

# STEILACOOM HIGH SCHOOL STUDENT HANDBOOK 2022-2023



Steilacoom High School will be steadfast and innovative in the pursuit of academic success, social-emotional support and post-secondary preparation in order to become an exemplary institution and represent our diverse communities with pride

***#SentinelNation #EarnEverything***

Name: \_\_\_\_\_

Advisory Teacher: \_\_\_\_\_

## Administration and Office Staff

Principal	Mike Miller	mimiller@steilacoom.k12.wa.us
Assistant Principal (Students A-L)	Jessica Soete	jsoete@steilacoom.k12.wa.us
Assistant Principal (Students M-Z)	Katie Redman	kredman@steilacoom.k12.wa.us
Office Coordinator	Sharon Larson	slarson@steilacoom.k12.wa.us
CTE Secretary	Carla Cooper-Haamid	ccooper@steilacoom.k12.wa.us
Athletics Coordinator	Tina Hayden	thayden@steilacoom.k12.wa.us
Attendance Secretary	Kristin Tinsley	ktinsley@steilacoom.k12.wa.us
Bookkeeper	Beth Agnew	bagnew@steilacoom.k12.wa.us
Nurse	Angela Burgess	aburgess@steilacoom.k12.wa.us
Campus Security	Eric Overgaard	eovergaard@steilacoom.k12.wa.us

## Counseling and Career Center Staff

Grade 12	Brittany Castignanie	bcastignanie@steilacoom.k12.wa.us
Grade 11	Chris Brugman	cbrugman@steilacoom.k12.wa.us
Grade 10	Abby Domier-Bonnin	adomier-bonnin@steilacoom.k12.wa.us
Grade 9	Kate Allen	kaallen@steilacoom.k12.wa.us
Registrar	Jessica Rady	jrady@steilacoom.k12.wa.us
School Psychologist	Jon Golle	jgolle@steilacoom.k12.wa.us
Military Family Life Counselor	Molly Grogan	mgrogan@steilacoom.k12.wa.us
SEL Coordinator	Mary Snyder	msnyder@steilacoom.k12.wa.us
Family, Community Partnership Specialist	Raynai Johnson	rajohnson@steilacoom.k12.wa.us

### *District Vision*

The best education for every student.

### *District Mission*

The mission of Steilacoom Historical School District No. 1, in partnership with our communities, is to educate and prepare responsible citizens who can contribute and adapt in a changing world.

### *Scope of District's Authority*

Students, who involve themselves in acts that have a detrimental effect of the maintenance and operation of the school or the school district, to include criminal acts, and/or or violations of school rules and regulation may be subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

- On school grounds, which includes SHSD bus stops, during, and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school-affiliated group(s), or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or,
- In school-provided transportation, or any other place while under the authority of school personnel.

In addition to individual rights established by law and district policies, students have the substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law. See SHSD Board Policy and Procedure 3240 for additional details.

### *Principal's Message*

Steilly Students,

Welcome to the 2022-2023 school year! We are all excited to see you on campus. Please remember that safety is our first priority each day. If you see something that makes you concerned, I hope that you feel comfortable speaking about it with an adult on our campus. Our school district has a number that you can use to leave anonymous tips about school safety. If you do not want to talk with a staff member you can text **855-745-3674**. The second thing that I want to remind you about is the importance of doing your best every day. As a Sentinel, we expect that you bring your "A-Game" with you every time you step into our building. There are many supports for you here on campus, and we hope you choose to take advantage of them. Get involved and work hard!

Mr. Miller, SHS Principal

### *Quick Reference Guide*

*Need help with a task? Not sure who to ask? See the list below. When in doubt, ask anyone in the main office!*

