

# **Newport High School**

## **Parent/Student Handbook**



## **Home of the Grizzlies**

## WELCOME

Newport High School students share a history of excellence in academic achievement and pride in extracurricular accomplishments. Students become a part of these accomplishments and build lasting, positive memories by becoming fully involved in their school. Moreover, it is the privilege of the staff of Newport High School to provide quality instruction and curriculum in a supportive and effective learning environment that enables students to meet the challenging performance standards of the Newport School District, state and federal laws, and regulations. Parents are also urged to support their children's learning through a variety of means such as monitoring attendance, helping with homework, participating in decisions relating to the education of their children, and encouraging the positive use of extracurricular time. To this end, this handbook is designed to establish communication between parents and school.

### **GENERAL INFORMATION**

The headings below give a small sampling of the variety of services offered at Newport High School. If you have questions about items addressed in this handbook please, contact the school office at (509) 447-2481 with the extension for the individual you would like to speak to.

### **MISSION STATEMENT**

*Support, Educate, and Inspire...Every Griz, Every Day*

## **NEWPORT SCHOOL DISTRICT Staff Directory**

<u>Name</u>	<u>Ext.</u>	<u>Title</u>	<u>Email</u>
Dave Smith	4500	Superintendent	<a href="mailto:smithdave@newportgriz.com">smithdave@newportgriz.com</a>
Debra Buttrey	4510	Business Manager	<a href="mailto:buttreydebra@newportgriz.com">buttreydebra@newportgriz.com</a>
Cheryl Bradbury	4511	Admin. Asst. to Superintendent	<a href="mailto:bradburycheryl@newportgriz.com">bradburycheryl@newportgriz.com</a>
Saraya Pierce	3506	Special Programs Director	<a href="mailto:piercesaraya@newportgriz.com">piercesaraya@newportgriz.com</a>
Keri Leslie	4507	Admin. Asst. for Special Services	<a href="mailto:lesliekeri@newportgriz.com">lesliekeri@newportgriz.com</a>
Chris Altmaier	5000	Technology Director	<a href="mailto:altmaierchris@newportgriz.com">altmaierchris@newportgriz.com</a>
Sheila Myrvang	4521	Director of Nutrition Services	<a href="mailto:MyrvangSheila@newportgriz.com">MyrvangSheila@newportgriz.com</a>
Shannon Prange	4509	Truancy Coordinator	<a href="mailto:prangeshannon@newportgriz.com">prangeshannon@newportgriz.com</a>

## **NEWPORT HIGH SCHOOL Administration & Office Directory**

<u>Name</u>	<u>Ext.</u>	<u>Title</u>	<u>Email</u>
Steve Bouldin	3502	Principal	<a href="mailto:bouldinsteve@newportgriz.com">bouldinsteve@newportgriz.com</a>
Brett Mackey	3508	Asst. Principal/Athletic Director	<a href="mailto:mackeybrett@newportgriz.com">mackeybrett@newportgriz.com</a>
Saraya Pierce	3506	College & Career Counselor/CTE Director	<a href="mailto:piercesaraya@newportgriz.com">piercesaraya@newportgriz.com</a>
Susan Baker	3503	Counselor	<a href="mailto:bakersusan@newportgriz.com">bakersusan@newportgriz.com</a>
Stephanie Phillips	3501	Admin. Secretary	<a href="mailto:phillipsstephanie@newportgriz.com">phillipsstephanie@newportgriz.com</a>
Teddi Armstrong	3505	Attendance/Athletic Secretary	<a href="mailto:armstrongteddi@newportgriz.com">armstrongteddi@newportgriz.com</a>
Crystal Mitcham	3520	Registrar	<a href="mailto:mitchamcrystal@newportgriz.com">mitchamcrystal@newportgriz.com</a>
Pepi Storro	1511	Nurse	<a href="mailto:storropepi@newportgriz.com">storropepi@newportgriz.com</a>
Tayler Sands	2581	Librarian	<a href="mailto:sandstayler@newportgriz.com">sandstayler@newportgriz.com</a>

# NEWPORT HIGH SCHOOL

## Staff Directory

<u>Name</u>	<u>Ext.</u>	<u>Class/Position</u>	<u>Email</u>
Chris Altmaier	5000	Computer Science Essentials	<a href="mailto:altmaierchris@newportgriz.com">altmaierchris@newportgriz.com</a>
Carla Aannerud	3112	English 10, English 11, BTC-E	<a href="mailto:aannerudcarla@newportgriz.com">aannerudcarla@newportgriz.com</a>
David Bradbury	3115	World History, Strength & Conditioning	<a href="mailto:bradburymdavid@newportgriz.com">bradburymdavid@newportgriz.com</a>
Lisa Bradbury	3120	Academic Prep, English 9, LAP Intervention	<a href="mailto:bradburylisa@newportgriz.com">bradburylisa@newportgriz.com</a>
Rhonda Burnham	3117	Business & Marketing, Leadership, Microsoft Office, English 10 Honors, EWU English 170	<a href="mailto:burnhamrhonda@newportgriz.com">burnhamrhonda@newportgriz.com</a>
Amanda Driver	6101	Livestock Production, Ag Production Operations	<a href="mailto:driveramanda@newportgriz.com">driveramanda@newportgriz.com</a>
Jannell Earle	3108	Biology, Physical Science, GIS	<a href="mailto:earlejannell@newportgriz.com">earlejannell@newportgriz.com</a>
Angie Grant	3123	Special Education	<a href="mailto:grantangela@newportgriz.com">grantangela@newportgriz.com</a>
Kati Henshaw	3017/6000	Health, HBS, Fire Science, Medical Assisting	<a href="mailto:henshawkati@newportgriz.com">henshawkati@newportgriz.com</a>
Alex Joanis	3110	Physical Science, Physics, Chemistry	<a href="mailto:joanisalex@newportgriz.com">joanisalex@newportgriz.com</a>
Cathy Johnson	3125	Special Education	<a href="mailto:johnsoncathy@newportgriz.com">johnsoncathy@newportgriz.com</a>
Levi Litowitz	3113	Media Broadcasting, Sports Broadcasting, French	<a href="mailto:litowitzlevi@newportgriz.com">litowitzlevi@newportgriz.com</a>
Todd Matthews	3118	Drawing, English 9 Honors, EWU English 101 & 201, Photoshop, Yearbook	<a href="mailto:matthewstodd@newportgriz.com">matthewstodd@newportgriz.com</a>
Brandon McDaniel	4502	Intro to Autotech, Autotech, Power Sport	<a href="mailto:mcdanielbrandon@newportgriz.com">mcdanielbrandon@newportgriz.com</a>
Katie Moser	3122	Special Education	<a href="mailto:moserkatie@newportgriz.com">moserkatie@newportgriz.com</a>
Steven Munson	6005	Band, Choir	<a href="mailto:munsonsteven@newportgriz.com">munsonsteven@newportgriz.com</a>
Sarah Noble	3105	AP Pre-Calculus, Algebra 1	<a href="mailto:noblesarah@newportgriz.com">noblesarah@newportgriz.com</a>
Dave Pomante	3604	Strength & Conditioning	<a href="mailto:pomantedave@newportgriz.com">pomantedave@newportgriz.com</a>
Melissa Smith	3121	Financial Literacy, Spanish	<a href="mailto:smithmelissa@newportgriz.com">smithmelissa@newportgriz.com</a>
Travis Stott	3131	Welding/Fabrication, Core Plus Construction, Residential Carpentry	<a href="mailto:stotttravis@newportgriz.com">stotttravis@newportgriz.com</a>
Elyce Tallman	3126	Painting, Ceramics, Drawing, Intermediate Ceramics	<a href="mailto:tallmanelyce@newportgriz.com">tallmanelyce@newportgriz.com</a>
Peggy Wells	3104	Algebra 2, Geometry, Accelerated Geometry	<a href="mailto:wellspeggy@newportgriz.com">wellspeggy@newportgriz.com</a>
Amy Whitney	3103	US History, EWU US History, CWP/Civics, EWU CWP/Civics	<a href="mailto:whitneyamy@newportgriz.com">whitneyamy@newportgriz.com</a>
Makenzee Biss	3125	Paraeducator SPED	<a href="mailto:bissmakenzee@newportgriz.com">bissmakenzee@newportgriz.com</a>
Cassandra Crawford	7225	Custodian	<a href="mailto:crawfordcassandra@newportgriz.com">crawfordcassandra@newportgriz.com</a>
Debbie Huling	3124	Paraeducator ISI	<a href="mailto:hulingdebbie@newportgriz.com">hulingdebbie@newportgriz.com</a>
Hannah Keinert	3122	Paraeducator SPED	<a href="mailto:keinerthannah@newportgriz.com">keinerthannah@newportgriz.com</a>
Jill Kirschbaum	3800	Head Cook	<a href="mailto:kirschbaumjill@newportgriz.com">kirschbaumjill@newportgriz.com</a>
Mary Poisel	3125	Paraeducator SPED	<a href="mailto:poiselmary@newportgriz.com">poiselmary@newportgriz.com</a>
Wade Sands	7225	Custodian	<a href="mailto:sandswade@newportgriz.com">sandswade@newportgriz.com</a>
Belinda Wayland	3800	Asst. Cook	<a href="mailto:waylandbelinda@newportgriz.com">waylandbelinda@newportgriz.com</a>
William Wayland	3800	Food Service	<a href="mailto:waylandwilliam@newportgriz.com">waylandwilliam@newportgriz.com</a>

