



Ferndale High School

STUDENT HANDBOOK

2024-2025

Ferndale School High School
Ferndale School District
5830 Golden Eagle Drive
Ferndale, WA 98248
Main Office (360) 383-9240
www.ferndalesd.org

OUR MISSION

Ferndale High School will be a positive place that empowers each student and staff member to be a lifelong learner and a responsible citizen in an ever-changing world.

OUR VISION

In partnership with families and the larger community, we will educate each student to develop the knowledge, skills and character necessary to lead a self-reliant, socially responsible life.

OUR MOTTO

"IT'S A MATTER OF PRIDE"

Show PERSEVERANCE, lead with RESPECT, act with INTEGRITY, show DEDICATION, and aim for EXCELLENCE



Staff, Student & Parent Responsibilities

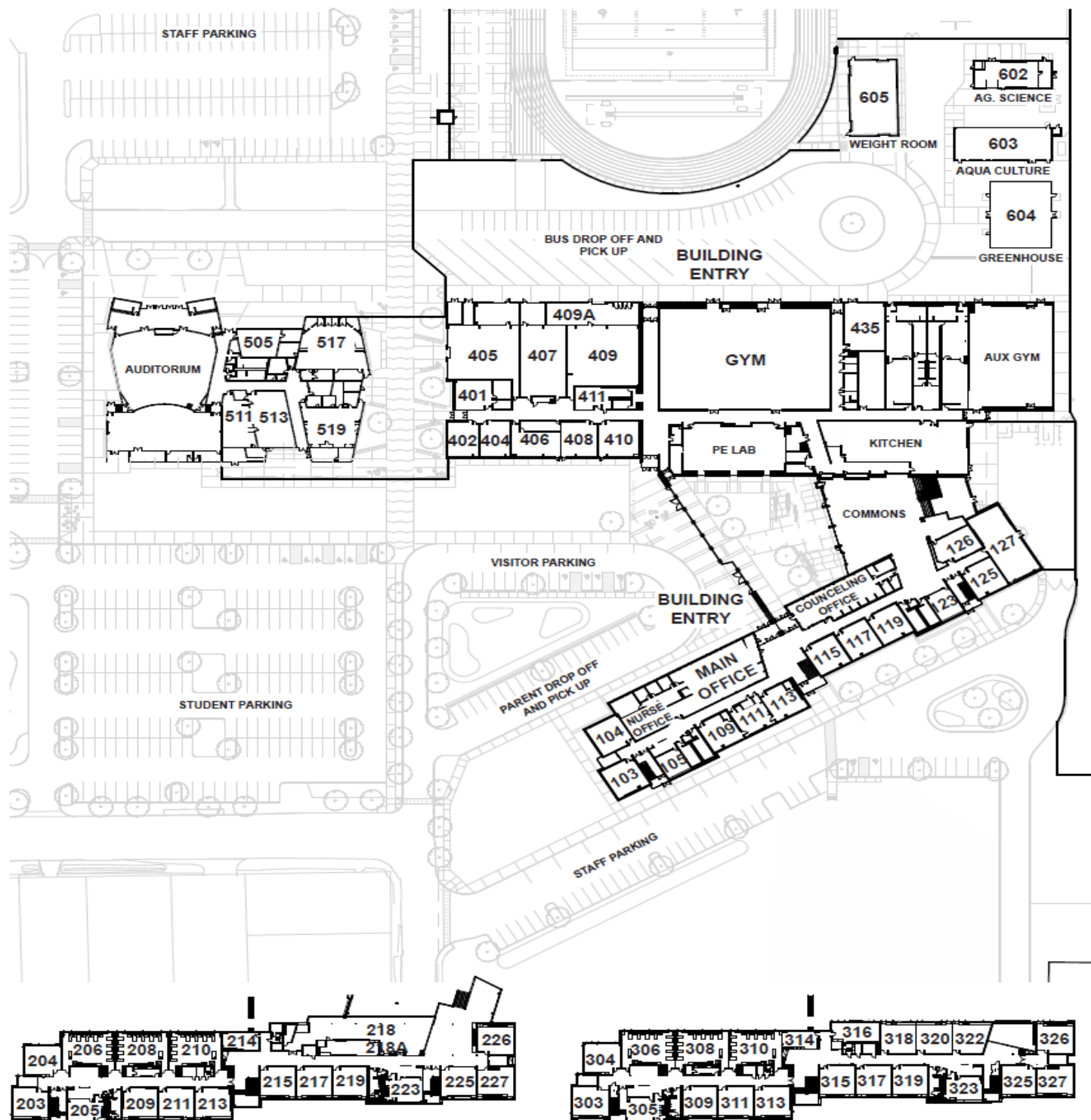
Students are responsible for the material contained in this Student Handbook and for making a reasonable and consistent effort to abide by and follow the published rules and guidelines. Students are responsible and accountable for their actions at school and school activities. It is important and desirable that *parents* support staff members and school administrators in their efforts to aid students in following the behavior and attendance guidelines, encourage positive and responsible student behavior and support the efforts to maintain an environment that is equitable, safe, respectful, and conducive to learning and promoting sound educational opportunities for all FHS students.

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Ferndale High School

School Map



Ferndale High School

2024-2025 Bell Schedule



Regular Schedule		
Period	Start	End
1 st /5 th	7:40	9:00
Eagle Time	9:05	9:30
2 nd /6 th	9:35	10:55
1 st Lunch	10:55	11:25
3 rd /7 th	11:30	12:50
3 rd /7 th	11:00	12:20
2 nd Lunch	12:20	12:50
4 th /8 th	12:55	2:16

PM Assembly Schedule		
Period	Start	End
1st/5th	7:40	8:58
2nd/6th	9:03	10:21
1st Lunch	10:21	10:51
3rd/7th	10:56	12:14
3rd/7th	10:26	11:44
2nd Lunch	11:44	12:14
4th/8th	12:19	13:37
Assembly	13:46	14:16

Finals Schedule (No ET)		
Period	Start	End
1st/5th	7:40	9:07
2nd/6th	9:12	10:39
1st Lunch	10:39	11:12
3rd/7th	11:17	12:44
3rd/7th	10:44	12:11
2nd Lunch	12:11	12:44
4th/8th	12:49	2:16

1 Hour Late Arrival		
Period	Start	End
1st/5th	8:40	9:53
2nd/6th	9:58	11:11
1st Lunch	11:11	11:41
3rd/7th	11:46	12:59
3rd/7th	11:16	12:29
2nd Lunch	12:29	12:59
4th/8th	1:04	2:16

2 Hour Late Arrival		
Period	Start	End
1st/5th	9:40	10:38
2nd/6th	10:43	11:41
1st Lunch	11:41	12:11
3rd/7th	12:16	1:14
3rd/7th	11:46	12:44
2nd Lunch	12:44	1:14
4th/8th	1:19	2:16

Early Release		
Period	Start	End
1st/5th	7:40	8:26
2nd/6th	8:31	9:17
3rd/7th	9:22	10:08
4th/8th	10:13	10:59



August 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Blue Day: Periods 1-4
- Gold Day: Period 5-8
- No School
- Last Day of School
- Snow Make-up Days

Ferndale High School

2024 Lunch Schedule



1st Lunch

If you have 3rd or 7th Period in a classroom that starts with a...

