

# Newport High School

## Parent/Student Handbook



# Home of the Grizzlies

WELCOME

Last update: 8/15/24

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	7000	Network Analyst	<a href="mailto:altmaierchris@newportgriz.com">altmaierchris@newportgriz.com</a>
Jim Maybright	7001	Network Analyst	<a href="mailto:maybright@newportgriz.com">maybright@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 Director	3506	College & Career Specialist/CTE	<a href="mailto:piercesaraya@newportgriz.com">piercesaraya@newportgriz.com</a>
Cassie Anderson	3504	Social Worker	<a href="mailto:andersoncassie@newportgriz.com">andersoncassie@newportgriz.com</a>
Stephanie Phillips	3501	Admin. Secretary	<a href="mailto:phillipsstephanie@newportgriz.com">phillipsstephanie@newportgriz.com</a>
Teddi Armstrong	3503	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>

**NEWPORT HIGH SCHOOL**

## Staff Directory

<b>Name</b>	<b>Ext.</b>	<b>Class/Position</b>	<b>Email</b>
Carla Aannerud	3112	English 10, English 11, BTC-E	<a href="mailto:aannerudcarla@newportgriz.com">aannerudcarla@newportgriz.com</a>
Andrew Allen	3107	Biology, Environmental Sci, PBS	<a href="mailto:allenandrew@newportgriz.com">allenandrew@newportgriz.com</a>
David Bradbury	3108	World History	<a href="mailto:bradburydavid@newportgriz.com">bradburydavid@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, World History	<a href="mailto:burnhamrhonda@newportgriz.com">burnhamrhonda@newportgriz.com</a>
Amanda Driver	6502	Livestock Production, Ag Production Operations	<a href="mailto:driveramanda@newportgriz.com">driveramanda@newportgriz.com</a>
Angie Grant	3122	Special Education	<a href="mailto:grantangela@newportgriz.com">grantangela@newportgriz.com</a>
Kati Henshaw	3103	Health, HBS, 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	3115	Special Education	<a href="mailto:johnsoncathy@newportgriz.com">johnsoncathy@newportgriz.com</a>
Jordan Marshall	3113	Media Broadcasting, Sports Broadcasting, Drama	<a href="mailto:marshalljordan@newportgriz.com">marshalljordan@newportgriz.com</a>
Todd Matthews	3118	English 9 Honors, English 11, EWU English 101 & 201, Photoshop, Yearbook	<a href="mailto:matthewstodd@newportgriz.com">matthewstodd@newportgriz.com</a>
Brandon McDaniel		Intro to Autotech, Autotech, Power Sport	<a href="mailto:mcdanielbrandon@newportgriz.com">mcdanielbrandon@newportgriz.com</a>
Katie Moser	3125	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>
Luke Nichols	3604	Strength & Conditioning, Lifetime Activities	<a href="mailto:nicholsluke@newportgriz.com">nicholsluke@newportgriz.com</a>
Sarah Noble	3105	AP Pre-Calculus, Algebra 1	<a href="mailto:noblesarah@newportgriz.com">noblesarah@newportgriz.com</a>
Melissa Smith	3121	Financial Literacy, Spanish, Geometry, Math Intervention	<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	<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>
		German	
Cassandra Crawford	7225	Custodian	<a href="mailto:crawfordcassandra@newportgriz.com">crawfordcassandra@newportgriz.com</a>
Debbie Huling	3123	Paraeducator ISI	<a href="mailto:hulingdebbie@newportgriz.com">hulingdebbie@newportgriz.com</a>
Michael Jones	3125	Paraeducator SPED	<a href="mailto:jonesmichael@newportgriz.com">jonesmichael@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>
Olivia Witter	3125	Paraeducator SPED	<a href="mailto:witterolivia@newportgriz.com">witterolivia@newportgriz.com</a>

## Head Coaches Directory

<u>Name</u>	<u>Position</u>	<u>Email</u>
Mark Duxbury	Head Football	<a href="mailto:duxburymark@newportgriz.com">duxburymark@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	Girls Soccer	<a href="mailto:veritylaura@newportgriz.com">veritylaura@newportgriz.com</a>
	Head Cross Country	<a href="mailto:brozchris@newportgriz.com">brozchris@newportgriz.com</a>
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>
Thaddeus Trepanier	Head Baseball	<a href="mailto:trepanierthaddeus@newportgriz.com">trepanierthaddeus@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