## NEWPORT HIGH SCHOOL Head Coaches Directory

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Email</u></b>
Dave Pomante	Head Football	<a href="mailto:pomantedave@newportgriz.com">pomantedave@newportgriz.com</a>
Jackie Zorica	Football/Basketball Cheer	<a href="mailto:zoricajackie@newportgriz.com">zoricajackie@newportgriz.com</a>
Natalie Randolph	Head Volleyball	<a href="mailto:randolphnatalie@newportgriz.com">randolphnatalie@newportgriz.com</a>
Laura Verity	Head Boys/Girls Soccer	<a href="mailto:veritylaura@newportgriz.com">veritylaura@newportgriz.com</a>
TBA	Head Cross Country	
Brett Mackey	Head Boys Basketball	<a href="mailto:mackeybrett@newportgriz.com">mackeybrett@newportgriz.com</a>
Thaddeus Trepanier	Head Girls Basketball	<a href="mailto:trepanierthaddeus@newportgriz.com">trepanierthaddeus@newportgriz.com</a>
Adam Wiltse	Head Wrestling	<a href="mailto:wiltseadam@newportgriz.com">wiltseadam@newportgriz.com</a>
Brandon McDaniel	Head Tennis	<a href="mailto:mcdanielbrandon@newportgriz.com">mcdanielbrandon@newportgriz.com</a>
Galen Abercrombie	Head Baseball	<a href="mailto:abercrombiegalen@newportgriz.com">abercrombiegalen@newportgriz.com</a>
Levi Litowitz	Head Track	<a href="mailto:litowitzlevi@newportgriz.com">litowitzlevi@newportgriz.com</a>
Eric Slinger	Head Golf	<a href="mailto:slingereric@newportgriz.com">slingereric@newportgriz.com</a>
Steve Braun	Head Softball	<a href="mailto:braunsteve@newportgriz.com">braunsteve@newportgriz.com</a>

## NEWPORT HIGH SCHOOL Club Advisors Directory

<b><u>Name</u></b>	<b><u>Club</u></b>
Rhonda Burnham & Melissa Smith	ASB
Jordan Marshall	Drama Club
Peggy Wells	FBLA
Kati Henshaw	HOSA
David Bradbury & Levi Litowitz	KUBS FM
Melissa Smith	National Honor Society
Travis Stott	Skills USA
Chris Altmaier	TSA
Todd Matthews	Yearbook

## NEWPORT HIGH SCHOOL Class Coordinators Directory

<b><u>Name</u></b>	<b><u>Class</u></b>
Lisa Bradbury	Freshman Class
Cathy Johnson & David Bradbury	Sophomore Class
Katie Moser	Junior Class
Peggy Wells	Senior Class

# NEWPORT HIGH SCHOOL

## Graduation Information

### High School Graduation Requirements

1. The board will award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by the district. Only one diploma will be awarded with no distinctions being made between the various programs of instruction which may have been pursued.
2. The board of directors has established graduation requirements aligned with those established by the State Board of Education to ensure students are prepared for post-secondary education, training, and career with 21st century skills and foundations needed for lifelong learning.

To graduate from high school, each student must meet the following requirements:

1. Complete the credit and subject requirements specified below;
2. Demonstrate career and college readiness by completing a high school and beyond plan; and
3. Meet the requirements of at least one graduation pathway in Math and in English Language Arts. described below

### **Credit and Subject Requirements**

The following shall be required for each student graduating from Newport High School:

<u>Subject</u>	<u>Credits</u>
English	4
Math	3*
Science	3
At least 2 credits must be lab sciences	
Social Studies	3
World History	
US History	
CWP/Civics	
World Language	2**
2 Credits in the same language	
Arts or PPR	2**
Health/Fitness	2
(.05 Health/1.5 Fitness)	
Career & Technical Education (CTE)	2
General Electives	6
<b>TOTAL</b>	<b>27</b>

**\*Math:** This includes- Algebra I, Geometry, and a third credit of high school mathematics, aligning with the student's interests and high school and beyond plan.

**\*\*PPR = Personalized Pathway Requirements:** Two credits of Fine Arts and two credits of World Language are recommended; however, based on the pathway that the student chooses and as agreed to by their parents and counselors, one credit of Fine Arts and the two credit World Language requirements may be adjusted and fulfilled with other elective credits that are in alignment with their High School and Beyond Plan. These elective courses become Personalized Pathway Requirements.