200 or 300

(2nd Floor)

(3rd Floor)

then you have 1st Lunch.

2nd Lunch

If you have 3rd or 7th Period in a classroom that starts with a...

100, 400, 500, or 600

(1st Floor)

(PE/CTE)

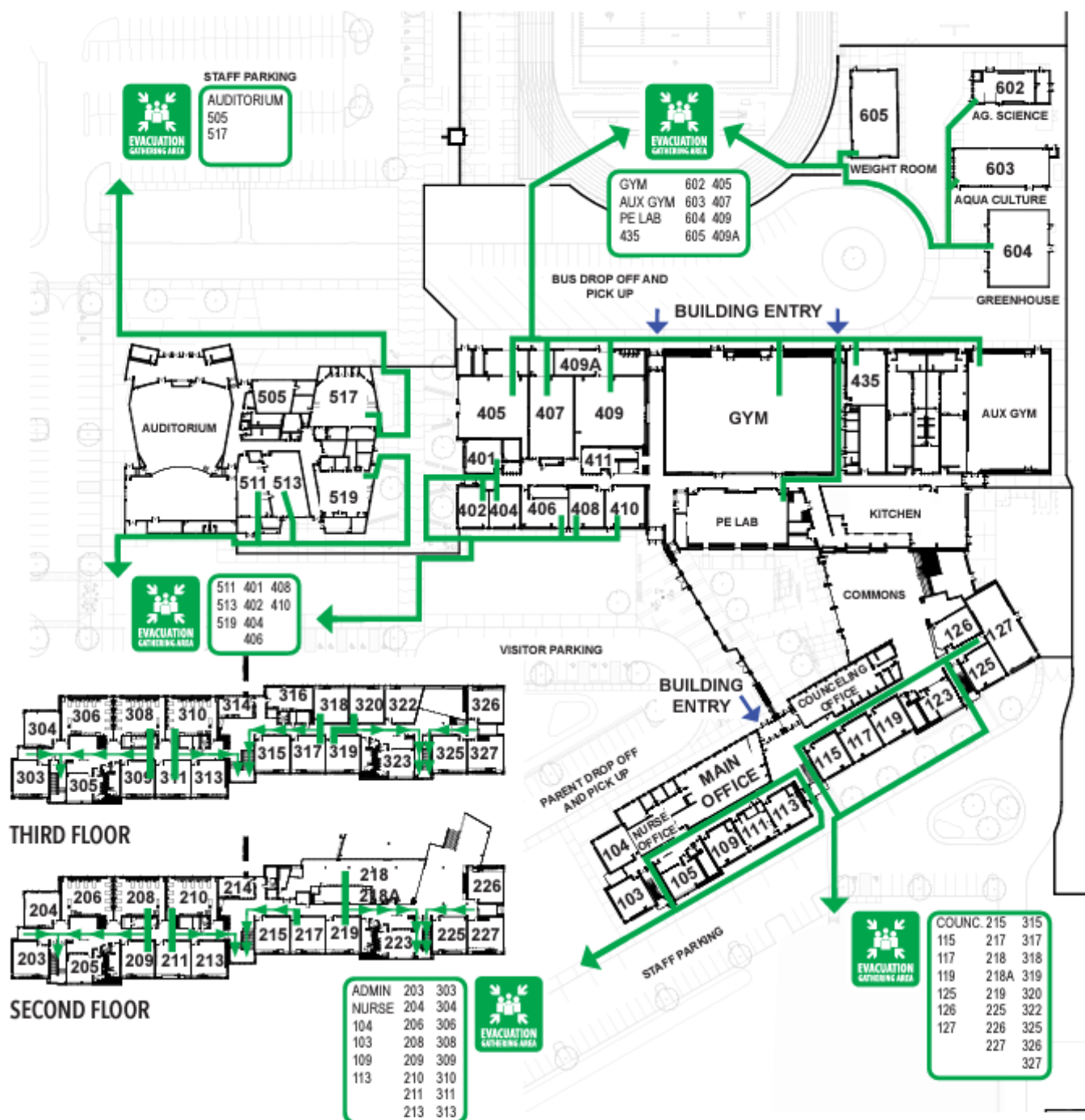
(PAC)

(CTE Village)

then you have 2nd Lunch.

Ferndale High School

Evacuation Route



ASSIGNED
GATHERING
AREA

Ferndale High School

Personnel



PRINCIPAL

Ravinder Dhillon	(360) 383-9244
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ASSISTANT PRINCIPALS

Ben Goodwin	Alpha Group A-D & CTE Director	(360) 383-9316
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Karli Koning	Alpha Group E-M	(360) 383-9322
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George Flores	Alpha Group N-Z	(360) 383-9332
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ATHLETIC DIRECTOR

Eric Tripp	(360) 383-9248
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COUNSELING STAFF

Stephanie Ruud	<i>Registrar</i>	(360) 383-9253
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Cristina Gholam	<i>Counselor Administrative Assistant</i>	(360) 383-9252
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Bobby Jones	<i>Alpha Group A-D</i>	(360) 383-9256
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North Moench	<i>Alpha Group E-K</i>	(360) 383-9257
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Bryce Zofkie	<i>Alpha Group L-Q</i>	(360) 383-9258
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Sierra Hills	<i>Alpha Group R-Z</i>	(360) 383-925
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Michaela Hall	<i>Career Center Coordinator</i>	(360) 383-9361
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Lauriel Bybee	<i>Inclusionary Practices Coordinator</i>	(360) 383-9543
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TBD	<i>ESD Intervention Specialist</i>	(360) 383-9282
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Taryn Minkler	<i>Community in the Schools Coordinator</i>	(360) 383-9336
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Erin Gunter Michele Barmore	<i>Be the One Coordinators</i>	(360) 383-9271
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Ferndale High School