<u>Name</u>	<u>Club</u>
Rhonda Burnham & Melissa Smith	ASB
Jordan Marshall	Drama Club
Rhonda Burnham	FBLA
Kati Henshaw	HOSA
Jordan Marshall	KUBS FM
Melissa Smith	National Honor Society
Travis Stott	Skills USA
	TSA
Todd Matthews	Yearbook
Amanda Driver	FFA
Lisa Bradbury	Grizzly Adventure Club
David Bradbury	Trap/Skeet
	Youth to Youth
Amy Whitney	World Traveler Club
Alex Joanis	Table Top Gaming Club

## NEWPORT HIGH SCHOOL Class Coordinators Directory

<u>Name</u>	<u>Class</u>
Lisa Bradbury	Freshman Class
Cathy Johnson & David Bradbury	Sophomore Class
Carla Aannerud	Junior Class
Sarah Noble	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)

##### English

1 Meet Standard on ELA State Assessments

Currently: Score (2548)

2 Meet Standard on SAT or ACT in reading, writing or English

ELA SAT with essay (410) / ACT (14)

$\frac{3}{4}$  ELA Transition Course

Earn high school ELA credit in Bridge to

College - English

Science Principles

5 Dual Credit

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

6 Armed Services Vocational Aptitude Battery (ASVAB)

Meet Standard on the ASVAB. Currently AFQT Score is: 31. Updated annually. ASVAB Pathway qualifies to meet both ELA and math requirements.

7 Career and Technical Education (CTE) Course Sequence

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 MUST include

at least one course that has the potential to earn college credit or an industry recognized credential.

##### Math

Meet Standard on Math State Assessments

Currently: Score (2595)

Meet Standard on SAT or ACT in math

Math SAT (430) / ACT (16)

Advanced Placement (AP) Course

C+ or higher in the class or 3 or higher on test

AP Calculus, AP Statistics, or AP Computer

Dual Credit

Complete and qualify for college credit in

dual credit math course:

Running Start or Financial Literacy

Armed Services Vocational Aptitude Battery (ASVAB)

Meet Standard on the ASVAB. Currently AFQT Score is: 31. Updated annually. ASVAB Pathway qualifies to meet both ELA and math requirements.

Career and Technical Education (CTE) Course Sequence

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 MUST include

at least one course that has the potential to earn college credit or an industry recognized credential.

## **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.

## **Artificial Intelligence (AI)**

Newport High School values authentic learning experiences and the development of students' critical thinking skills. We prohibit the use of AI, such as ChatGPT and others, for writing assignments as it undermines originality and academic integrity. Any use of AI will be considered plagiarism and treated accordingly as outlined in the district discipline matrix. Our focus remains on fostering genuine student expression and fostering a supportive learning environment.

## **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.

## **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,



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	\$100 per year (includes legal dependents w/college identification)

**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
  - 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
- Tube Tops
- 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.

### **Early Release/Late Arrival**

Early release/late arrival will be considered for senior students only and will require a meeting to obtain permission from both the College and Career Specialist and the Principal. You must be in good credit standing. Students must be enrolled in 4 class periods.

### **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.

## **In School Intervention**

*Purpose:* In-School Intervention (ISI) is a behavior management program for student misbehavior aimed at keeping students in school to complete their work while being isolated from the rest of the student body. ISI is used as a school intervention for infractions that are not severe enough for suspension but require behavior remediation. Students who are in violation of school rules and regulations can expect to be temporarily assigned to the ISI classroom where they will be supervised by a school staff member.