## High School & Beyond Plan (HSBP)

To graduate, all students must develop a High School and Beyond Plan specifying how they will meet high school graduation requirements and what they will do following high school (post-secondary). Students begin their plan in eighth grade and revise it each year to accommodate changing interests and post-secondary goals. The HSBP helps students get the most out of high school and think about their future. Students work with parents, advisors, and school counselors to create their own “personalized plan” throughout high school. These plans will then guide their course choices with the goal of leading to a specific post-high school career and educational outcome chosen by the student.

Postsecondary aspirations may include pathways for application to four-year colleges or universities, two-year community or technical colleges, apprenticeship programs, industry standard certificate programs, military training, or on-the-job training. The ultimate goal is that students will explore and pursue courses that will lead them down a pathway to a successful post-high school experience.

## Graduation Pathway

Students will need to meet one of the following graduation pathways that are *aligned* to their High School and Beyond Plan.

### GRADUATION OPTIONS (must meet ONE option below in English AND Math)

	<b>English</b>	<b>Math</b>
1	<u>Meet Standard on ELA State Assessments</u> Currently: Score (2548)	<u>Meet Standard on Math State Assessments</u> Currently: Score (2595)
2	<u>Meet Standard on SAT or ACT in reading, writing or English</u> ELA SAT with essay (410) / ACT (14)	<u>Meet Standard on SAT or ACT in math</u> Math SAT (430) / ACT (16)
¾	<u>ELA Transition Course</u> Earn high school ELA credit in Bridge to College - English	<u>Advanced Placement (AP) Course</u> C+ or higher in the class or 3 or higher on test AP Calculus, AP Statistics, or AP Computer Science Principles
5	<u>Dual Credit</u> Complete and qualify for college credit in dual credit ELA course: Running Start; Eastern Washington Univ. - English 101 Eastern Washington Univ. - English 171; or Eastern Washington Univ. - English 201	<u>Dual Credit</u> Complete and qualify for college credit in dual credit math course: Running Start or Financial Literacy
6	<u>Armed Services Vocational Aptitude Battery (ASVAB)</u> Meet Standard on the ASVAB. Currently AFQT Score is: 31. Updated annually. ASVAB Pathway qualifies to meet both ELA and math requirements.	<u>Armed Services Vocational Aptitude Battery (ASVAB)</u> Meet Standard on the ASVAB. Currently AFQT Score is: 31. Updated annually. ASVAB Pathway qualifies to meet both ELA and math requirements.
7	<u>Career and Technical Education (CTE) Course Sequence</u> Earn passing grades in at least 2 credits within a single CTE program area of sequential courses that align with High School & Beyond Plan. The sequence <b>MUST</b> include at least one course that has the potential to earn college credit or an industry recognized credential.	<u>Career and Technical Education (CTE) Course Sequence</u> Earn passing grades in at least 2 credits within a single CTE program area of sequential courses that align with High School & Beyond Plan. The sequence <b>MUST</b> include at least one course that has the potential to earn college credit or an industry recognized credential.

# **NEWPORT HIGH SCHOOL**

## **Information**

### **Accidents**

School accidents should be reported immediately to the nearest adult in charge. If additional help is needed, students should contact the office. Accident report forms are in the office and must be completed by an adult in an official capacity.

### **Associated Student Body**

Newport High School has a student organization that plays an active role in the school. The Associated Student Body (ASB) has both executive officers and class officers who are voted in by their peers.

### **Activity Card**

Associated Student Body (ASB) cards are available to students enrolled at Newport High School. Money from this source is used to subsidize student body activities. An ASB card entitles the student to participate in student body activities, including free admission to regular home athletic contests. Participation in any extracurricular activity requires the purchase of an ASB card. The cost of an ASB card is \$30.

### **Credit Recovery**

A credit recovery program will be offered to students in need of credits from courses previously taken and failed. The two options for credit recovery are: retaking the course or taking the course online in a Digital Learning Lab.

### **Audio/Communication Equipment**

It is recommended that students not bring any audio/visual/electronic equipment to school. The type of equipment referred to consists of, but is not limited to, cell phones, IPODS, MP3 players, DVD players, and video cameras. The unauthorized use of any of these products during class time may result in the equipment being confiscated. Further, the use of products with explicit lyrics may result in the product and the equipment being confiscated. The school is not responsible for damage to or loss of these items. The school reserves the right to review (listen to or look at) the content of ALL electronics brought onto school grounds. If inappropriate content is found, disciplinary action may be taken according to the consequence policy and confiscation.

### **Cell Phones**

Cell phones are permitted to be used before school, during break/lunch, or after school. Individual teachers may have their own cell phone procedures that students are required to follow.

First Offense: Teacher initiated corrective action, may include but is not limited to:

A. Verbal warning

B. Confiscation of phone

Second Offense: Parents are required to pick up the phone from the office.

Third Offense: Phone privileges at school may be revoked.

### **Bullying and Respect**

The Newport School District is committed to a safe and civil educational environment for all students, parents/legal guardians, employees, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" (HIB) means any intentional 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 any characteristic in RCW9A.36.080 (3), (race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, physical, or electronic (cyber-communication) act:

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

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, gender identity, marital status, and weight. Harassment, intimidations, or bullying can take many different forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical actions, electronically transmitted messages, or images. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit the 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 programs rules.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim, the climate, and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for the victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of the policy. Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting HIB. Students and employees will not be disciplined for making a report in good faith.

Reporting may be done by visiting the Newport School District website and using the Safe Schools Alert link, via the high school "bully board," or contacting the high school office at (509) 447-2481. The forms are available for use by students, families, or staff to report incidents of harassment, intimidation, or bullying. (NSD Policy 3207)

### **Classroom Rules**

Teachers will review their classroom rules with students during the first week of each course. Academic honesty is expected of each student in every class. All students using non-original writings in an assignment, must properly recognize the author's work or risk losing credit for the assignment. Along with losing credit for the assignment, progressive discipline will be utilized for further infractions of academic dishonesty.

### **Closed Campus Policy**

When authorized by the school administration, *9th-12th students* may leave the campus at lunchtime. This privilege includes the responsibility of each student to be on time for after lunch classes and to display behavior that is above reproach while off campus. Students who are tardy more than three times to class following lunch, may forfeit this privilege and be subject to disciplinary action. ***Liability is assumed by the parent/guardian when their student leaves campus for lunch.*** Permission forms are located in the Returning



Student Enrollment in Skyward Family Access. You can either allow or deny your student the privilege of off-campus lunch on this form.

### **Counseling Services**

The mission of the Newport High School Counseling Program is to inspire and empower students to be prepared for post-secondary success by addressing their individual aspirations. Through a data-informed program we will support students with the knowledge, skills and attitudes necessary for academic achievement, career exploration and social/emotional development. By partnering with students, parents, educators and the community we will strive to advocate for equitable access and success for all.