Personnel (continued)



ADMINISTRATIVE ASSISTANTS

Brandi Tilton	<i>Assistant to the Principal</i>	(360) 383-9243
Diane Gillespie	<i>Main Office & BECCA</i>	(360) 383-9352
TBD	<i>Main Office</i>	(360) 383-9240
Maria Cambron	<i>Attendance</i>	(360) 383-9250
Cathy Howard	<i>ASB</i>	(360) 383-9281
Katie Kruckeberg	<i>Activities & Athletics</i>	(360) 383-9249
Wendy Zurcher	<i>Special Education Assistant</i>	(360) 383-9245

FHS STAFF PERSONNEL

Andrea Tafoya	<i>Latino/Migrant Liaison</i>	(360) 383-9367
TBD	<i>Library/Building</i>	(360) 383-9284
Mia Owings	<i>Native American Liaison</i>	(360) 383-9350
Angie Jeffrey, RN	<i>Nurse</i>	(360) 383-9254
Donny Hennigs	<i>Campus Safety</i>	(360) 383-9365
Melissa Bjorklund	<i>Campus Safety</i>	
Shannon Iwasaki	<i>Ferndale Virtual Academy</i>	(360) 383-9362
Bryan Pivaler	<i>Tech Support</i>	(360) 383-9219
Greg Peterson	<i>School Psychologist</i>	(360) 383-9548
Renetta Pollock	<i>Food service Personnel</i>	(360) 383-9339
Hector Suarez	<i>Head Custodian</i>	(360) 383-9336
Jayme Roegele	<i>Foodservice Manager</i>	(360) 383-9339

DISTRICT PERSONNEL

Maris Holmgren	<i>Certificated Human Resources</i>	(360) 383-9232
Heidi Lindsay	<i>Classified Human Resources</i>	(360) 383-9202
Nicole Smith	<i>Substitute Coordinator</i>	(360) 383-9206
Julie Carlson	<i>Benefits/Human Resources Specialist</i>	(360) 383-9227

Ferndale High School



Universal Norms

Our building was built to emphasize collaboration and the sharing of our resources. To create an environment where this can successfully happen, we have created the following universal norms:

1. Planning spaces are only for staff and need to be secure. We cannot have students or TAs in planning spaces.
2. Students only eat lunch on the 1st floor. Students cannot eat lunch on the 2nd or 3rd floor. This will help with student supervision and will help keep the 2nd and 3rd floor looking clean. There is a landing on the second floor, opposite the Learning Commons (library), where students can eat during both lunches.
3. During class, students can only use the bathroom and water fountain on the floor of their classroom. Hall passes for each classroom will be color coded so that we can easily recognize if a student is from a different floor. Each floor is equipped with two-bathroom facilities and three beautiful water fountains so there is no reason to leave the floor during class.
4. There are multiple gray bulletin boards in the hallways that must be used for posters and signage.
5. The Learning Commons is for class use, not individual use. As we get to know our new spaces, the Learning Commons will be available for whole classes to use. Teachers will not be sending individual students to work independently in the learning commons. If individual students need academic support, they can access that in room 103, using an academic support pass.
6. The staff lounge on the third floor is for staff use only. No students are allowed in the staff lounge.
7. Extended Learning Spaces (glass-windowed offices at the ends of the hallways) may be used by students, with written permission from their teacher. Students are to use the space closest to their assigned classroom and only on their assigned floor.
8. In your classroom, at the end of each day, please remember to put your chairs on your tables so our custodians can vacuum the floors.

Be Ready, Be Responsible, Be Respectful



Campus Wide Expectations

	ALWAYS	CLASSROOM	HALLWAY	CAFETERIA	COLLABORATION ROOMS & EXTENDED LEARNING SPACES
BE READY	Expect Success	Be on time Stay in Class Come prepared	Use caution when leaving or entering – look out for others	Wash hands if needed Finish on time to be ready for your next class	Go to the one closest to my classroom and on the same floor. 6 students at one time
BE RESPONSIBLE	Be substance free See something, Say something	Complete & turn in classwork and homework Ask questions Ask for help	Stay on the right side	Get food and find your destination efficiently Get garbage all the way into bins	Arrive at the extended learning space with a note from my teacher. Check in with a staff member every 7-10 minutes. Clean up after myself.
BE RESPECTFUL	Have positive interactions Do unto others as you want done to you	Know & Follow class expectations Follow teacher directions the first time they are given	Use indoor voices Watch out for furniture and artwork	Wait patiently in line Use indoor voices Stay in designated spaces	Use a calm voice and good classroom behavior to not distract students.

FERNDAL HIGH SCHOOL P.R.I.D.E.

Show Perseverance, Lead with Respect, Act with Integrity, Show Dedication
and Aim for Excellence

Be Ready, Be Responsible, Be Respectful



Campus Wide Expectations

	ALWAYS	PARKING LOTS	ELECTRONIC DEVICES	BATHROOMS	LOCKER ROOMS
BE READY	Expect Success	Park in designated spaces	Bring device and charger every day every class	Only go when necessary Get back to class quickly without wandering	Change quickly and use time efficiently
BE RESPONSIBLE	Be substance free See something, Say something	Move with caution (10 MPH) Keep our community safe Stay out of parking lots during class times	Use Technology for educational purposes Keep phones and other PEDs in pocket or backpack during class time	Clean up after yourself	Use a lock Clean up after yourself
BE RESPECTFUL	Have positive Interactions Do unto others as you want done to you	Clean up your trash Keep music volume low Stay on campus	Use Social Media to promote positive messages only	Be mindful of other people's space and privacy	Pay attention to people's privacy and help others feel safe Put away phones and all other PEDs

FERNDAL HIGH SCHOOL P.R.I.D.E.

Show Perseverance, Lead with Respect, Act with Integrity, Show Dedication and Aim for Excellence

Ferndale High School



STUDENT EXPECTATIONS

BELL SCHEDULE

- The first bell rings at 7:35 a.m. In order to increase student learning and success, students are expected to be in class and ready by the second bell, at 7:40 AM.
- Students are expected to attend all scheduled classes on time, stay in class and leave only when dismissed by their teacher.
- If late to a class, students will need to check in with the front office before heading to class.
- At the end of the day, students are excused at 2:16 p.m. Students are expected to leave campus by 2:30 p.m., unless involved in a supervised activity.