#### Ms. Carla Cooper-Haamid

CTE Funding  
Bus Information  
Locker Combinations

#### Mrs. Larson, Counseling Office

Appointments with Administrators  
Skyward Passwords  
Daily Announcements

#### Mrs. Agnew, Bookkeeping

Fees and Fines  
ASB Fundraising Forms  
Dance Tickets

#### Mrs. Tinsley, Attendance

Attendance  
Planned Absences  
Tardy Passes

#### Mr. Overgaard, Campus Supervisor

Parking Passes  
Off-Campus Passes  
Safety Concerns and Theft


#### Mrs. Hayden, Athletics Office

Appointments with Coaches  
Athletics Registration  
Sports Schedules

## Teacher Emails

<b>Name</b>	<b>Department</b>	<b>Email Address</b>
Royce Albert	History	ralbert@steilacoom.k12.wa.us
Erin Anderson	Math	erinanderson@steilacoom.k12.wa.us
Tyler Bartlett	History	tbartlett@steilacoom.k12.wa.us
Tom Bradbury	English	tbradbury@steilacoom.k12.wa.us
Venus Cariaso	Mathematics	vcariaso@steilacoom.k12.wa.us
Trissa Carlton	Special Education	tcarlton@steilacoom.k12.wa.us
Dr. Renee Chase, NBCT	English	rchase@steilacoom.k12.wa.us
Micah Dill	English	mdill@steilacoom.k12.wa.us
Sarah Dorsch	World Language	sdorsch@steilacoom.k12.wa.us
Kathy Eastman	Mathematics	keastman@steilacoom.k12.wa.us
Kasey Eck	Music	keck@steilacoom.k12.wa.us
McKenna Fletcher	Special Education	mfletcher@steilacoom.k12.wa.us
Eric Garrett	Mathematics	ericgarrett@steilacoom.k12.wa.us
Brooke Gray	English	bgray@steilacoom.k12.wa.us
Eva Gorel-Trujillo	World Language	Egorel-trujillo@steilacoom.k12.wa.us
Noble Hauser	Science/CTE	nhauser@steilacoom.k12.wa.us
Tina Hayden	Career & Technical Education	thayden@steilacoom.k12.wa.us
Samantha Henderson	Mathematics	shenderson@steilacoom.k12.wa.us
James Jarnagin	Science	jjarnagin@steilacoom.k12.wa.us
Elisabeth Jellison	Science	ejellison@steilacoom.k12.wa.us
Carl Jones	Career & Technical Education	carljones@steilacoom.k12.wa.us
Adi Kahlisa	Special Education	akahlsa@steilacoom.k12.wa.us
Janet Kirksey	Career & Technical Education	jkirksey@steilacoom.k12.wa.us
Ryan Knutsen	Physical Education	rknutsen@steilacoom.k12.wa.us
Victor McGee	Career & Technical Education	vmcgee@steilacoom.k12.wa.us
Cameron Miller	Physical Education	camiller@steilacoom.k12.wa.us
Craig Miller	History	crmiller@steilacoom.k12.wa.us
Laurie Norris	Mathematics	lnorris@steilacoom.k12.wa.us
Taylor Pickett	History	tapickett@steilacoom.k12.wa.us
Andrea Price	Special Education	aprice@steilacoom.k12.wa.us
Nate Renner	English	nrenner@steilacoom.k12.wa.us
Matt Robles	Mathematics/CTE	drobles@steilacoom.k12.wa.us
Dakota Schrimsher	English	dschrimsher@steilacoom.k12.wa.us
Keri Schultz-Brace	Career & Technical Education	kschultz-brace@steilacoom.k12.wa.us
Patty Sherve	Special Education	psherve@steilacoom.k12.wa.us
Lisa Slater	Physical Education	lslater@steilacoom.k12.wa.us
Trish Sortore	Science	psortore@steilacoom.k12.wa.us
Miguel Stutz	Science	mustutz@steilacoom.k12.wa.us
Kelsey Tretheway, NBCT	English	kbochenek@steilacoom.k12.wa.us
Matt Vegh	Music	mvegh@steilacoom.k12.wa.us
Lindsay Webster	Career & Technical Education	lwebster@steilacoom.k12.wa.us
Ashley Williams	Career & Technical Education	aswilliams@steilacoom.k12.wa.us
Loriann Williams	World Language	lowilliams@steilacoom.k12.wa.us
Sean Wood	World Language	swood@steilacoom.k12.wa.us
Marilyn Wynn, NBCT	Mathematics	mwynn@steilacoom.k12.wa.us
Meggan Zajack-Mattes	Career & Technical Education	mmattes@steilacoom.k12.wa.us