Newport High School currently has two counselors:

#### **Social Emotional Counselor**

The counselor is available to support students socially and emotionally. The counselor guides our student's social emotional learning individually, in groups or in classroom lessons. Counselors discuss a variety of topics including anxiety, depression, emotional regulation, drug/alcohol prevention, social and friendship issues and difficulties learning or attending school. NHS Connection Center is run by counselors and can provide food, clothes and school supplies to students if needed. Students or parents are invited to talk to a counselor by email, in person or by phone.

#### **Academic Counselor**

The counselor is available to schedule, orient, and assist students academically. The counselor reviews and monitors progress towards graduation requirements (credits, Graduation Pathways, and High School and Beyond Plan completion). They assist with a variety of testing opportunities including state, military, and national standardized testing. They also assist with applications and scholarships for trade schools, colleges and universities. If your student is planning to attend post-high school programs, the counselor should be your first stop. Parents wishing to make appointments should call the office at (509) 447-2481.

### **Fees**

Some activities, athletic programs, and certain courses have extra fees involved:

ASB card	\$30 (All sports/activities must purchase)
Activity/Athletics	\$20 (per sport)
HOSA	\$20*
Skills USA	\$20*
FBLA	\$20*
TSA	\$20*
National Honor Society Membership	\$20
Yearbook	\$40

\*This fee will be reduced in years when our district receives a CTSO funding grant.

#### **Event Entrance Fees:**

Adult	\$7
Seniors	\$5 (65 yrs. +)
NHS Student w/ASB card	Free
NHS Student w/o ASB card	\$7
SHMS Student w/ASB card	Free
SHMS Student w/o ASB card	\$7
Children K-6	\$5
Events Family Pass identification)	\$100 per year (includes legal dependents w/college

### **Course Fees per Trimester:**

College in the high school	TBD (pending Washington State grant approval amount)
*Fabrications/CAD	\$5
*Construction	\$5
*Welding	\$5
*CTE courses may be charged for personal safety equipment (see list below) and projects.	
Shop Glasses	\$7
Shop Gloves	\$8
Shop Jacket	\$25

If you are in need of assistance with any of the above fees, please contact Stephanie Phillips @ 509 -447-2481 or [phillipsstephanie@newportgriz.com](mailto:phillipsstephanie@newportgriz.com).

### **Dance Regulations**

School dances are for the social enjoyment of the students and their guests. All school rules will be enforced at school activities. The attendance, guests, and sign-out procedures are below:

1. Students must bring school ASB identification to dances.
2. Students must be in 9th-12th grade to attend high school dances.
3. If a high school student wishes to bring a guest only one guest per student may be signed in.
4. Students must fill out a guest dance contract in order to bring a guest to a dance. Guests must be registered in the office 1 week in advance and the office must be given time to contact the other student's school.
5. The administration must approve guests who have been registered.
6. Persons 21 years of age or above *may not* attend NHS dances as a guest.
7. The guest must accompany the student when entering the dance.
8. No students or guests may leave a school dance and later re-enter.
9. Students leaving senior high dances early must sign out with the chaperones.
10. Students involved in disciplinary action at our school or another school may not be allowed to attend the dances.
11. All coats and bags of any type are subject to search.
12. No outside food or drinks allowed.
13. Law enforcement may be present at the dance as invited guests of the school and are to be treated as such.

### **Dress Code**

Newport High School supports student expression and individuality in attire. Students are expected to dress in a manner that is appropriate for a learning environment and not educationally disruptive or distracting. While adhering to legal standards, administration is expected to communicate with students if clothing not specifically listed below is not appropriate in a school environment or is educationally disruptive or distracting.

*Final say in all dress code discussions will be made by the high school administration.*

#### **1. Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque (not able to be seen through) fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

#### **2. Students Must Wear\*, while following the basic principle of Section 1 above:**

- A Shirt (with fabric in the front, back, on the sides, and under the arms), AND
- Pants, jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND
- Shoes.

\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific-shoes requirements are permitted (for example, athletic shoes for PE).

### **3. Students May Wear, as long as these items do not violate Section 1 above:**

- Hats
  - Hats must allow the face to be visible to staff.
- Religious head coverings.
- Religious headwear.
- Hoodie sweatshirts are allowed.
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps and halter tops
- Athletic attire

### **4. Students Cannot Wear:**

- Violent language or images.
- Gang affiliated clothing.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face (except as a religious observance).

\*Adjustments to the dress code may be made on a case-by-case basis for a student’s IEP or social and emotional well-being.

\*These dress code guidelines shall apply to regular school days, summer school days, or any school related event and/or activity, such as graduation ceremonies, dances, and prom.

### **Driving and Parking Privileges**

Driving and parking on the school campus is a privilege, not a right. Student vehicles must be parked properly in the parking lot (i.e. in student designated spaces) and driven prudently when entering or leaving campus. Driving privileges may be revoked if a student fails to comply with these rules.

The drive through/drop off zones of the high school and grade school buildings are designated for buses and emergency vehicles only. These areas are designated as no parking zones at all times for the safety of all.

### **Grades and Report Cards**

Parents or guardians may review how their student is doing academically by reviewing:

1. The students' academic progress on the online Canvas system. Information about this will be sent home in a flier, or you may contact the school office.
2. Teachers will send midpoint progress reports to parents of students who are, at that point, earning a D or F in a course.
3. Progress reports are emailed at the midpoint of each trimester. These grades do not go on the transcript but are informational and an effort to keep parents informed of their student's progress throughout the trimester.
4. The final grades are given at the end of the 12-week trimester and are posted to the transcript.

Each teacher will explain the course's grading system to students and include the description in the course outline given to students the first day of class. Communication regarding academic progress may also be through direct email with the teacher.

### **Grading Policy**

1. Letter Grades
  - a. The standard grading system at Newport High School shall be A, B, C, D, F, I (Incomplete), NC (No Credit) and P.
2. Pass/Fail (P/F)
  - a. Certain classes, as determined at the start of the Trimester will be taken on a pass/fail basis. The pass/fail option will be stated in the instructor's grading policy. "P" will be awarded for an A, B, C, or D grade. The student will receive credit but the grade will not be reflected in the grade-point average. (Any grade lower than a D will result in no credit and a failing grade (F).)
3. Incomplete (I)
  - a. When an incomplete grade is issued, with approval of administration, the student must complete the course work within the time frame extended by the teacher. After 15 days the incomplete may be changed to an F.
4. Withdrawal Grade (W)
  - a. Every high school credited course attempted must appear on the transcript, including the course from which the student has withdrawn. If the student withdraws without earning a letter grade in the course, then a "W" should be reflected on the student's transcript. If a student withdraws after the 15th day of class, they will receive an F unless approved by the Counselor and Principal.
5. No Credit (NC)
  - a. If a student has recently transferred to NHS and does not have any assignments in the grade book, a NC may be assigned.

### **Impact on class rank:**

1. Class ranks are calculated at the end of the trimester.

2. Washington State law does not allow a transcript to show above a 4.0, so anything above a 4.0 is only reflected in class ranking.