COMPUTERS AND TEXTBOOKS

- Students are responsible for the laptop and textbooks they are issued. This will be their assigned device during their time at FHS.
- Being ready for school includes bringing your assigned laptop with you each day. Laptops should be charged and ready to use.
- Students must adhere to the Technology Agreement signed at the beginning of the school year.
- Students will be charged for damaged or lost devices and/or books in their care. Purchasing student device insurance through the district is encouraged.

DRESS CODE

Ferndale High School is committed to developing students who are **READY, RESPONSIBLE** and **RESPECTFUL** community members. Students are expected to present themselves in a manner that is appropriate for school and a workplace setting. While we encourage individuality, the dress code aims to foster a positive and healthy environment.

1. Students should dress casually and comfortably for school, while wearing clothing that is well-suited for a school environment.
2. Clothing must cover torso, midriff and backside, and have sleeves or straps. The bottom of the top/blouse/shirt must touch the belly button.
3. Clothing, including face masks, drawings, tattoos and accessories, which carry a vulgar or offensive message, are not permitted. These include references of hate, violence, drugs, alcohol or tobacco-related information, gangs, weapons, or sexual innuendo.
4. Sunglasses should not be worn inside the building unless for medical reasons. If for medical reasons (ie. Concussion, eye surgery, etc) students will be required to have a doctor's note and under the school nursed care. *Violation of the dress code will require a change of clothing. Special circumstances will be considered on a case-by-case basis.*

Ferndale High School



STUDENT CELL PHONE POLICY

At FHS, we believe that the learning environment needs to be free of distraction. Cell phones are no longer allowed to be used within learning environments. This includes classrooms, extended learning spaces, the gym, learning commons, and student support spaces.

This follows Ferndale School Board Policy 3245: *"Telecommunication devices will be turned on and operated only before and after the regular school day and during the student's lunch break."*

Tier 1 – Universal Standards

- An Eagle Time Lesson that describes our cell phone protocols and procedures will be taught at the beginning of both semesters.
- Eagle Time Lessons or Assemblies around cyberbullying, cell phone addiction, and internet safety will be taught throughout the year.
- The teacher announces at the beginning of the period that students must put their cell phones away.

Tier 2 - Intervention

- If a student accesses their phone during class, then the following protocols go into action:
 - The student will be required to hand over their phone to their teacher. The teacher will bring down the phone to the office where it will stay until the end of day. The guardian of the student will be contacted and made aware of the event. The student may pick up their phone from the office at the end of the school day.
 - The teacher may also choose to call for a campus monitor or administrator for assistance. In this case, the student will be required to hand over their phone to the campus monitor or administrator. The guardian of the student will be contacted and made aware of the event. The student may pick up their phone from the office at the end of the school day.

Tier 3 - Individual

- If a student's cell phone is sent to the office multiple times throughout the year, then a student will be placed on an Academic Success Plan where they will check their phone in at the office every morning and pick it up at the end of the school day. If that student is seen with a cell phone during the school day, then disciplinary action will be assigned. The school will partner with the guardian to establish the Academic Success Plan.

Ferndale High School



EAGLE TIME

Eagle Time is time embedded during the school day to provide state-required social emotional learning (SEL) skills, career readiness (HSBP) and academic support for all students. During this time, students have an opportunity to work on their assignments, seek out teachers for questions or additional help, obtain staff guidance or mentoring, meet in study groups, retake tests or quizzes, attend college/career sessions, and become better connected to our FHS community. Eagle Time is scheduled every day, for 22 minutes, after that day's first period. All students must attend their Eagle Time class. Students will earn a 0.25 credit for each semester.

EAGLE TIME EXPECTATIONS

Teachers will be provided grade/attendance sheets periodically for each of their students. During Eagle time, teachers will meet with students individually to set goals and connect one on one to build a positive relationship. Administration will send the agenda/lesson plan for each Eagle Time date. Please refrain from allowing students to be on their phones during Eagle Time.

FORGERY/PROVIDING FALSE INFORMATION/PLAGIARISM

The forging of parent/guardian or another signature or any other misinformation in communication to the school or on any school document will result in disciplinary action. This includes calling in as the parent/guardian to excuse absences and any alterations/changes made to notes, forms, etc.

Plagiarism in assignments, projects, or other schoolwork is not permitted and will result in classroom and/or administrative discipline.

RESPONSIBILITY FOR SCHOOL PROPERTY

Each student is assigned a laptop, books, materials, uniforms, PE locks, etc., during the school year, for which they are responsible for. Students with damaged or lost school property are subject to fines. In addition, parents and students are responsible for all costs associated with the repair or replacement of school-issued technology that becomes lost, stolen, or damaged. Failure to pay fines or return school property may result in records being withheld, loss of athletic or co-curricular eligibility, etc. Please act responsibly with all school and district property.

Ferndale High School



SKYWARD

Students are responsible for checking and monitoring their Skyward account regularly. Students can check their account for attendance, assignments and grades. Be sure to keep contact information current, including address, phone numbers, and emergency contact information (please contact the Counseling Office to update (360) 383-9252).

SKYWARD PARENT PORTAL ACCESS

Parents can access their child's grades and attendance records through the Skyward parent portal. Parents can access period attendance and grades for assessments recorded in the database grade book. Teachers can be contacted through the portal via email.

GRADE SCALE

The table below shows the grading system and how a student's Grade Point Average (GPA) will be calculated based on the points awarded for each letter grade.

Class Percentage	Letter Grade	Standard GPA
93-100	A	4.0
90-92.99	A-	3.7
87-89.99	B+	3.3
83-86.99	B	3.0
80-82.99	B-	2.7
77-79.99	C+	2.3
73-76.99	C	2.0
70-72.99	C-	1.7
67-69.99	D+	1.3
60-66.99	D	1.0
0-59.99	F	0.0

The grade book is an official record of student progress for the year. Skyward will be updated weekly so parents and students can access current progress.

ATTENDANCE

Ferndale School District attendance policy 3122 states: "Regular, consistent, timely attendance is essential to school success, student learning, and future employment habits. Students are expected to attend all assigned classes each day on time. The role of the parent/guardian is to ensure that his/her child/children attend school and to verify that the student's absence was for an excusable reason. The classroom interaction between teacher and student enriches and clarifies knowledge of subject matter beyond the mere accumulation of factual data."

Under the Washington State Compulsory Attendance Law, parents or guardians have the primary responsibility for keeping their student in regular attendance.