*What is ISI in school?* Students assigned to ISI will be expected to adhere to the rules of the isolated classroom. A school staff member is assigned to the classroom and enforces a structured academic environment. Examples of in-school suspension rules include the following:

- Cell Phones are NOT ALLOWED in ISI. Phones must be turned in before entering the room.
- If a student refuses, they may leave for the day (unexcused), and repeat the ISI the next day.
- No food or drinks (water may be allowed with permission) except supervised Nutrition/Lunch
- No talking with other students
- No sleeping
- Students must be working on school assignments
- Students are expected to follow classroom rules and regulations

The ISI classroom will look much like a typical classroom, but will have desks separated in order to promote the purpose of the classroom. Students are to be working academically but not interacting with other students while in ISI. The ISI classroom will be set up to eliminate distractions and work on not only academics but the repair of any relationships that may have been harmed by the behavior that placed them in the ISI room.

*What does ISI mean in school?* The aim of having an ISI program at a school is to foster positive behaviors between students, teachers, and their school. By keeping students in a structured school environment separated from other students, students remain supervised and do not fall behind in their schoolwork. The alternative, out-of-school suspension, requires the removal of students from school property and is perceived as a more severe form of punishment. Out-of-school suspension is a punishment for severe infractions where the student is temporarily removed from school grounds.

## **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.

### **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.

### **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.

## **NEWPORT HIGH SCHOOL Attendance/Discipline Information**

### **Attendance**

Attendance has been proven to be one of the most powerful predictors of academic achievement and can have a dramatic impact on key milestones, including 9th grade achievement, high school graduation, and postsecondary persistence. Chronic absenteeism is missing 10% of school, regardless of the reason - that's just 2 days a month or 15 days in a school year. Please thoroughly read this section and do not hesitate to reach out if you have any questions or concerns.

### **Absence Procedure**

If a student has missed teacher-led instruction, you may receive an automated call from your student's school

indicating that they are absent. This ensures that parents/guardians are aware of absences during live instruction and can help to serve as a reminder that parents need to report absences to the school. *Chapter 392-401 WAC defines an absence as when a student is not physically present on school grounds and not participating in instruction/instruction-related activities at an approved off-grounds location for at least half (50 percent) of the student's scheduled day.*

- Excused Absences: We understand students need to miss school for a variety of reasons. Although we aim to keep excused absences limited, please contact our office to communicate with the attendance secretary and district engagement coordinator.
- Unexcused Absences:
  - After 1 unexcused absence, the school will inform the student's parent/guardian by a notice in writing or by telephone, in a language the parent is fluent, whenever the student has missed school after one unexcused absence.
  - After 3 unexcused absences in a 30-day period, a conference will be scheduled with you and your student for the purpose of identifying barriers to the student's regular attendance as well as the supports and resources that may be made available, including steps to be taken to support the student to attend.
  - Between 2 and 7 unexcused cumulative absences in a school year, the district engagement coordinator will take data-informed steps to eliminate or reduce student's absences, consistent with the WARNS or other assessment results.
  - No later than 7 unexcused absences in a 30-day period, the district engagement coordinator will do one of the following:
    - Enter into an agreement with the student and parent establishing attendance requirements; OR
    - Refer student to a Community Engagement Board (CEB); OR
    - File petition under subsection (1) of RCW 28A.225.030.
  - After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year, per RCW 28A.225.035, the District is required to file a truancy petition with Juvenile Court. Court must 'stay' the petition. The District will refer the parent and child to a community engagement board (CEB) or other coordinated means of intervention if referral did not take place before the petition. The CEB meeting must take place within twenty days of the referral. The community engagement board must meet with the child, a parent, and school district representative and enter into an agreement.
  - If the above actions are not successful, the district will file a truancy petition with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The parent and student will be required to appear in the Pend Oreille County District Court.

### **Tardy Procedure:**

Students are expected to be on time to class. We understand issues arise. Students needing to visit the office, social worker, counselor, 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.*

### **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 attendance hotline at (509) 447-2481 ext. 1 to 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.

### **OUR PROMISE TO YOU**

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. If you need any assistance or support with regards to your student's attendance, please feel free to contact our District Engagement Coordinator, Shannon Prange at (509) 447-3167 ext. 4509. Additionally, more information can be found on our website under Resources → Attendance. All of our policies and procedures align with state law, under RCW 28A.225.

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. Consistent attendance will help your student do well in high school, college, work and beyond.