### **Honor Roll**

1. Students enrolled in four or more classes at NHS are eligible for honor roll recognition.
  - a. Honors ..... 3.50 – and above 4.0

### **Honors at Graduation**

1. The honors designation is based on the criteria for selection of Washington State honors awards. (WAC 392-210-015). A GPA of 3.50 – 4.0 will allow a student to graduate with honors.

### **Valedictorian/Salutatorian**

#### **Weighted Grading**

At Newport High School, students who take identified high level, Honors, College in the High School (CIH) or Advanced Placement (AP) courses and pass the course will receive the following grade point average (gpa) bump for Valedictorian/Salutatorian class rank purposes only. Students who take and pass an AP class and pass the AP exam with a score of 3 or better will be awarded a full letter grade bump. This bump can only be applied for students who take AP courses their 9th-11th grade year as test scores for AP exams don't arrive prior to the end of the senior year. This bump also only applies to class rank purposes only.

The following courses are eligible for weighted grading:

- Math- Pre-Calculus, AP Calculus, AP Stats
- Science-Physics, Chemistry, Biomed: MI and BI
- English-Honors 9th/10th, and EWU 11th/12th
- Spanish 3 and 4
- History: EWU--US History, CWP
- All AP classes-AP Calculus, AP Stats, AP Computer Science Principles
- Other honors or high level classes that may be added in the future

Transfer students are eligible for honors (Valedictorian, etc...) provided they transfer to and attend Newport High School continuously no later than the start of their junior year.

### **Library Books**

Newport High School library books are free to use for students of the Newport School District. Any student may check out up to 3 materials (such as books, magazines, etc.) for personal or class use as long as the following conditions are met:

- Student has no overdue books
- Student has no fees

Any book lost or damaged may incur a fine up to the value of the book at the time of its purchase. Any fines will be submitted to the office to be applied to their Skyward account. If you have any questions please see the librarian.

## **Lockers**

Students are assigned lockers prior to school starting in the fall. Any problem concerning lockers should be brought to the attention of office personnel. Each locker has a padlock that is provided to the student. The padlock must be turned in at the end of the school year in good repair or a fee will be assessed. Lockers are to be treated with care and kept neat, clean, and free of materials or markings that are in poor taste. **Lockers are the property of the District and are subject to inspection at any time.** Newport High School is not responsible for the theft of personal items. Also, damage to lockers may result in a school fine.

## **Lunchroom Services**

School breakfast and lunch is available to all students at no charge. Newport School District is currently serving meals under the Community Eligibility Program that provides free meals to all students. Additional meals or any a la carte items (individual items) can be purchased by any student but must have money or account funds available at time of purchase. This includes milk.

There will be no free or reduced applications required this year but it has been replaced with a family income survey, this survey is required by the CEP program. The survey collects information about our community's economic demographic and will be used for state funding to insure your students receive all the services they are entitled to when a free or reduced application is not collected. The information collected in the survey will also help with additional funding programs, learning assistant programs, student fees and grant opportunities, etc.

You will find a family income survey attached to your online returning student packet or new student packet that you are required to update each year. Please fill out the family income survey with those items that are required. You can also find it on the Nutrition page of our district website.

## **Military Information Denial Forms**

As per the Homeland Security Act, unless a parent/guardian completes and files a Military Information Denial form with the office, the school is obligated to provide student names, addresses, and phone numbers to the military upon their request.

## **Personal Relationships**

Newport students are expected to show self-control, self-restraint, and respect for the reputation of another. Hand Holding is allowed in grades 9-12; however, romantic hugging, kissing, sitting on laps and such are inappropriate activities for the school environment and therefore not allowed. Students must make appropriate corrections when asked by any adult/staff member. Continued infractions will be considered chronic violations.

## **Public Disclosure**

Parents/guardians have the right to file a public records request, at the district offices {ex. sexual misconduct of public employees and other releases as authorized by law (reference Senate Bill 5533 and RCW 42.17)}.

## **Running Start**

Newport School District participates in the running start program for eligible junior/senior students. Students who have a scheduling conflict with any class at the high school and the community college will need to make

arrangements with the community college to address concerns (i.e. students cannot come late to/or leave early from a class at NHS due to scheduling conflict with a running start class).

### **Senior Portraits**

Seniors may, if they choose, submit senior portraits taken by a privately retained photographer for inclusion in the yearbook and class collage. All senior portraits shall be of the student only with a traditional indoor or outdoor background. Clothing shall be modest and free of slogans and/or political expressions and such clothing shall be in conformance with the School District's dress code. References to items which violate school rules, including but not limited to, display of firearms, weapons, drugs, tobacco, alcohol, and/or gambling shall be prohibited. The yearbook staff reserves the right to edit, retouch, crop, or resize photographs submitted by privately retained photographers. Requests to be excluded from the senior section of the yearbook must be submitted to the principal in writing, signed by the parent or guardian of the student in question, by the senior portrait deadline. Senior portraits submitted for the yearbook become the property of Newport High School for exclusive use in the Senior Portrait section of the yearbook and the class collage.

### **Sexual Harassment**

Sexual harassment is prohibited, and includes unwelcomed sexual or gender-directed conduct or communication that interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions. All staff members are responsible for receiving informal complaints and making the proper notifications and in directing written complainants to the formal complaint process (NSD Policy 3207, 3210, 5010, AND 5011).

### **Special Services**

Other services offered in the school are Special Education and 504 plans. If you believe that your student may be eligible for any of these services, please contact the school counselor.

### **Student Conduct**

The school is legally responsible for students while in school or in transit to and/or from school, including while on buses and at bus stops. All students shall comply with school rules and regulations and submit to reasonable directions of school personnel. Refusal to do so shall constitute cause for possible disciplinary action.

### **Student Rights**

As part of a student's education, we, at Newport, encourage and teach the civic responsibility of exercising rights that have been established. All students have the right:

1. To equal educational opportunity regardless of national origin, race, religion, gender, disability, sexual orientation or economic status
2. To freedom of speech and of the press
3. To peaceably assemble
4. To be secure in their persons, papers, and effects against unreasonable searches and seizures
5. To due process of law

Any pupil who believes s/he has been denied any of these rights can request an informal conference with the appropriate administrator for the purpose of resolving the matter.

### **Telephone**

An office phone is available for general student use for school-related purposes or for emergencies, by securing permission from an office secretary or the principal. Students will not be allowed to use the office phone during class time except in case of emergency. Phone use will be available only before/after school and during nutrition break/lunch break for short (two minutes or less) calls. Classroom phones are not for student use.

### **Transportation**

Newport School District has contracted with First Student Inc. to provide transportation to and from school according to their schedules. For more information or copies of a schedule, please contact them at (509) 508-0727. The same behavior expectations of the classroom will be displayed on buses.