An absent student's parent or guardian must notify the office the morning of the absence, send a signed note or email with an explanation within two (2) days of the student's return, or complete a pre-arranged absence form whenever an absence is known in advance. If an absence is not cleared within 48 hours after the absence, the absence will remain unexcused and be considered a truancy. If there is an unexcused absence, the computer phone system will attempt to call home and leave a message. Any time a parent/guardian wants to verify the validity of an absence or tardy, they are encouraged to contact the school directly. Excessive unexcused absences/truancies will result in student discipline. The Ferndale High School Attendance Office may be reached at (360) 383-9250 or maria.cambron@ferndalesd.org. The answering machine for the Attendance Office is available 24 hours/day.

****Parent/guardians may not give permission for students to sign notes or letters in lieu of parent signature if the student is under 18 years of age.**

BECCA Bill (Truancy Law)

Students who are truant from school with unexcused absences are in violation of Washington State Law (RCW 28A.225.010). By State law (RCW 28A.225.030), Ferndale School District is required to file a petition with the Whatcom County Juvenile Court System after students have accumulated five (5) unexcused absences in one month, seven (7) absences per term or 10 in a school year. Pursuant to RCW.28A.225.018 (BECCA Law), the school district shall schedule a conference, or conferences, with the parent and child, at a time reasonably convenient for all persons involved. The purpose of these attendance conferences is to identify the barriers to the student's regular attendance and find support and resources that may be made available to the family so that the child is able to attend school regularly. If the parent does not attend the conference, the conference may be conducted with the student and school official.

EXCUSED ABSENCES

Students are expected to attend all of their assigned classes. The student is responsible for collecting and making up any work missed during the excused time out of class. To have an absence excused, it must be contained in one of the State/District directed categories (RCW 28A.225.010) as follows:

1. Participation in school-approved activity (in-school events, field trips, etc.). This must have prior approval by the organizing staff members and the teachers for the classes to be missed.
2. Illness, health condition, family emergency, religious, or cultural purposes. These must be excused following the procedure above.
3. Pre-arranged absences. The student and family must complete a pre-arranged absence form and collect signatures for approval from the student's teachers. The completed form must be submitted to the assistant principal at least 3 days ahead of the absence in order to determine the effect on student's learning. If there is reason to not approve the absence, the assistant principal will contact the student and/or family.
4. Absence resulting from disciplinary actions. Students who are removed from class(es) as a disciplinary measure, including short-term suspension, shall have the right to make up assignments or exams missed during the time they were removed from the classroom.
5. Court required appearance. Court verification is required.
6. Extended illness or health conditions. If a student is confined to home or hospital for an extended period, the school shall provide assignments at the place of confinement whenever practical. However, if the student is unable to do schoolwork, or if there are major requirements of a particular course which

cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty. The student and parent must notify the counselor or principal as soon as possible to develop a plan that considers the student's educational needs and the recommendations of the health provider.

UNEXCUSED ABSENCE

An absence is recorded as "Unexcused" when a student missed class for a reason other than the 6 listed in the "Excused Absences" section, or when a parent/guardian does not contact the Attendance Office within two (2) days of the student returning to school. Students who are truant from school with unexcused absences are in violation of Washington State Law (RCW 28A.225.010). By State law (RCW 28A.225.030), Ferndale School District is required to file a petition with the Whatcom County Juvenile Court System after students have accumulated seven (7) unexcused absences in one month or ten (10) in a school year. *It is the student's responsibility to attend school every day, all day.*

TARDIES

Students arriving at school in the morning after 7:40 a.m. are considered tardy to school. Students must obtain a late slip from the Attendance Office if they are late to class. Students not physically in class at the designated start times of all other class periods are also considered tardy. If tardiness persists, the teacher will have a conversation with the student and make a phone call home to notify parents. Administration will assign disciplinary action for students with chronic tardies. Being on time for every class is an expectation at FHS. Being tardy not only impacts a student's educational experience, but also disrupts the educational process for others. Students who find themselves tardy to class are still required to go to class.

CANVAS

Students are required to check Canvas, our online course management system, daily, especially when they are absent from school. Students need to complete the work posted on Canvas and reach out to their teacher, preferably by email, if they need assistance.

HOMEWORK REQUESTS

Homework requests should be made directly with teachers if a student is absent. If you need assistance, please call the Attendance Office at (360) 383-9250. Late assignments, due to an excused absence, will be accepted by teachers unless the teacher has previously established a deadline for the assignment or project.

LEAVING EARLY

If a student must leave school prior to the end of the school day, they should:

- Report to the Attendance Office before their first class
- Verify the reason for the early dismissal with a note, email, phone call, or voicemail from the student's parent/guardian
- Obtain an early dismissal pass from the Attendance Office staff.

****This pass is to be presented to the teacher when the student leaves class.**

PREPLANNED ABSENCES

In the case of an anticipated absence, a student must obtain a Planned Absence Form from the Attendance Office. Such requests need to be presented to each of the student's teachers and arrangements made for making

up class work. The Planned Absence Form must be signed by the student, parent/guardian, and an Administrator and returned to the Attendance Secretary at least three days before the date of absence. For school activities, the teacher will collect the preplanned absence forms and turn them in to the Attendance Office at least three (3) days before the planned activity. If it is determined that approving the preplanned absence request is not in the best interest of the student, all efforts will be made to contact the parent/guardian to recommend the student not miss school.

- Each teacher has the right to disapprove an absence request. An Administrator or designee will review all requests.
- Parents are encouraged not to remove their students from school for extended vacations as it greatly impacts their progress in school and the teachers' workload to provide make up work.

PARENT SQUARE

Parent Square is an easy-to-use communication tool that combines multiple communication streams into one easy-to-use interface for families and staff. Parents and guardians are highly encouraged to use the Parent Square app and website as their main communication tool with FHS. Students should download the Student Square app so they receive communication promptly from the school.

Here's what you can do with Parent Square:

- Receive messages from the school via email, text or mobile app notification.
- Use two-way texting, with translation between staff and families.
- Choose to receive information as it comes, or all at once, at 6 p.m. daily.
- Communicate in your preferred language.
- Direct message teachers and staff through a secure and private interface.
- Participate in group messages.

WEEKLY/DAILY BULLETINS

The weekly bulletin (411 SWAY) is emailed to students and parents biweekly. It will include important information regarding student activities, athletics, scholarships and other types of general announcements. Daily announcements to students will be made via intercom during Eagle Time each morning.

