco, drugs, weapons, or obscene and vulgar messages are not permitted.
- Clothing, accessories or displays associated with gang affiliated behavior are not permitted.

Students referred to the office for dress code issues will be asked to change into appropriate clothing or cover the offensive clothing or message.

### **Drug, Drug Paraphernalia, Alcohol - Possession or Use**

A student shall not use any substance, legal or illegal to induce mood or behavior changes. A student shall not possess, constructively possess, use, be under the influence of any narcotic drug(s), alcoholic beverage, anabolic steroids, hallucinogenic drugs, amphetamine, barbiturates, marijuana or any substance purported to be one of the above described substances. Students shall not possess, or constructively possess any drug paraphernalia. See the District Handbook for more information.

### **Gang Related Activity**

Groups that initiate, advocate, or promote activities which threaten the safety or well-being of person or property on school grounds or at school activities, or which disrupt the educational environment, and or are harmful to the educational process, will be considered gang related. The use of signals, graffiti or the presence of any apparel, jewelry, accessory, manner of grooming, or any other attribute which indicates affiliation or promotion of gang behavior will not be tolerated. Violation of these conditions may result in suspension on the first offense.

### **Grading**

Final grades will be posted at the end of the term. Parent / guardians and students can get current grade updates by accessing Parent Portal online at any time.

#### **Purpose of Grading:**

We believe that the purpose of grading is to communicate a student's performance and competency in relation to course or grade-level standards in the development of confident learners.

### **Assigned Coursework / Homework:**

We believe the aim of assigned coursework should be to develop confident learners through guided practice designed to build competency toward meeting identified learning standards. Summative assessments should reflect what a student has learned after having practice.

- *Summative assessments (exams, major projects, ect) will be weighted at a minimum of 85% of a student's overall grade, and formative assessments (coursework / homework) will be weighted at a maximum of 15% of a student's overall grade in a course.*
  - *CTE and PE may factor in participation; and in CTE courses employment and leadership skills as part of a students grade.*

### **Assessment and Re-Submissions:**

- We believe that multiple assessment opportunities should be provided to help students develop confidence in their progression toward meeting learning standards.
- Peninsula High School allows for students to retake / redo summative assessments under the following expectations:
  - *The student must make arrangements with an individual teacher within 5 school days of the original assessment date*
  - *The criteria for allowing the retake / redo will be determined by the teacher*

The score earned during the most recent attempt will be the score put into the grade book

(Created by Grading Committee, approved by School Leadership Team and Departments - Spring of 2017)

### **Power School Grading Scale is district wide.**

A 93%, A- 90%, B+ 87%, B 83%, B- 80%, C+ 77%, C 73%, C- 70%, D+ 67%, D 60%

## **Graduation / Commencement**

The Peninsula School District considers participation in commencement exercises and related activities as a privilege and not a right to which they are entitled. **Therefore, any student who is withdrawn from school or placed on suspension for exceptional misconduct during the 4th quarter of the senior year may not be allowed to participate in school commencement exercises.** This applies to exceptional misconduct on school district property or at a school sponsored event. All fines must be cleared and require credits earned in order for seniors to participate in the commencement ceremony.

## **Harassment, Intimidation, and Bullying (HIB)**

Harassment, intimidation, and bullying are intentional, electronic, written, verbal or physical acts that:

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

It is the right of every student to feel welcome and safe while on school campus and while attending school events. Any behaviors that deny an individual this right will not be tolerated and, depending on circumstances and severity, will result in corrective action that could include counseling, school discipline, and/or a referral to law enforcement. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a district policy to knowingly report false allegations of harassment, intimidation, or bullying. Individuals 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.

## **Honor Lists**

Honorable Merit - To be eligible for this list, the student must earn a 3.0 GPA for the grading period being considered. Honor Roll - All students who receive a 3.5 or better GPA will be placed on this list. Graduation cords will be awarded to students earning 3.0 - 3.5 accumulated GPA their senior year.

## **Identification**

All persons must, upon request, identify themselves by name to any school district personnel while on the grounds or at school-sponsored events. ID cards are required for admittance to all school activities and must be carried at all times.

## **Library**

The library is available 7:00 am - 2:30 pm Monday - Friday

Tutoring Tuesday / Thursday 2:30 pm - 3:30 pm available in the library

- Respect the rights of others to work in a quiet atmosphere
- Water is the only food or drink allowed in the library
- Be respectful of all library materials and equipment
- Lost or damaged books must be replaced or paid for. Replacement requires approval of the Library Media Specialist. Unless you are with a class or it is lunchtime, you must have a pass from your teacher to use the library. Check in and out at the circulation desk.