### **Visitors**

All visitors must obtain prior permission from an administrator with date and time of visit approved. Guests must receive a nametag from the office upon signing in and wear it during their stay. Visitors must have a valid reason for being in the school (i.e. visiting a classroom at a teacher's request). No student visitors are allowed without prior approval of administration.

### **STUDENT CONDUCT EXPECTATIONS AND REASONABLE SANCTIONS**

Sanctions imposed for inappropriate behavior are in accordance with District policy and procedure 3240 which can be found at <https://www.newportgriz.com>. They are also available at the high school office in print.

The following are general guidelines to the student conduct and reasonable sanctions:

#### **Student Conduct Expectations**

As authorized by chapter [28A.600 RCW](#), the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

#### **Respect for the Law and the Rights of Others**

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority.

#### **Compliance with Rules**

All students will obey the written rules and regulations established for the orderly operation of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Policy 3240 and this procedure, the term "district personnel" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.



## **Student Rights**

In addition to individual rights established by law and district policies, students served by or on behalf of the district will have the right to:

- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, 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 trained dog guide or service animal by a person with a disability.;
- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
- Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:
  - freedom of speech and press,
  - peaceably assemble,
  - petition the government and its representatives for a redress of grievances,
  - the free exercise of religion and to have their schools free from sectarian control or influence,
  - Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them;
  - Establish appropriate channels to voice their opinions in the development of curriculum;
  - Representation on advisory committees affecting students and student rights;
  - Present petitions, complaints, or grievances to school authorities and the right to prompt replies;
  - Consult with teachers, counselors, administrators and other school personnel at reasonable times;
  - Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization;
  - Free election of their peers in student government and the right to hold office;
  - Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;
  - Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and,
  - Annual information pertaining to the district's rules and regulations regarding students, discipline and rights.

## **Scope of District Authority**

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, 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 during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;

- Off the 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.

### **Disruptive Conduct**

A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on district provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel by;
  - disobedience of reasonable requests, instruction, and directives of school personnel;
  - refusal to leave an area when instructed to do so by school personnel;
  - refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
  - refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation (see Policy 3224);
- Harassment of others;
- Inappropriate dress or appearance (see Policy 3224);
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Preventing students from attending class or school activities;
- Use or possession of tobacco or vaping pens;
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another. Exceptional Misconduct  
Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension, or expulsion.

### **Exceptional misconduct includes the following:**

- Arson;
- Assault, if the assault involves:
  - injury to another;
  - bodily fluids; or
  - a weapon;
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations;
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;

- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus; Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time; • Threats of violence to other students or staff
- Use or possession of dangerous weapons, including firearms, air guns, knives, nunchucks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 4210.

## **SCHOOL HEALTH INFORMATION**

**School Nurse:** A Registered Nurse is available in the district Mon.-Fri. from 7:30 am to 2:45 pm. Responsibilities of the school nurse include conducting health screenings, assessments for chronic and acute illness, first aid for school-related injuries and for the administration of medications and treatments ordered by a healthcare provider. The nurse is also available for parent and student consultations, conferences and referrals to healthcare and social agencies.

Parents/guardians are encouraged to keep the school office informed of current work, cell, home phone numbers, pagers, and any other means whereby they can be contacted during the school day should the need arise. Emergencies can occur at any time. It is urgent that your child's school be able to reach parents and caregivers. Collaboration and communication with parents, guardians, and physicians is essential for caring for our students successfully.

**Life-Threatening Health Conditions:** In accordance with **Washington State Law** (SH 2834), if a student has a potentially life-threatening health condition such as severe bee sting or food allergies, asthma, diabetes, severe seizures, etc., he/she must have an Emergency Care Plan on file at the school along with physician orders and medications if needed. The law defines life-threatening as “a health condition that will place the student in danger of death during the school day if a medication or treatment order and nursing plan are not in place.” If the required documentation is not in place by the first day of school the student **will not be able to attend**. These exclusion procedures are in agreement with the rules of the State Board of Education.

**Medications:** If your child needs medication, it is recommended that these be administered at home. If this isn't possible or your healthcare provider has ordered that the medications be taken while at school, please follow these guidelines:

- All medications, including over-the counter medications, require a Medication Request Form signed by the parent/guardian **and** the healthcare provider. Students who carry an EpiPen or an inhaler are also required to have this form signed. These forms can be picked up in the office.

- Medications must come in the original container from the pharmacy and the dosage must match the order. If an additional medication bottle is needed, the pharmacy should be able to provide you with this.
- Medication must not be expired or must not expire before the end of the school year.
- It is the responsibility of the parent/guardian to pick up any unused medication at the end of the school year. If it is not picked up, the medication will be destroyed.

**Immunizations:** According to Washington State Law, all students must be immunized unless they are exempt for religious, medical or personal reasons. Lack of compliance with vaccine requirements can result in students being excluded from school until compliance, or a plan of compliance, is achieved.

**Newport School District** is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. September is Attendance Awareness Month and each school in our district will be focused on helping students develop consistent attendance habits that will carry through to their adult lives.

## **DID YOU KNOW?**

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

## **WHAT WE NEED FROM YOU**

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please call the campus attendance message line at **509 447-2481 press #1**.

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

## **SCHOOL POLICIES AND STATE LAWS**

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time.

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that requires an assessment to determine how to best

meet the needs of your student and reduce absenteeism. The assessment and other attendance information may be viewed on the district website.

In elementary school after two unexcused absences in any month, or ten or more unexcused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

Additionally, districts are required to conference with the parent/guardian and child in an elementary school for any student who has five or more *excused* absences in a month or ten or more *excused* absences in the current year except when (1) prior written notice was given or a doctor's note was provided; and (2) an academic plan was put in place to keep the student on track.

The conference must include a school district employee such as a nurse, counselor, social worker, teacher, or community human services provider at a time reasonably convenient for all persons for the purpose of identifying the barriers to attendance and supports and resources so that the child may regularly attend school. If the child has an IEP or a 504 plan, the team that created the plan is required to attend the conference.

A conference is not required if there was prior notice or a doctor's note was provided to the school *and* there is an academic plan put into place to ensure the student does not fall behind.

If your student has five unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family will be referred to the Community Truancy Board, or you and your student may need to appear in Juvenile Court. The goal of the CTB is to improve student attendance through positive interventions and partnerships between home and school. The board is comprised of community professionals dedicated to serving the families of our area. Board members work together with the student, parents, and school to devise a plan for consistent attendance and graduation. The purpose of the board is restorative, not punitive in nature. If your student continues to be truant, you may need to go to court.

At **Newport School District**, we have established the following rules on attendance that will help you ensure your student is attending regularly.

### **Attendance Hotline**

Please call your school and leave a message regarding your student's absence. When leaving your message please include the following information:

1. Spell the first and last name of the student.
2. State your name and relationship to the student.
3. Leave your daytime phone number for verification purposes.
4. Give a brief reason for the absence.