SCHOOL CLOSURES AND DELAYS

Each year, the district faces the possibility of school closure or delay in start time due to weather, road conditions or other emergencies. Student safety is the primary concern. In the event of school closure, staff and students will be notified via email, phone messenger or Parent Square.

Ferndale High School

EMERGENCY & ACCIDENT PROCEDURES



We use the standard response protocol (SRP) for emergency/crisis situations:

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Ferndale High School



SUPPORT SYSTEMS

TECHNOLOGY SUPPORT

The FHS Tech Help Office is located in Room 214A and overseen by Service Desk Technician Bryan Pival. The Tech Help Office can be contacted at (360) 383-9240 x1214 or bryan.pival@ferndalesd.org. The Tech Help Office can support students who are having difficulty with their laptops or need to report a lost, damaged or stolen device.

COUNSELOR SUPPORT

If a student needs to see or speak to their counselor, they will need to make an appointment on the Counselor's Corner Canvas page or schedule a meeting with the secretary in counseling office. The Counseling department will continue to use Calendly to set meetings with students, families and staff. Our counselors are:

Counselors	Students Served	Email
Bobby Jones	Alpha Grp A-D	bobby.jones@ferndalesd.org
North Moench	Alpha Grp E-K	north.moench@ferndalesd.org
Bryce Zofkie	Alpha Grp L-Q	aurora.davis@ferndalesd.org
Sierra Hills	Alpha Grp R-Z	sierra.hills@ferndalesd.org

2024-2025 Goals for Drop-in Academic Support

- Develop a consistent location and expectations for students who need short-term academic support outside the classroom but during the school day. This may include retaking a test, a reader on a test, assistance with an assignment, etc.
- Have a system for tracking/monitoring students who need academic support during class time.
- Reduce instances of students roaming the building to look for support in other locations.
- Increase opportunities for students to make-up/retake tests during the school day, while ensuring students are well supervised and without impacting classroom teachers.

Purpose of the Drop-in Academic Support

Academic Support is open to all students. Instructional Staff can send students to the Academic Support Space during student work time, for designated periods of time, at their discretion. Using the Drop-in Academic Pass gives students an opportunity to work in a quiet location, with help from an adult if needed, to complete their assignments during the school day. Students should not use this space during instructional portions of the class period.

*Students who qualify for an IEP/504 may have specialized plans around time spent or accommodations in the Academic Support space once they arrive. These plans will be communicated between the case manager and MTSS Staff. All students should be using the Drop-in Academic Support pass and communicating with Instructional Staff using the same protocols.

Drop-in Academic Support Protocol

- Instructional Staff will give the student an Academic Support pass and together Staff and student will complete the name, date, teacher, period, task to complete, time the student should return to class, and the accommodations/notes section.
- Instructional Staff will ensure that student understands the task they are to complete in the Academic Support Space and the expectations of getting to and from that space
- Instructional Staff will add the time that student leaves the room to the support pass
- Student goes directly to Academic Support Space
- Student quietly enters the room and hands MTSS staff their pass
- MTSS Staff completes the time arrived on their support pass and logs student entry on spreadsheet.
- Student selects a seat in Academic Support area and engages in assigned task, with MTSS Staff support as needed.
- MTSS Staff will note the time the student should return to class and will prompt the student 5 minutes prior to departure time.
- Upon completion of task, or at designated time, MTSS Staff completes time leaving on original Academic Support Pass, checks the student out on the spreadsheet and student returns to class
- When the student returns to class, Instructional Staff completes the time returned and collects the original support pass.
- Instructional Staff leaves completed support pass in wire basket next to Dianne Gillespie's desk for record keeping

Drop-in Academic Support Pass Expectations

- Students must go to class and check in with Instructional Staff prior to coming to the Academic Support Space
- Students should not be accessing the Academic Support Space during instructional portions of class
- No wandering between class and Academic Support Space.
- No cell phone use (MTSS Staff may allow case by case allowances based on necessary accommodations).
- No wandering around the room
- Talking and noise kept to a minimum

Students are not allowed to self-select the Academic Support Space. Misuse of the Academic Support Space will be handled by MTSS Staff and Administration, please inform MTSS Staff if you are aware of any misuse.

2024-2025 goals for Self-Regulation Support

- Develop a consistent Tier II Intervention to support/reteach students that cannot stay in class because they are overwhelmed or experiencing emotional disequilibrium.
- Have a system for tracking/monitoring students who need a self-regulation break – including differentiation between a quick return to class or access to more targeted support as needed.
- Reduce instances of students "taking breaks" or missing class in other locations.
- Respond to a district directive, to have consistency between buildings. This is being implemented district wide.

Purpose of the Self-Regulation Support

Using the SRS Pass gives students an opportunity to take a sensory break and learn and practice de-escalation skills in a safe place. In this environment, students are monitored, and data is collected regarding the length and frequency of breaks. This data is used for tracking student growth and future intervention needs on an individual and school-wide basis. If you have concerns about the frequency of a student's use of the SRS Pass, please contact the MTSS team to analyze that data and adjust the plan for a specific student.

Self-Regulation Support - Protocols and Contract

Self-Regulation Space is to be used only by previously identified students who have met with MTSS Staff, gone over expectations and protocols, and signed the attached contract. Teachers will be notified of the students who have access to the Self-Regulation Space pass via email and will have access to the data regarding dates/times students are using the space. If a staff member is aware of students who might benefit from receiving this support, please contact the MTSS Coordinator to initiate that process.

Students who qualify for an IEP/504 may have specialized plans around time spent or de-escalation accommodations once they arrive. These plans will be communicated between the case manager and the MTSS Staff prior to the student using the SRS. All students should be using the SRS and communicating with Instructional Staff using the same protocols.

LOCKERS

Lockers are provided to athletes and students with PE classes to store school-related materials. It is *not required* that you have a hall locker. Lockers remain the property of the school and are subject to periodic checks. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by, or approved by, school authorities. Unapproved locks shall be removed and destroyed without notification. Students will be charged for any damage done to lockers. Items left in lockers at the end of the school year will be donated to charity. Hall locker problems should be reported to the Attendance Office. Problems with your PE locker should be reported to your PE teacher.

The Ferndale School District and Ferndale High School assume no responsibility for loss or theft of property from your locker.

LOST & FOUND

Students are encouraged to always keep all personal items in their care. If a student does lose something, check with the Attendance Office. If the lost or stolen item is not in the Attendance Office, complete a Lost or Stolen Item Report, which is available in the Main Office. Found items should be turned into the Attendance Office.