Computer Use:

Library computers are available for educational use only

NO beverage container should be open around computers

## **Lockers**

Locks and lockers are the property of the Peninsula School District and are made available as a convenience to students. Students who use lockers agree to the following conditions:

Only students who are assigned lockers by the main office are permitted to use the lockers

School authorities reserve the right to open and search the school lockers under the following conditions:

1. When a student is withdrawn from school
2. Unmet deadlines for the return of school property
3. When there are reasonable grounds for believing something contrary to school rules or significantly detrimental to the school and its students will be found in the locker. Students using assigned lockers assume responsibility for the care and/or condition of lockers.

The school is not responsible for locker theft either in the locker rooms or the school proper. **LOCK ALL ITEMS IN A LOCKER WHEN IN PE CLASS!**

At the end of the school year, students are expected to clean out their lockers. Any clothing items left over the summer will be donated to SAVE Thrift Store.

## **Lost and Found**

Lost and found is located in the Main Office. This is a service to students. At the end of each month, unclaimed items are donated to the SAVE Thrift Store. Lost books are returned back to the library.

## **Make-Up Credits**

Peninsula High School may accept credits from an accredited correspondence or summer school program. Please check with your counselor if you wish to pursue make-up credits through one of these means to see if the credit is acceptable prior to enrolling in the course. See your counselor regarding online PIA retrieval courses.

## **Parent Organizations**

Volunteer Parent Organization (VPO)

This is an organization whose purpose is to provide an avenue by which all Peninsula High School parents and the community can get actively involved in the life of the school. The VPO offer broad-based support in the areas of academics, fine arts, and athletics. Meetings are held quarterly. All parents are encouraged to participate. More information can be found on the PHS website under the Families & Community tab.

## **Peninsula Hawk Scholarship Committee / Senior Scholarship Notebook**

The Scholarship /committee and the SAVE Thrift Store believe that all students can benefit from continuing their education after high school. The Scholarship Committee, with the combined effort of community members, businesses, service organizations, and the Thrift Store, raised nearly \$240, 000 for our last year's graduating seniors. All seniors are encouraged to produce a scholarship notebook to qualify for one or more scholarships. The "official scholarship binder" is purchased from the SAVE Thrift Store for \$8.00, and is required. The Scholarship Portfolio is usually due the 2ns Wednesday in January.

## **Parent Portal**

To monitor progress, students and parents should access attendance, grades, assignments and monitor academic progress through Parent Portal. Log-in information for parents is available in the main office. Parent Portal can be accessed through the school website and support is available by emailing [powerschool@psd401.net](mailto:powerschool@psd401.net).

## **Parking**

Parking at PHS is limited. We encourage students to consider other forms of transportation - school buses, carpooling. Students may park on campus only if they follow these regulations:

- 1. Parking is for juniors and seniors only with a current student parking permit**
2. Students must register their vehicle, purchase and display a valid parking sticker.
3. Vehicles must be parked only in those areas that are designated for student parking.
4. Students who violate these rules may have their parking privileges suspended and/or be suspended.



5. **PHS is NOT responsible for damage or theft related to student vehicles.** Students park at their own risk.
6. Students are not to go to their vehicle to retrieve items or sit during the school day.

### **Pay to Play**

Any student who participates in a co-curricular activity will be required to pay a participation fee. The fees are as follows:

1. **Athletics = \$100.00 per season**
2. **Fines must be cleared prior to the start of a sport season**
3. **ASB Card = \$50.00**
4. **Clubs & Activities = \$25.00 plus an ASB Card**

### **Records / Policy Statement**

The records of district students are confidential and may be released and/or reviewed only for educational purposes that are of benefits to the students. The release of student records will be in compliance with all state laws and applicable federal laws.

### **Student Rights and Responsibilities**

The Student Rights and Responsibilities handbook sets forth the rules and regulations of the Peninsula School District regarding student conduct, discipline and rights and responsibilities. See WAC 180-40-225. The handbook can be viewed online at [www.PSD401.net](http://www.PSD401.net)

### **Weapons**

In accordance with state law, possession of a weapon or “look-alike” may result in an emergency expulsion from the Peninsula School District. The Sheriff’s department will be contacted for any criminal act.

### **Withdrawing from School**

If a student decides to withdraw from school for any reason, he/she must:

Bring a parent / guardian to the counseling office to obtain the withdrawal form.

The attendance office, the nurse, the librarian, the bookkeeper, the student’s counselor and the student’s assigned teachers must sign the withdrawal form with the grades to date.

## Peninsula High School Fight Song

Our hats are off to you Pen High  
For all the years that you will live and die.

The hopes of the Northwest,  
We will always do our best to win the fight

And do what's right, rah, rah

The fairest colors in the land are green and white

And we will guard them with all our might,

We are proud of

You and we will

Always do our best

For you Pen High!