Bell Schedules

Regular Schedule		ACE Day Schedule	
Period 1	7:35-8:35	Period 1	7:35-8:18
Period 2	8:39-9:34	Period 2	8:22-9:01
Period 3	9:38-10:34	Advisory/Study	9:05-9:39
<i>Lunch Block</i>		Period 3	9:43-10:22
1 <sup>st</sup> Lunch	10:38-11:08	Period 4	10:26-11:05
Period 4 (After 1 <sup>st</sup> Lunch)	11:12-12:07	1 <sup>st</sup> Lunch	11:09-11:39
Period 4 (Before 2 <sup>nd</sup> Lunch)	10:38-11:33	Period 5 (After 1 <sup>st</sup> Lunch)	11:43-12:22
2 <sup>nd</sup> Lunch	11:37-12:07	Period 5 (Before 2 <sup>nd</sup> Lunch)	11:09-11:48
Period 5	12:11-1:06	2 <sup>nd</sup> Lunch	11:52-12:22
Period 6	1:10-2:05	Period 6	12:26-1:05
AM Assembly		PM Assembly	
Period 1	7:35-8:29	Period 1	7:35-8:27
Assembly	8:33-9:13	Period 2	8:32-9:20
Period 2	9:17-10:05	Period 3	9:24-10:12
Period 3	10:09-10:57	<i>Lunch Block</i>	
<i>Lunch Block</i>		1 <sup>st</sup> Lunch	10:16-10:46
1 <sup>st</sup> Lunch	11:01-11:31	Period 4 (After 1 <sup>st</sup> Lunch)	10:50-11:38
Period 4 (After 1 <sup>st</sup> Lunch)	11:35-12:23	Period 4 (Before 2 <sup>nd</sup> Lunch)	10:16-11:04
Period 4 (Before 2 <sup>nd</sup> Lunch)	11:01-11:49	2 <sup>nd</sup> Lunch	11:08-11:38
2 <sup>nd</sup> Lunch	11:53-12:23	Period 5	11:42-12:29
Period 5	12:27-1:14	Period 6	12:33-1:20
Period 6	1:18-2:05	Assembly	1:24-2:05
Two Hour Late Start		Half Day	
Period 1	9:35-10:15	Period 1	7:35-8:10
Period 2	10:19-10:54	Period 2	8:14-8:45
Period 3	10:59-11:34	Period 3	8:49-9:20
1 <sup>st</sup> Lunch	11:38-12:08	Period 4	9:24-9:55
Period 4 (After 1 <sup>st</sup> Lunch)	12:12-12:47	Period 5	9:59-10:30
Period 4 (Before 2 <sup>nd</sup> Lunch)	11:38-12:13	Period 6	10:34-11:05
2 <sup>nd</sup> Lunch	12:17-12:47		
Period 5	12:51-1:26		
Period 6	1:30-2:05		
2022-2023 SHS Bell Schedules			

# Student Rights & Responsibilities for the 2022-2023 School Year

(SHSD School Board Policy Series 2000 & 3000)

## Academic Information

### 24 Credits

<i>Subject</i>	<i>Credits</i>
Career & Technical Education	1.0
Electives	4.0
Fine/Performing Arts	2.0
Health	0.5
Language Arts	4.0
Mathematics	3.0
Science	3.0 (2.0 Lab)
Social Studies	3.0
Physical Education	1.5
World Language	2.0 (or Personalized Pathway Requirement)
<b>Total</b>	<b>24 Credits</b>

### CREDIT Retrieval

Steilacoom High School offers a credit recovery program through BYU for students looking to retrieve credit. Credit retrieval is different from grade enhancement, which may be arranged at a cost to be incurred by the student.

### GRADUATION Requirements

Graduation from high school in Washington State means that a student meets the following criteria:

1. Successful completion of 24 Credits.
  - a. See the above table for specific information about specific criteria.
2. Successful completion of the Washington State History requirement.
3. Successful completion of the High School & Beyond requirement (Senior Presentation).
4. Successful completion of all requisite state testing.

Please note that commencement and graduation are different. Commencement ceremonies are a district event, and therefore students are not required to participate. The criteria listed above will be completed and documented prior to graduation rehearsal in order for a student to be eligible for commencement exercises.

Honor graduates will be recognized in the following ways at the graduation ceremony:

- Summa Cum Laude, *Top 5%, Black Cord*
  - Valedictorian, *Additional Medallion*
  - Salutatorian, *Additional Medallion*
- Magna Cum Laude, *Top 10%, White Cord*
- Cum Laude, *3.6 GPA & Above, Gold Cord*

### ONLINE Grades & Update Policy

Student grades can be actively monitored using TeacherEase. You can find TeacherEase by visiting the [www.teacherease.com](http://www.teacherease.com). Teachers at Steilacoom High School are expected to keep a reasonably updated gradebook uploaded on TeacherEase.