### **Excused Absences**

The following are valid excuses for absences from school:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry) for the student or person for whom the student is legally responsible;
3. Family emergency including, but not limited to, a death or illness in the family;

4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding, or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW [28A.225.055](#);
8. Absence directly related to the student's homeless status;
9. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW [28A.705.010](#);
10. Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
11. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

A written note or phone call from a parent or guardian must be received by the school within 48 hours of the absence in order for an absence to be considered excused, other than for school sponsored activities.

### **Unexcused Absences**

An absence will be considered unexcused if the school does not receive a written note or phone call from a parent or guardian within 48 hours of the absence.

- The school is required to notify the parents via phone or in writing upon the first unexcused absence.
- After three unexcused absences in a month, the school is required to send out a letter of concern and initiate a conference to improve the student's attendance.
- After four unexcused absences in a month, the Community Truancy Board (CTB) Secretary will initiate a parent phone conference to improve the student's attendance.
- After five unexcused absences in a month or ten unexcused absences in an academic year, the school is required to refer the case to the Community Truancy Board. The CTB will meet with the student and parent(s) to form an attendance agreement plan.
- If the student is not in compliance with the attendance agreement plan, the school is required to file a contempt motion.

### **Tardies**

Being on time to class is an expectation for all students in our district. Tardies disrupt both the learning of the late student and the other students already in the classroom. Tardies are excused using the same parameters as absences. Waking late or sleeping through an alarm will not be considered excused tardies. Three unexcused tardies will equal one unexcused absence and will trigger the steps outlined in the unexcused absence section above.

Tardy Procedure:

Students are expected to be on time to class. We understand issues arise. Students needing to visit the office, counselors, or other support staff can receive a pass if they have permission from the staff member in order for their tardiness to be excused.

Tardies 1, 2, and 3 in a trimester: Teacher conference with student. On tardy 3, the teacher must contact home and document in Skyward.

Tardies 4, 5, and 6 in a trimester: Teacher initiated consequence for each tardy. Teacher must contact home and document in Skyward.

Tardies 7+ in a trimester: Teacher must put a referral into Skyward for each tardy. Admin initiated consequence, admin will contact home and have a parent conference.

*A teacher must put the referral (tardies 3+) into Skyward: an NHS staff member will call home for each tardy referral. Being more than fourteen (14) minutes late for class is an unexcused absence.*

## **15 Percent Rule**

Once a student's absences, regardless of whether they are excused or unexcused, reach 15% of cumulative days of attendance, the school may require a doctor's note for any subsequent absences to be excused.

## **School-Sponsored Absence**

Sometimes, students are absent from class for the purpose of participating in a recognized school activity such as a classroom trip, athletic competition, music program, extracurricular field trip or student government activity. The most common reason for these absences is an "away game" with a leave time scheduled before the end of the school day. All school-sponsored absences are excused.

## **Illness During School Day**

If a student becomes ill while at school and wishes to go home, he or she must:

1. Report to the office.
2. Call parents from the office to see if anyone is at home. If not, the student must stay in school. Office personnel must speak with the parent before releasing the student to go home.
3. Parents, please provide emergency contact information to the office listing alternative people that you give authority to pick up your child in the event that you cannot be reached.

## **Check-Out Procedure**

Students who leave anytime during the school day must tell the teacher and report to the office prior to leaving the premises. Students must sign out and have school *and* parent/guardian permission, given via note or phone call, for legitimate purposes such as illness, doctor's appointment, or family emergency.

## **WHAT YOU CAN DO**

- Set a regular bedtime and morning routine. Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your student's teachers if you notice sudden changes in behavior. These could be tied to something going on at school. Encourage meaningful after school activities, including sports and clubs.



Network Use Agreement  
FOR INTERNET ACCESS AND COMPUTER USE

The purpose of this policy is to ensure student-level compliance with policies and guidelines concerning the Internet and the District Network which will be generated by Local, State, National and International entities and to help assure the district's opportunity to access the Internet.

1. All use of the network must support education and research and be consistent with the mission of the District.
2. Any use of the Network for personal gain, commercial solicitation and compensation of any kind is prohibited.
3. Extensive use of the Network for non-work related communication is prohibited. Spamming is strictly prohibited. Chat groups, Instant Messenger, web-based emails and unsecured communications are prohibited.
4. Any use of the Network for product advertisement or political lobbying is prohibited.
5. Network accounts (logon IDs) are to be used only by the authorized owner of the account for authorized purposes only.
6. Users shall not intentionally seek information on, or obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Network.
7. All communications and information accessible via the Network should be assumed to be private property in regards to accessing, downloading or transferring of other people's data and information.
8. No use of the Network shall serve to disrupt the use of the Network by others; hardware or software shall not be destroyed, modified, or abused in any way. Absolutely no software is to be installed other than that provided by Newport School District on any computer, device or server. Furthermore, I recognize that copyright laws that protect software; therefore, no student will make unauthorized copies of software found on school computers or devices. Any programs, files, or music not authorized will be deleted without notice.
9. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computing system, network and/or damage the software components of a computer, computing system or network is prohibited.
10. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks are prohibited.
11. The illegal installation of copyrighted software for use on District computers or devices is prohibited.
12. Use of the Network to transmit material likely to be offensive or objectionable to recipients is prohibited.
13. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing, Cyberbullying) is prohibited.
14. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material is prohibited.
15. Attaching unauthorized devices to the District network is prohibited.
16. Subscriptions to ListSrvs must be pre-approved in writing by the District's Technology Director.
17. No student will be allowed to give out any personal information such as his/her address, telephone number, parent's address/telephone number, the name and location of their school or their picture.
18. Students should discuss with parents and teachers the appropriate areas to visit while online before ever using the Internet.

From time to time, Newport School District, ESD 101 and WedNet will make determinations on whether specific uses of the Network are consistent with the Acceptable Use Policy. Newport School District and ESD 101 reserve the right to log Internet use and to monitor file server space utilization by users. Newport School District and ESD 101 reserve the right to remove a user account on the Network to prevent further unauthorized

activity. WedNet and ESD 101 reserve the right to disconnect an Affiliate (school district) to prevent further unauthorized activity.

## **Computers, Workstations and other Devices**

1. Computer or Devices abuse or unauthorized experimentation will not be tolerated and may be subject to disciplinary action, including civil and criminal actions.
2. Students, and their parents or guardians will be held financially responsible (full replacement cost) for any damage to hardware and/or software including but not limited to; monitors, mouse, mouse pad, keyboard, speakers, systems box, devices and other peripheral equipment
3. Any disk, computer or device suspected of having a virus must be reported immediately to the District Technology Director, extension 5000.
4. Misuse of equipment or programs may result in immediate suspension of computer and Network use.
5. Computer and device users may not make any changes to the environment on the computers in any way. This includes, but is not limited to, altering or deleting any system files.
6. Students are not allowed to open or make physical changes to computers or devices. This includes, but is not limited to; swapping a mouse or keyboard with another computer.
7. The District reserves the right to confiscate and search any electronic device (including but not limited to cell phones, cameras, iPod's and tablets) used on school district property for any material deemed inappropriate by the Districts Cyberbullying Policy No. 3207 or the Electronic Resource Policy No. 2022.