### **15 Percent Rule**

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

### **Preplanned Absences**

Preplanned absence forms must be picked up and signed by the student's teachers at least one school day before the absence. Preplanned absences from school are provided for family need or clear educational benefit that aligns with appropriate school curriculum. Before obtaining pre planned absence approval, a student must present a written excuse signed by the parent or guardian stating the time and reason for the absence. Depending on the time frame and at the teacher's discretion, students may be required to complete all assignments before departure. Otherwise, all assignments are due the first day back in class. Failure to meet either time frame may result in a zero for the work.

### **Truancy**

Truancy is an absence from a part of any class or school day without the knowledge or permission of a parent/guardian or the approval of the school. Teachers will not be expected to provide make-up work for truant students.

### **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. Students are required to notify teachers of their plan to be absent by providing the teacher with an

assignment sheet, date, and time of departure. The most common reason for these absences is an “away game” with a leave time scheduled before the end of the school day. These absences are pre-planned absences, and as such, students may be expected to complete classroom assignments prior to leaving for the event. Otherwise, all work must be completed and turned in on the first day back in class. Failure to meet this time frame will result in a zero for the work not completed. A pre-planned absence form is not required to be completed but the school work is required.

### **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 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.

## **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/Page/179>. 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 Policy3224);
- 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.

**Pesticide Notification:**

The State of Washington has implemented, by law, a requirement for all public school districts to notify parents or staff, if they so desire, of any intention to apply pesticide on school properties. The Newport School District will create a list of parents and staff who wish to be notified of the pesticide application.

The policy of Newport School District is to do all pesticide applications on days when students are not on campus.

If it is your desire to be notified when the district plans to apply pesticides to the grounds, please call the School District office, 447-3167 and ask them to add your name and phone number to the “PESTICIDE NOTIFICATION LIST” and you will receive a 24 hour advance notification.

## **REAFFIRMATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The following Superintendent's statement will provide the basic policy upon which the Affirmative Action Plan is based and will continue to be implemented.

### **SUPERINTENDENT'S STATEMENT OF POLICY**

It has been, and continues to be the policy of the Newport Consolidated Joint School District No. 56-415 to provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training in all job classifications. Such equal employment opportunity shall be provided without discrimination with respect to sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

All personnel actions will conform to an Affirmative Action Plan, the basic purpose of which is to further the utilization of minorities and women at all levels and in all segments of the workforce, and to provide equality of treatment to all employees with respect to the terms, benefits, and privileges of employment.

It will be the responsibility of all personnel to conduct themselves in their daily activities in such a way as to ensure that all personnel actions with respect to compensation, benefits, privileges, transfers, layoffs, return from layoff, training, and social programs will be administered without regard to sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

A periodic utilization analysis will be conducted to ensure that promotion and job opportunity decisions are in accord with the principles of equal employment opportunity and that those decisions account for all valid relevant factors with respect to ability, performance potential, and real job requirements.

All employees must at all times be aware of the spirit and principle of equal employment opportunity and cooperate fully to assure success of the Affirmative Action Plan.

### **Disabled Veterans and Vietnam-Era Veterans**

The district's commitment for these groups involves the reaffirmation of its commitment to avoid discrimination in all aspects of employment with regard to disabled and Vietnam-era veterans. Although it seems clear that the number of individuals from these categories seeking entry-level positions is decreasing over time, the district maintains its commitment to avoid discrimination in employment practices related to this group. Staff responsible for hiring and promotion will be given information designed to sensitize them to the potential for discrimination in this area. This information will be reviewed in meetings with the management team.

Dave Smith

Superintendent

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 ListServes 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.

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.

## **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.\*

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Newport School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review education records in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

\*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public records” request within five business days. RCW 42.17.320

## **NOTICE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Newport School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a child's education records. However, Newport School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Newport School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Newport School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing within 10 days of enrollment. Newport School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photographs
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance and enrollment status
- Grade level
- The most recent previous school attended

**NEWPORT SCHOOL DISTRICT  
DISCRIMINATION COMPLAINT PROCEDURE**

Under state law (WAC [392-190-060](#)), school districts and public charter schools must annually inform all students, parents, and employees about the district's or charter school's sexual harassment and discrimination complaint procedures. This notice must be provided in a language that each parent and guardian can understand, which may require that the district or charter school translate this information for limited-English proficient parents and guardians.