## STANDARDS-Based Grading

Our grading system is based around three philosophies:

1. Learning improves when teachers give students meaningful evaluation during the learning process.
2. Grades should only reflect what a student knows and is able to do at any given point in time.
3. Learning is a continuum, and reassessment is an important part of that process.

We expect that teachers use formative assessments (assessments during the process of knowledge acquisition) and summative assessments (assessments which occur after the process of learning has been completed) which all tie to state and national standards. Grades and feedback should therefore all be attached to a standard and a student's performance on the standards for any given class is what constitutes a grade. There will be no extra credit given in any class. Using grades as a means for behavior change is not appropriate.

### *Interventions*

Steilacoom High School is committed to helping students learn, and sometimes when we notice a pattern of behavior emerge we will choose to place additional requirements of varying lengths on a student in order to better structure and influence their academic choices. These additional requirements (commonly referred to as RTI, or Academic Interventions) take precedence over extra-curricular activities including, but not limited to, athletic practices and competitions, field trips, and music/drama rehearsals or performances. Failure to attend or actively participate in academic interventions may result in progressive discipline measures.

### *Reassessment*

Provided that a student has completed all of the formative work leading to a summative assessment, they will be allowed to reassess on those standards (be it a quiz, test, paper, lab, etc.) and improve their grade. The reassessment does not necessarily need to take the same form as the original assessment. (Ex: The reassessment may be more detailed or intricate, or it may be an entirely new type of assessment altogether.) There will be a universal cutoff date for reassessment established by the school each semester after which no reassessments may occur (Semester 1 – January 20, Semester 2 – June 9). This process is designed to allow for teachers to have enough time to sufficiently grade their finals. There will be no reassessment opportunities given for finals.

## STUDENT Initiated Schedule Changes

The last day to add or drop a class without receiving an F in the course is September 15, 2022 (Semester 1) and February 3, 2023 (Semester 2). Student schedule changes will not be made for the following reasons: lunch requests, teacher requests/changes, or to be with friends.

## *Athletics*

If you have any questions or would like more information please email our athletic coordinator Tina Hayden at [thayden@steilacoom.k12.wa.us](mailto:thayden@steilacoom.k12.wa.us). Athletics registration are open for all seasons.

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Cross Country (Boys, Girls) Golf (Boys, Girls) Football (Boys) Soccer (Girls) Swim/Dive (Girls) Tennis (Boys) Volleyball (Girls) Cheer (Co-Ed)	Basketball (Boys, Girls) Swim/Dive (Boys) Wrestling (Boys, Girls) Bowling (Girls) Cheer (Co-Ed)	Baseball (Boys) Fastpitch (Girls) Soccer (Boys) Tennis (Girls) Track & Field (Boys, Girls)

### **ASB Card**

You will need to pay for an ASB card before you may to participate in SHS athletics or activities (clubs). ASB Cards are \$25 and can be purchased during the year at the Bookkeeper's window.

### **ATHLETIC Code**

Steilacoom Athletics follows Board Policy 2151P which details extra-curricular eligibility and includes both RCWs and WIAA Policy. Students and parents are required to agree to this eligibility code as part their clearance process.

### **ATTENDANCE on Game Day**

On the day of a game, absences for any part of the day must be excused with a third party note. If an athlete is absent for any part of the day without a third party note, they will not be eligible to play.

### **ACADEMIC Eligibility**

Students must be academically eligible to participate in athletic contests, activities, and school sponsored events such as field trips. If a student is not eligible, they are not permitted to participate. Eligibility for a new season is based on the previous semester. Eligibility for the current season, as well as school sponsored events, is based on a current grade check. Eligibility is defined as a 2.5 GPA with 1 F, or a 2.0 GPA with no Fs.

### **CLEARANCE/Registration**

Our school has a completely online registration which opens one month prior to the start of the upcoming sports season. All student athletes must have fully registered on Family ID, which includes a current physical which covering them through the entire season, and have paid for their ASB and Sports Fee in order to be cleared for practice or competition.

### **EJECTIONS from Athletic Contests**

If you are ejected for an athletic contest once (in any season) you will be required to write a letter to the SPSL requesting reinstatement, and complete a NFHS Sportsmanship class before resuming play. If you are ejected from an athletic contest twice (within the same season) you will be removed from that sport for the remainder of that season. If you are ejected from a contest once for "Abusive Language" and/or "Violent Conduct" you will be subjected to out-of-school discipline in addition to your athletics consequences, and you may also be restricted from all athletics for the remainder of the school-year. Parents may be subject to ejection consequences as well.