PARKING LOT

Students must possess a current FHS parking permit to park on campus. Students using a school parking lot must follow the rules according to Washington state driving regulations and the Student Vehicle Use contract (located in the ASB office). Parking permits can be taken away if a student is not following the Student Vehicle Use contract.

Ferndale High School



Student Vehicle Use

Student Name: _____ Date: _____ Permit: _____

Please Print First and Last Name

Student parking on campus is a privilege not a right. Students with 12 or more total unexcused absent periods or who violate the driving/parking rules listed below will lose their privilege to park on campus. Students may also lose their right to park and drive on campus for other types of disciplinary incidents.

Below are the driving/parking expectations on campus and the possible sanctions:

- Vehicles parked on the school grounds must be registered with the ASB office and display a current parking permit. The parking permit must be clearly visible and displayed in the top corner of the back window on the driver's side.
- Vehicles must be parked correctly in parking spaces. All students' vehicles are to be parked in the parking lot west of the parent drop off loop and south of the PAC/tennis courts (highlighted in yellow on the back of this form - all other areas of the campus are "off limits" to student vehicles.
- Students may not visit vehicles or the parking lot during the school day unless given permission by school staff.
- Students must be licensed and provide proof of valid insurance.
- Students may not drive over 10 miles per hour or drive recklessly on or near the school grounds.
- Student vehicles may be subject to search if there are reasonable grounds that exist to suspect that evidence of a violation of the law or school rules will be uncovered. Drugs, drug paraphernalia, alcohol, stolen property, firearms, dangerous weapons, or other contraband are examples of reasonable grounds for search. Only a principal/designee shall conduct a motor vehicle search.
- Students are responsible for notifying the ASB office if they change vehicles during the school year and for having the vehicle properly registered. Parking permits are not transferable.

Violations	Illegal Parking	Parking in spots that are designated for visitors, FHS staff, handicapped or in unauthorized areas.
	No Permit Displayed (Not having a valid permit displayed)	<u>First Offense:</u> Warning <u>Second Offense:</u> \$10 parking ticket <u>Third Offense:</u> \$20 parking ticket <u>Fourth Offense:</u> Parking Privilege is revoked for the school year – No refund given. Student may appeal to the principal. <u>Fifth Offense:</u> Car is towed at student/owner's expense
	Reckless Driving (Burning off tires, speeding, swerving, not following traffic signs, hydraulics, etc.)	<u>First Offense:</u> Suspension of driving/parking privileges for 10 school days. <u>Second Offense:</u> Suspension of driving/parking privileges for 30 school days. <u>Third Offense:</u> Suspension of driving/parking privileges for the remainder of the school year. No refund given. Future parking privileges must be reviewed by principal.

Student Signature _____

Date _____

My signature acknowledges that I understand expectations for on campus vehicle use and consequences for vehicle violations, unexcused absences and other misconduct. I also understand that Ferndale School District is not liable for any damages or property loss, sustained in the parking lot.

Ferndale High School



BEHAVIOR EXPECTATIONS

We expect all students to **BE READY, BE RESPONSIBLE** and **BE RESPECTFUL** young adults. We aim for a positive climate in which all students and staff feel welcome, cared for and supported in doing their best work. We expect to have a learning environment that is equitable, safe, respectful, and conducive to learning; this means everyone must do their part!

CLASSROOM MANAGEMENT

Each teacher at FHS has a classroom management/behavior plan that communicates the expectations to students. This includes communication of classroom expectations, roles and responsibilities, classroom procedures, and consequences.

OFFICE REFERRALS

Discipline or behavior problems that cause an immediate safety threat or major classroom disruption may be referred directly to school administration. Administrators have, as their first obligation, the safety of all students and staff of FHS. When assigning consequences or behavior plans, the administrators balance the needs of the student to learn appropriate behaviors with the needs of the entire school for an environment that is equitable, safe, respectful, and conducive to effective learning. Administration reserves the right to adjust consequences based on the severity of the offense and to act upon behavior and circumstances not listed above.

DISCIPLINE

Classroom Discipline: All teachers hold their students to the highest expectations in their classroom. Behavior concerns in the classroom will be addressed as follows (unless the behavior warrants immediate removal from class):

1. Teacher will problem solve and reteach class expectations.
2. Teacher will conference with student and contact a parent/guardian.
3. After 3 minor incidents, campus security, counselor, and/or administrator will be contacted via referral regarding the issue.
 - i. Administration will meet with student to assign progressive discipline, support, and/or intervention.
 - ii. Restorative practices may be used to repair relationships between student-to-student, student-to-staff member and/or student-to-community.

RESTORATIVE PRACTICES

It is important to restore/repair relationships or at least come to a common understanding to avoid future escalations. Restorative practices may be appropriate in situations where relationships and/or trust have been broken (e.g. two students have escalated verbal interaction in the hallway, or a student tells a teacher "I hate you" in the middle of class).

Students may be disciplined if they fail to fulfill any of their restorative/disciplinary responsibilities while at school, on school grounds, on District-sponsored transportation, at any school-sponsored event, or in any other setting having a real and substantial relationship to the operation of the school district. Disciplinary actions may include restorative justice, written referrals, notification to parents, suspension, expulsion, loss of privileges to attend District-sponsored activities, loss of riding privileges on District-sponsored transportation and loss of privileges to publicly represent the district. Students who are suspended or trespassed are not permitted to access FHS. Student property is subject to search if reasonable suspicion exists.

Ferndale High School



BEHAVIOR EXPECTATIONS

IN PROMOTING A SAFE SCHOOL ENVIRONMENT...

School authorities may search and seize any illegal contraband or objects, illegal substances or any material or object that violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring illegal or unsafe items to school or any school-sponsored activity. To promote a safe school environment, a school administrator may perform a range of safety checks, including:

1. **Authority to Conduct a Safety Check** – Pursuant to RCW 28A.600.230, school authorities may search a student, student's possessions, student's locker or student's vehicle if the school authority has reasonable grounds to suspect that the search will yield evidence of the student's violation of the law or a violation of the conduct standards contained in the Student Rights & Responsibilities.
2. **General Inspection** – School authorities will be making general inspections of lockers for the purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance.
3. **Locker/Storage Area Inspections** – Hall and PE lockers, and other storage areas, are a convenience provided for student use on school premises. They remain property of the school and are subject to inspection, access for maintenance and search, at any time, without notice, without student consent and without a search warrant. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by, or approved by, school authorities. Unapproved locks shall be removed and destroyed without notification.
4. **Personal Searches** – A student's person and/or personal effects (purse, book bag, etc.) may be searched when a school authority has reasonable grounds to believe that the student has illegal, unauthorized, or contraband items.
5. **Motor Vehicle Search** – Students are permitted to park on campus after purchasing a parking permit and registering their vehicle at the ASB office. Vehicles on school property must always display a valid FHS Parking Permit. School authorities will conduct routine patrols of student parking lots and visual inspections of student automobiles on school property. Student vehicles are subject to search if reasonable grounds exist. This applies during regular school hours or during any school activity regardless of location.