OSPI's Equity and Civil Rights Office has developed the following sample wording that school districts and charter schools may include in student and/or staff handbooks or other district publications to meet compliance requirements.

## **COMPLAINTS ABOUT DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND SEXUAL HARASSMENT**

### **What is discrimination?**

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

### **What is a protected class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

### **How do I file a complaint about discrimination?**

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. For a full copy of the school district's nondiscrimination procedure, visit [WWW.NEWPORTGRIZ.COM](http://WWW.NEWPORTGRIZ.COM) or contact the school district at (509) 447-3167.

Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Compliance Coordinator. This is often the fastest way to resolve your concerns.

Title IX Coordinator:

Section 504/ADA Coordinator:

Compliance Coordinator for 28A.640 and 28A.642 RCW:

David E. Smith

Superintendent

(509) 447-3167

Email: [smithdave@newportgriz.com](mailto:smithdave@newportgriz.com)

### **Step 1: Complaint to the School District**

In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district's Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

### **Step 2: Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint.

The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal.

The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with OSPI.

### **Step 3: Complaint to OSPI**

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within **20 calendar days** after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

*E-mail:* [Equity@k12.wa.us](mailto:Equity@k12.wa.us)

*Fax:* (360) 664-2967

*Mail:* OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures.

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at (360) 725-6162/TTY: (360) 664-3631 or by e-mail at [Equity@k12.wa.us](mailto:Equity@k12.wa.us).

# THIS PAGE MUST BE COMPLETED

## PERMISSION FORM

PARENTS/GUARDIANS: THIS FORM MUST BE COMPLETED AND RETURNED TO NEWPORT HIGH SCHOOL PRIOR TO YOUR STUDENT'S PARTICIPATION IN ANY ACTIVITIES, OR THE END OF THE FIRST WEEK IN SCHOOL, WHICHEVER IS EARLIER.

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This portion of the form notifies the school that you have received, read and understand the NHS student-parent handbook (inclusive of: FERPA, Activities Guidelines/Policies, Dance Agreement, Notice of Directory Information, Technology Use Agreement, Compulsory School Attendance, Pesticide Notification, and School Consequences Guidelines).

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(Parent/Guardian Signature)

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(Date)

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(Student Signature)

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(Date)

*\*\* If you do not want Newport School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing within 10 days of enrollment.*

**ADDITIONAL FORMS NEEDED IF YOU ARE OPTING OUT**

**Media Opt-Out Form**

In an attempt to facilitate online learning to increase student engagement, Newport School District’s policy is to allow photographs, video, and audio recordings, comments, and/or names of students to be used in print and electronic materials produced by the District and/or the Washington State Office of Superintendent of Public Instruction, including but not limited to websites, printed publications, and video productions, unless notified of an objection by a parent/guardian.

The District may also release this content to media organizations, including the district website, local newspapers, radio, and television outlets. Students may be identified by name to provide them with recognition opportunities when appropriate.

Parents and guardians may request that photographs, video and audio recordings, comments, and/or names of students **NOT** be used by completing this form and returning it to the student’s school office.

This **Opt-Out** request will remain in effect for one school year and expires at the end of this school year. A parent or guardian must complete a new Opt-Out form every school year. If no documentation is on file, it will be assumed that permission has been granted for the district to use the student’s likeness within listed publications. **Return the form ONLY if you are choosing to opt your student(s) out of access to these resources.**

\_\_\_\_\_ I hereby request that Newport School District **NOT** use photographs, video, and audio recordings, comments, and/or the name of this student in print or electronic materials.

\_\_\_\_\_ I further request that the District **NOT** release this student’s photograph, video, or audio recording, comments, and/or name to media organizations.

\_\_\_\_\_ I understand that this request will remain in effect for one school year and that it can be rescinded at any time.

\_\_\_\_\_ I also understand that this request will not prohibit the use of photos, videos, and/or the name of the above-named student in student-produced materials such as yearbooks, student newspapers, and school announcements that are not publicly accessible.

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_