### **SCHOOL Discipline and Athletics**

All school discipline will supersede athletic events or club events. Exceptions must be approved by the Athletic Coordinator (Mrs. Hayden).

### **SOUTH Puget Sound 2A League**

For schedules and additional information about our league for athletics, visit [www.spslathletics.com](http://www.spslathletics.com)

### **USER Fees**

Student-athletes are required to purchase an ASB card for \$25 and pay a one-time per season user fee in order to fully clear for their sport. The SHS Athletics Department uses this money for many things, including paying for things like officials, transportation, uniforms, and facilities upgrades.

- *Tier Three, \$100.00* – Football
- *Tier Two, \$75.00* – Baseball, Basketball, Fastpitch, Soccer, Track, Volleyball, Wrestling.
- *Tier One, \$50.00* – Bowling, Cheer, Golf, Swim, Tennis, XC.

## Attendance (SHSD School Board Policy 3122)

### ABSENTEEISM

Commonly referred to as the *Becca Bill*, our state has established guidelines for schools to monitor and report the accumulation of unexcused absences. Each unexcused absence within any month of the current school year will be followed by a letter or phone call to the parent/guardian informing them of consequences of additional unexcused absences. After two unexcused absences within any month of the current school year, a conference will be held between the principal or assistant principal, student and parent to analyze the causes of the student's absenteeism. The district will also assign a staff member to give the student the WARNS assessment in order to determine potential interventions and next steps. If a student reaches five unexcused absences in any single month, or ten unexcused absences in the current school year, the district is required to file a petition for civil action in juvenile court, per RCW 28A.225.030.

### ACCEPTABLE Reasons for an Excused Absence

1. Participation in district or school approved activity or instructional program, or;
2. Illness, health condition, or medical appointment (including but not limited to, medical, counseling, dental or optometry), or;
3. Family emergency, including but not limited to, a death or illness in the family, or;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction, or;
5. Court, judicial proceedings or serving on a jury, or;
6. Post-secondary, technical school or apprenticeship program visitation or scholarship interview, or;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055, or;
8. Absence directly related to the student's homelessness status, or;
9. Absence resulting from a disciplinary/corrective action (e.g. short-term or long-term suspension, emergency expulsion), or;
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

*Excused Absence, in this sense, means being absent from campus for any portion of the school day, including lunch.*

### ATHLETES on a Game Day

On the day of a game, absences for any part of the day must be excused with a third party note. If an athlete is absent for any part of the day without a third party note, they will not be eligible to play.

### EXCUSING an Absence

A parent or guardian must call, write a note, or come into the attendance office to excuse a student's absence or tardy. Absences must be excused before the absence occurs or within 48 hours after the absence by one of the following means:

- A phone call to the Attendance Office: 253-983-2303.
- When leaving a voice mail, please speak clearly and include the following information:
  - Student name;
  - Parent or guardian name;
  - A phone number where parent or guardian can be reached; and,
  - The reason for the absence/specified type of appointment.
- A note brought to the attendance office by the student including the following information:
  - Student name;
  - Parent or guardian name;
  - A phone number where parent or guardian can be reached; and,
  - The reason for absence/specified type of appointment.

## **EXTENDED Absences**

Any absence over two days (not including illness) must have prior approval through a planned absence form. Signatures from parents and teachers are required. Forms may be found in the attendance office and must be submitted to the attendance office prior to the absence.

## **TARDIES**

Students who are late to class must report to the attendance office to print a tardy slip from the tardy kiosk. Acceptable reasons for a tardy are the same as those for an absence.

*A tardy is defined as:*

- Being less than ten minutes late to the start of class.

## **TRUANCY**

*Truancy is defined as:*

- Ten or more minutes late at the start of class.
- Ten or more minutes unaccounted for during class.
- Being off campus during lunch if you are not a qualified senior.
- Choosing to be absent from class, even if you are still in the building (including being in the library or hallways, or bathroom without a pass from a teacher).