Any student who refuses to submit to a reasonable search of their person, personal effects, or motor vehicle by school authorities will be subject to immediate Emergency Expulsion. School authorities may detain the student pending the notification and arrival of the student's parent/guardian and/or law enforcement officials as appropriate.

DANGEROUS WEAPONS

It is a violation of State law and District policy for any person to carry (be in possession of) a firearm, dangerous weapon, or dangerous object on school premises, school-provided transportation or other facilities being used for school activities. Law enforcement will be notified of any violations. Students who violate this policy are

subject to District discipline policies and procedures, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject expulsion, subject to appeal with notification to parents and law enforcement. (RCW 28A.600.420) A "dangerous weapon" is anything that has a blade (knives, daggers, razor blades, etc.); anything that fires, launches, or throws a projectile (air guns, sling shots, throwing stars, etc.), or any item that is used with the intention of inflicting physical harm on a person. RCW 9A.41.250 and 9A.41.280 further define many "dangerous weapons" by name. These items or like-items may not be brought to school.

EMERGENCY DRILLS/EVACUATION PROCEDURES

To provide a safe learning environment, emergency drills and evacuation procedures (including fire drills and lockdowns) will be outlined, communicated, and practiced throughout the year. Students are asked to cooperate fully with all school expectations during the entirety of these procedures.

FIGHTING

FHS has a policy of zero tolerance for fighting. Additionally, any student inciting, encouraging, or promoting a fight, filming, watching, posting pictures and/or video of a fight, pushing, shoving or failing to disperse when directed, will be subject to discipline.

GANGS

FHS has a policy of zero tolerance regarding gang behavior/activity. Pursuant to RCW 28A.600.455, students are prohibited from demonstrating any gang affiliation or gang activity while at school or school district events. This includes, but is not limited to: visible tattoos, clothing, signs, symbols, graffiti, artwork or doodling. School discipline will be enacted.

ILLEGAL DRUGS, ALCOHOL, AND OTHER SUBSTANCES/ABUSE

A student shall not knowingly possess, attempt to possess, or use, manufacture, or be under the influence of illegal drugs, alcohol and other illegal substances. Likewise, a student shall not offer for sale, barter or transfer these substances to other persons in the school, while on school premises or at school-sponsored events/activities or in district vehicles. Illegal drugs, alcohol and other substances can be:

1. Any controlled substance as defined by Washington state statute (RCW 69.50, Uniform Controlled Substances Act.)
2. Any drug which applicable federal or state law states must be obtained by prescription only (RCW 69.41, Legend Drugs).
3. Any drug not properly labeled for use by the person in possession of the drug.
4. Any "look alike" drug or substance believed or represented as being a drug or controlled substance.
5. Drug paraphernalia, including rolling papers, lighters, vape mods and liquids/juice.
6. Inhalants.
7. Anabolic steroids.
8. Alcohol or other intoxicants of any kind.

Any student who displays indicators of consumption of alcohol, intoxicants, drugs (illegal or illegally used drugs), and/or any other controlled substances is subject to discipline. Any student who possesses drug paraphernalia is subject to the same consequences as drug possession or usage.

Ferndale High School



Policy Regarding the Prohibition of Harassment, Intimidation, or Bullying

Student Name (print): _____ Student #: _____

"Harassment, intimidation, bullying" means any intentional written, verbal, or physical act, including, but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, sexual orientation, mental or physical disability), or other distinguishing characteristics, then the intentional written, verbal, or physical 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.

"Other distinguishing characteristics" can include, but are not limited to physical appearance, clothing or other apparel, socio-economic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "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 expression of religious, philosophical, or political views, provided that the expression does not sustainably disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other District policies or building, classroom, or program rules.

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 and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

I have read and understand the Policy regarding the Prohibition of Harassment, Intimidation, and Bullying printed above. I agree to comply with the policy. I understand that violations of this policy may result in Emergency Expulsion, Suspension, or Expulsion.

Student Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Ferndale High School

BEHAVIOR EXPECTATIONS



SEXTING

Taking, sending, viewing, and/or possessing nude, semi-nude or other sexually explicit images, videos, text messages, or other digital content, also known as "sexting," is not permitted on any school district property or at any school district event. Underage sexting, even when consensual and even if you took the pictures of yourself, is illegal under Washington State child pornography laws. Violators may be charged with a felony and, if convicted, may be forced to register as a convicted sex offender for the rest of their life. Forwarding/keeping images, videos, texts, or other digitally sexted content may result in other discipline, including Emergency Expulsion and police notification.

SKATEBOARDS, ROLLER BLADES, BICYCLES, SCOOTERS, ETC.

Skateboards, roller blades, bikes and scooters are not to be used on campus. Violators will be subject to progressive discipline for insubordination. If these items are used for transportation, they must be stored in lockers or in the Main Office. These items must be carried/walked on and off campus. Students riding bicycles must lock them at appropriate locations.

THEFT

Theft is not tolerated and may result in disciplinary action, police notification and possible criminal prosecution.

TRESPASS (RCW 28A.635.020)

Students are not to be on any Ferndale School District property without proper authorization. A charge of trespass, with notice to police authorities, may be given to any person who creates a disturbance on school property and whose continued or reoccurring presence may result in a real and substantial disruption to the school environment or pose a threat to the safety and well-being of property or person. Violators may be subject to disciplinary action, Suspension, Expulsion, and/or arrest for criminal trespass. Students on campus, or at school-sponsored activities, while on Suspension and/or Expulsion, are subject to additional disciplinary action and arrest for criminal trespass.

VALUABLES AT SCHOOL

The Ferndale School District and Ferndale High School assume no responsibility for loss, theft, or damage of personal property.

VANDALISM

Vandalism is the intentional destruction or defacement of public property or property belonging to others. It is not tolerated at FHS. FHS students are to treat all school property (and others' property) with respect.