### **No Expectation of Privacy**

The district provides the network system, email and Internet access as a tool for education and research in support of the District's mission. The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of: the network; user file and disk space utilization; user applications and bandwidth; user document files, folders and electronic communications; email; internet access; and any and all information transmitted or received in connection with network and email use. No user should have any expectation of privacy when using the District's network or other electronic media on school district property. The District reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

## **Individual User Access Release Form**

I declare that I have read the NETWORK USE AGREEMENT FOR INTERNET ACCESS AND COMPUTER USE Policy and I agree to abide by all rules and regulations.

In consideration for the privilege of using the Network, WedNet and in consideration for having access to public Networks, I hereby release Newport School District Number 56-415 and/or Washington School Information Processing Cooperative, their operators, and any institutions with which they are affiliated, from any and all claims and damages of any nature arising from my, or my child's use, or inability to use the Network, WedNet including without limitation the type of damages identified in the Newport School District and/or ESD 101 Acceptable Use Policies. Further, I and/or my child agree to abide by the Acceptable Use Policies.

I also understand the Network is considered to be Public and, therefore, student information/files/emails are subject to review at any time for content and use by district staff or their agents. Furthermore, the district uses real-time monitoring of technology without prior notification.

## Chromebook Checkout

Email: [GrizIT@newportgriz.com](mailto:GrizIT@newportgriz.com) Website: [www.newportgriz.com](http://www.newportgriz.com)

Students will receive a Chromebook to use at home as a means to promote achievement and provide for flexible learning opportunities. Students are expected to use District technology responsibly and they must understand the appropriate and responsible use of the technology and District network resources. The District also expects that students will keep their devices safe, secure, and in good working order. This agreement includes the following specific expectations.

### ***Care of the device, software, and confidential data:***

- ☐ Do not leave unattended in a car, an unlocked home, or in a public place.
- ☐ Do not use or store food and drink near the Chromebook
- ☐ Protect from extreme temperatures (i.e. do not leave in the trunk of a car for long periods of time).
- ☐ Do not mark or deface your NSD issued Chromebook, defacing includes the use of stickers or tape.
- ☐ Do not remove or alter district-placed stickers and tags.
- ☐ You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another individual.
- ☐ Students will log on to the network only as themselves.
- ☐ Students will refrain from using any device or software that masks the use of the school resources. This includes, but is not limited to, anonymizers and any application or hardware device that circumvents network security, logging or tracking procedures.
- ☐ Students will notify their classroom teacher or the technology department immediately if the mobile device needs repair, is lost, or stolen.
- ☐ Students should not reveal or post identifying personal information, files, or communications to unknown persons through email or other means

### ***Responsibilities and Restrictions:***

- ☐ Students are expected to abide by the Responsible Use Agreement (Board Procedure 2022P)
- ☐ Student use of District equipment is filtered on and off District property in compliance with CIPA and district policies. No filter is perfect and the District cannot guarantee students will not intentionally or unintentionally access content that is inappropriate.
- ☐ Students are responsible for all content on their Chromebook. Any inappropriate content, in any form (pictures, text, animation, video, sound, etc.) will be grounds for disciplinary action.
- ☐ Use technology for school-related purposes only. Use for commercial or political purposes is prohibited.
- ☐ I will use technology in accordance with the laws of the United States and the State of Washington as they relate to libel, copyright, and criminal acts. Only download/save music, videos, or other content related to specific assignments. I will not use the Chromebook to store personal digital content. ☐ Cyberbullying, including personal attacks or threats toward anyone using online resources, is strictly prohibited and may lead to criminal charges. If you are aware of cyberbullying, please report it to responsible school personnel!
- ☐ All electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.
- ☐ Routine maintenance and monitoring of The NSD Computer Network may lead to the discovery that you have violated this Policy, the Student Handbook, or the law.

I understand that if loss or damage occurs while the Chromebook is in my possession, I am responsible for any damage, and in case of theft, for filing an official police report and informing my school immediately. The District may request the Chromebook device and software be returned at any time. Upon request by the District

or termination of the Agreement, I must return the Chromebook to the District, in the same condition it was received, reasonable wear and tear excepted. I understand that the District may ask to examine the device at any time.

*Approximate Replacement Costs, these costs can vary depending on the prices provided by our vendors:*

Case: \$25	Keyboard:		Device Exterior: \$40
Charger: \$25	\$75	Individual	Hinge: \$25
Screen: \$120	Keys :\$15	Touchpad:	Full Replacement: \$205
	\$30		

By signing this handbook, you agree to abide by the conditions listed above and assume responsibility for the appropriate and safe use and care of NSD district-issued technology. You understand that should you fail to comply with the terms of this agreement, access to 1:1 technology, the internet, and other digital content or services may be limited. Students may also be subject to disciplinary action as outlined in their respective Student Handbook.

**Prevention & Education:** In each one of our schools, we take a proactive approach to educate our students on the definitions, processes, and reporting methods regarding harassment, intimidation, and bullying. Annually, and preferably at the beginning of each school year, our schools teach students how to prevent and respond to harassment, intimidation, and bullying. All schools have a bulletin board with reporting forms, copies of policy and procedures, and methods to report anonymously. Specific policies and procedures are available at these bulletin boards, as well as on our school district websites. Methods for reporting include:

1. **Online anonymously** -- <https://newport-wa.safeschoolsalert.com/>
2. **Paper (with an anonymous option)** – complete the reporting form located outside school offices and submit to the “bully box” at the bulletin board
3. **Call or talk to the school office** – Each school's office staff can forward any reports to the appropriate administrator to intervene

### **Intervention:**

For an action to be considered harassment, intimidation or bullying, it needs to meet the following definition found in [RCW 28A.300.285](#):

*Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:*

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

Please note that harassment, intimidation and bullying are closely related, but they are not identical. Also remember that not every mean, unfriendly, inappropriate or otherwise unwanted action is harassment, intimidation or **bullying**.

If you believe a child is being **bullied**, contact the school – the child's teacher, the school principal, counselor, another trusted adult – to let them know of the situation.

Obtain a copy of the district's anti-bullying policy and procedures and follow the procedures for filing a written complaint. All districts are required to publish their anti-bullying policies and procedures. Schools usually have those policies and procedures available as well in their student handbooks. A [model policy and procedure](#) document is located on OSPI's website, and your school's policies should look similar to the model policy.

If the act was committed because of perception around a person's race, color, religion, ancestry, gender, sexual orientation or handicapping condition, it might be considered **discriminatory harassment**. If it was particularly vicious, causing significant physical harm to your child or his/her property, the aggressor *may be* guilty of [malicious harassment](#). Contact the police if your child has been the victim of malicious harassment.

Once a complaint is submitted, the school is required to conduct an investigation. Parents/families will be notified of the investigation and the results of that investigation.