*The consequences for truancies will be the same as the consequences for tardies, however, truant students will also be referred to the Pierce County Juvenile Court per BECCA law. Students may engage with the Community Engagement Board to assist with chronic absenteeism.*

## **Associated Student Body (ASB) Activities and Clubs**

**2022-2023 ASB Advisor, Mrs. Kathy Eastman.**

**2022-2023 ASB President, Mitch Myers**

### *Student Senate*

Each advisory, club and sport will have the opportunity to elect one senator to represent their segment of the student body at monthly Senate meetings. All new student groups, clubs, and revisions to the ASB bylaw and/or constitution will be voted on by this governing body. School decisions, ideally, are created by three groups:

1. Student Senate
2. Site Council (Elected Teacher Leaders)
3. Administration

## **ACADEMIC Eligibility**

Students must be academically eligible to participate in athletic contests, activities, and school sponsored events such as field trips. If a student is not eligible, they are not permitted to participate. Eligibility for school sponsored events is based on a current grade check. Eligibility is defined as a 2.5 GPA with 1 F, or a 2.0 GPA with no Fs. Teachers must also ensure that they have received any requisite medical training with the school nurse prior to the day of the field trip. Should this not occur, students with medical needs may be unable to travel with the group.

## **ASB Card**

You will need to pay for an ASB card before you may to participate in SHS athletics or activities (clubs). ASB Cards are \$25 and can be purchased during the year at the Bookkeeper's window, or in the fall at Sentinel Day.

## **CREATING a New Club**

The ASB Advisor is in charge of keeping track of our active clubs. Student who wish to form a new club should first visit with the ASB Advisor to receive an application. Completed applications are entered into the back of a queue and, should a club lose their active status, the proposed club at the front of the queue will be made active,

provided their membership and staff advisor remain interested, and only after subsequent approval from the Student Senate.

#### **LIST of Current Clubs and Advisors**

Anime Club - Mr. McDonald

Art Club - Mrs. Mock

American Sign Language Club - Mrs. Williams

Dance – Mrs. Allen

DECA - Mrs. Hayden

Digital Gaming Club - Mr. Dill

Drama - Mrs. Hayden

Dungeons and Dragons – Mr. Knutsen

Environmental Club – Mr. Stutz/Mr. Hauser

FCCLA - Mrs. Schultz-Brace/Mrs. Mattes

GSA – Ms. Chase/Mr. Jarnagin

HOSA – Mrs. Sortore

JROTC – Lt. Col. McGee/SSG Pierce

Key Club – Mrs. Norris/Ms. Carioso

Leadership – Mrs. Eastman

Literature Club – Mrs. Tretheway/Ms. Chase

Math Team – Mrs. Carioso

National Honor Society - Mrs. Anderson

Spanish National Honor Society – Mrs. L. Williams

S2S – Mr. Wood & Ms. Carioso

Ultimate Frisbee – Mr. Vegh

Wet Plate Photography - Engineering – Mrs.

Kirksey/Mr. Jones

## Student Conduct

### PRIDE

At Steilacoom High School we expect our students to act with PRIDE:

*Passion*

*Respect*

*Integrity*

*Dedication*

*Excellence*

Being a Steilacoom Sentinel means you are elite. Work hard, and always have **PRIDE** in everything you do.

### ACADEMIC Integrity

Students shall not attempt to earn credit or receive a grade for coursework in a manner other than what has been deemed acceptable by each instructor. Actions constituting a violation of this academic integrity policy include, but are not limited to:

- *Academic Misconduct*: Tampering with grades, obtaining or distributing any part of a test;
- *Cheating*: Use, or attempted use, of unauthorized materials; deceit; misrepresentation of skills, copying;
- *Collusion*: Assisting another student in an act of academic dishonesty; payment; bribes;
- *Distribution of Class Assignments or Test Information*: Written or verbal; sharing the content of an exam;
- *Plagiarism*: The use of another's words ideas, data, or product without permission and/or citation;
- *Unauthorized Collaboration*: Working with others without the specific permission of the instructor;
- *Technology/Malpractice*: Any misuse of private or public technology to acquire an advantage.

*The consequences for abusing the SHS Academic Integrity will be as follows:*

- 1<sup>st</sup> Offense – Zero on the assignment. Parent contact (Teacher).
- 2<sup>nd</sup> Offense – Zero on the assignment and the standard for the semester. Parent contact (Admin).
- 3<sup>rd</sup> Offense – Withdrawal from the class with a failing grade.
  - *Note*: If the course is a graduation requirement, the student will need to take responsibility for making up that course via credit recovery at their own cost.

### CELL Phones

SHS follows board policy 3245: All students are strongly encouraged not to possess any telecommunication or other electronic device that may interfere with the creation and existence of a positive learning atmosphere while on school district property. The District, however, recognizes that many parents and students view these devices as valuable safety and communication aids. To reconcile the District's desire to foster a positive learning environment with parental and student concerns for safety and communication, the District has implemented the following policy. While on school property or while attending school sponsored or school-related activities, students may possess and use personal telecommunication/electronic devices only in accordance with this policy.

### CLOSED Campus

Steilacoom High School is a closed campus. Only Running Start/PCSC students are permitted to leave campus once the school day has started. This includes lunchtime. If you need to leave campus, you need to check out with the attendance office first. *The gas stations on the corner of Sentinel Dr. and Steilacoom Blvd. are off limits once the school day begins.*

## COMPUTER Use

Students who misuse the Wi-Fi at Steilacoom High School may lose their privileges. Students must comply with the SHSD Acceptable Use Policy. Students must sign a copy of this agreement at the start of the year. Information Technology notifies SHS administrators and families if/when a student's online behavior is flagged.

## DANCES

There will be three dances at Steilacoom High School: Homecoming (SHS Auxiliary Gym), Tolo, (SHS Auxiliary Gym), and Prom (Off-Campus location). ALL DANCE TICKETS MUST BE PURCHASED IN ADVANCE. *It is the student's responsibility to know when tickets are sold.* No door sales will be permitted. A signed dance contract must be on file, and all fines and fees must be paid for a student to purchase a dance ticket. Students are expected to follow all school discipline policies at dances. Dancing should be appropriate. Students may be asked to leave on the first offense. All guest passes for dances must be submitted to an SHS Administrator or Secretary by the deadline noted on the Guest Pass Document.

## DRESS Code

You need to be covered and appropriately dressed at school. What constitutes appropriateness can be a difficult thing to define. *It will be the job of the SHS Administration to ultimately decide on whether or not a student's attire is appropriate. If any adult in our building questions your attire you need to either comply and change, or come to the main office to speak with an administrator.* Some of our hard-and-fast guidelines include:

1. Blankets are not to be worn as attire.
2. Undergarments must be fully covered at all times.
3. The following items may not be worn and will result in the student having to change clothes:
  - a. Tube tops and crop tops
  - b. Clothing with drugs, alcohol, tobacco, sexual, violent, or profane content; and,
  - c. Red or blue paisley bandanas.

The hats and head coverings policy at SHS is simple: "Away if I say." Just like the cell phone policy, students may wear hats in the hallways, but in classrooms students may be required by their teacher to remove their headwear. Students are expected to follow this reasonable request, and additionally they are expected to remember the individual expectations of their six teachers so as to not need to be reminded of this policy daily.

At designated "red light" assemblies, hats and head coverings will not be allowed in the gym.

*The consequences for abusing the SHS headwear policy will be as follows:*

- 1<sup>st</sup> Offense – Conversation with an Administrator. Lunch Detention. Phone call home.
- 2<sup>nd</sup> Offense – Hat stays in the office with the administrator. Student picks up at the end of the day.
- 3<sup>rd</sup> Offense – Hat stays in the office until a parent/guardian retrieves it.

## FINES and Fees

Fines and fees must be paid-in-full in order to participate in dances, order transcripts, and receive your diploma.

## HALL Passes

For safety reasons, students are required to have a the yellow pass anytime they are outside of their classroom.

## HARASSMENT, Intimidation, and Bullying (HIB)

Steilacoom High School is committed to a safe and civil educational environment for all students, employees, and volunteers. Harassment, intimidation and bullying will not be tolerated. HIB is defined as any intentionally written message or image (including those that are electronically transmitted), a verbal, and/or a physical act which:

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

“Intentionally” refers to an individual’s choice to engage in the act in question, rather than impact of the action(s). 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 HIB may still be prohibited by other district policies and result in discipline. Be mindful of your physical and social media presence and how it may impact yourself and those around you.

Reporting HIB should always begin with an adult that the student trusts. When a parent or staff member receives a report of HIB from a student they should immediately report it to an administrator for further investigation.

***Use our anonymous tip line! Text or call 855-745-3674. We strive to respond to all reports of HIB as fast as possible!***

Definitions of HIB at Steilacoom High School are follows:

- Bullying – Negative actions which are intentional, repeated, negative, show a lack of empathy, and include an imbalance of power.
- Intimidation – Implied or overt threats of physical violence.
- Harassment – Any malicious act which causes harm to any person’s physical or mental wellbeing.
- Hazing – Any method of initiation into a student organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm.

## **LANGUAGE**

Students are encouraged to verbally express their personal opinions in such a manner and at such times as the language does not disrupt or interfere with the educational process or with the freedom of others to express themselves. The use of obscenities, lewdness, vulgarity, profanity or personal attacks is prohibited. Racial, ethnic or religious slurs, and/or vulgar or lewd language is not allowed. Vulgarity and/or profanity are prohibited on school campus and at school events or activities off campus.

## **PARKING Lots**

The student parking lot is an extension of the school building. Cars parked on campus are subject to searches by school personnel, same as a student’s bag or locker. Parking passes are \$50 for full-time students with a valid driver’s license. Running Start or Pierce County Skills Center students are charged \$10/Steilacoom HS class. Passes may be purchased at Sentinel Day, and will be prorated monthly as the school year progresses. Running Start students should park in the front parking lot next to the bus circle. Students should remember that parking at school is a privilege, and students with continuing and/or escalating discipline issues may lose their parking pass. The staff parking lot is off limits to all student vehicles.

## **SEARCHES**

School administrators and campus security need “reasonable suspicion” to conduct a search of a student’s locker/bag/car/person. Students should note that this is a different requirement than what a police officer would need to conduct a similar search. Refusal to comply with a search request will result in a short-term suspension.

## *Student Conduct*

### **ACADEMIC Counseling & Guidance**

Grade 12 – Mrs. Castignanie – bcastiganie@steilacoom.k12.wa

Grade 11 – Mr. Brugman – cbrugman@steilacoom.k12.wa

Grade 10 – Mrs. Domier-Bonnin – adomier-bonnin@steilacoom.k12.wa.us

Grade 9 – Mrs. Allen – kaallen@steilacoom.k12.wa.us

## **ADVISORY**

Advisory is a weekly class period (occurring on Wednesdays) during which students receive social-emotional, equity, and safety instruction, in addition to building and shaping their post-secondary plans. Students will also work on their High School and Beyond Plan (HSBP) to fulfill their graduation requirement.

## **SENTINEL Center**

The Sentinel Center is a space designed for students to have a quiet space to work while they are not in a scheduled class. This is a quiet workspace and the maximum capacity is 6 students at a time. The Sentinel Center is open 30 minutes prior to the school day beginning and 30 minutes after the school day ends.

## **COLLEGE & Career Readiness**

SHS is proud to offer college and career preparation services for our students. When it comes time for applying for your post-secondary education, be it college, the military, the trades, or an internship, your first stop should be with your counselor. They can also help students/families learn about scholarship opportunities and financial aid.

## **HEALTH Room**

Angela Burgess is our school nurse and is available to students with a pass from an adult. As a reminder, students are not allowed to have medicine of any kind on their person at school (outside of inhalers and epi-pens). Students can register their personal medication with Ms. Burgess at any time during the school year.

## **LIBRARY**

Our library is open before and after school and during lunches for student to access technology, check out books, and have an academic space in which to work. When classes are present in the library, the space will be closed to student use. All students present in the library during the school day must have teacher permission, arrive with a pass, and must check in at the front desk of the library before beginning their academic work.

## **S2S**

Student-to-Student (S2S) is a student leadership group which provides support to new students of all grades. These students often have the opportunity to attend a summer conference in addition to having training in the fall. S2S Leaders meet with their advisor Mr. Albert throughout the year. When a new, military-affiliated student arrives at SHS, S2S Leaders may be called upon to take the new student on a tour of campus. It is a great program for students thinking about a future career in civics, government, or the military.

## **SAFETY**

Steilacoom High School offers an anonymous referral service to all our students. Should a student feel compelled to share a safety concern of any kind, they should text Safe Schools Alert at 855-745-3674. SHS will also train and drill our students on various emergency procedures within the first three weeks of the school year.

### **SEE Something, Say Something**

We are safer when we all work together. If you think you see something unsafe, please tell a trusted adult. If you do not feel comfortable saying it aloud, text or call our anonymous tip line:

**855-745-3674**

# SHS STUDENT CONTRACT

*Name:* \_\_\_\_\_

*Graduation Year:* \_\_\_\_\_

I have reviewed the student handbook, attended a class meeting, and/or heard the handbook review from my advisory teacher. By signing this student contract, I am agreeing with the behavioral expectations outlined by my school and agreeing to abide by all district policies that are listed in the district parent-student handbook.

(Parent-Student Handbook Link)

<https://www.steilacoom.k12.wa.us/Domain/663>

*Signature:* \_\_\_\_\_

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