

**COUPEVILLE
HIGH SCHOOL**

**STUDENT
HANDBOOK**

**24-
25**



The High School Student Handbook is a fluid document.
Revisions may be made throughout the school year.
Last updated: 8.23.24

**All Coupeville School District policies are posted on the district website at:
www.coupeville.k12.wa.us, under Departments > Board of Directors > Board Policies & Procedures**

SCHOOL INFORMATION COMMUNICATION. Information and school news updates will be posted on the high school section of the district website www.coupeville.k12.wa.us.

In order to stay connected with current school updates be sure that emails from “@coupeville.k12.wa.us” are noted safe; as school announcements are sent by email daily.

COUPEVILLE SCHOOL DISTRICT WEBSITE - www.coupeville.k12.wa.us

FACEBOOK - “Like” us on Facebook at <https://www.facebook.com/coupevillehigh>

Coupeville School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the B.S.A. and other designated youth groups. The board designates the superintendent to serve as the district’s coordinator regarding: Title IX, Section 504/ADA, Civil Rights Compliance, and to handle questions and investigate any complaints communicated to the district of alleged discrimination. Superintendent, 501 South Main Street, Coupeville, WA 98239, 360-678-2404.

TABLE OF CONTENTS

1--Introduction

- 1.1 Principal's Message
- 1.2 District Mission Statement
- 1.3 District Staff
- 1.4 CHS Staff
- 1.5 Who to Contact

2--General Information

- 2.1 Calendar
- 2.2 Hours
- 2.3 Bell Schedule
- 2.4 Emergency Closures
- 2.5 Cell Phones
- 2.6 Food Services
- 2.7 Emergency Drills
- 2.8 Lockers
- 2.9 Books, Materials, and Supplies
- 2.10 Medication
- 2.11 Student Visitors
- 2.12 Skateboards, Bikes, Scooters
- 2.13 Bus
- 2.14 Student Government
- 2.15 HS Dances

3--Academic Procedures

- 3.1 Philosophy
- 3.2 Curriculum
- 3.3 Assessment
- 3.4 Grading
- 3.5 Grade Reporting
- 3.6 Scheduling
- 3.7 Plagiarism/Cheating

4--Attendance Procedures

- 4.1 Excused Absences
- 4.2 Unexcused Absences
- 4.3 Arriving Late
- 4.4 Leaving Early
- 4.5 Tardiness
- 4.6 Preplanned Absences
- 4.7 Missed Class Work
- 4.8 Open Campus Privileges

5--Student Support

- 5.1 Counselors & Social Worker
- 5.2 Nurse

6--Student Conduct

- 6.1 School Expectations
- 6.2 Computer Use
- 6.3 Vehicle Privileges

7--Student Discipline Procedures

- 7.1 Philosophy
- 7.2 Bullying Protocol
- 7.3 Searches
- 7.4 Law Enforcement
- 7.5 Possession and Consumption of Prohibited Substances
- 7.6 Transportation

8--Dress Code

9--Athletics/Activities

10 Transportation

11--Students Rights

12--Required Notices

13--Forms

- Handbook Verification
- Computer and Internet Usage
- Verification of Student Use of Vehicle

INTRODUCTION

1.1 PRINCIPAL'S MESSAGE

Hello CHS!

It is my absolute honor to welcome you to the 2024-2025 school year. I am extremely proud to be part of Coupeville High School's 104 year history of educating Coupeville's children and supporting their families! This handbook informs parents, guardians, and students, as well as our faculty and staff, of the procedures, opportunities, expectations and responsibilities for everyone involved in our students' education. Please familiarize yourself and your student with this document.

If you have any questions regarding the material contained in this handbook, please call at 678-2416, or email me at gkappes@coupeville.k12.wa.us.
Have a wonderful school year!

Geoff Kappes

1.2 DISTRICT MISSION STATEMENT

The mission of the Coupeville School District is to provide an educational foundation that allows every student to reach their potential.

1.3 DISTRICT STAFF

BOARD OF DIRECTORS	
Charles "Chic" Merwine	District 1
Alison Perera	District at Large
Morgan White	District at Large
Nancy Conard	District 2
OPEN	District 3

DISTRICT STAFF	
Shannon Leatherwood	Superintendent
Brian Gianello	Business Manager
Sherry Bonacci	District Administrative Assistant
Allyson Cundiff	Director of Special Services
Arianna Bumgarner	Social Work Coordinator
Courtney Sollars	School Psychologist
Andreas Wurzrainer	Director of Connected Food program

1.4 CHS STAFF

Office Staff			
Geoff Kappes	Principal	Eileen Stone	Registrar/HS Office Manager
Erica McColl	Asst. Principal	Rosalie Fix	Financial/ASB
Anthony Cruz (A-L)	Counselor	Barbi Ford	Attendance/Health & Athletics
Cynthia Allen (M-Z)	Counselor	Jennifer Morrell	School Nurse
Brad Sherman	Athletic Director		

Teaching Staff			
Stefanie Ask	Language Arts/Theater	Christie Kappes	Science
Catherine Berg	Science	Kyle Nelson	Mathematics, Coding
Tacy Bigelow	Art	Brandon Olin	History
Jackie Calkins-Saia	Language Arts	Cassidy Patnoe	History
Melissa Casey	Special Education	Alex Reid	Language Arts
Marc DeArmond	Math	Kathryn Rickner	Special Education
Liz Florkowski	Mathematics	Brad Sherman	Health & PE
Casie Greve	GLEE	Willie Smith	PE
Jessica Hillier	Sports Med/Health & PE	Ana Valencia	MLL Support
Miranda Gutierrez	World Languages	TBD	CTE

1.5 WHO TO CONTACT

In keeping with the family atmosphere of CHS, we ask that parents contact teachers directly regarding in class progress, behavior or concerns. Contacting your student's counselor may be helpful for general questions. If questions or comments are regarding school wide policy or concerns, please call Mr. Kappes or Mrs. McColl at 360-678-2416 or email at gkappes@coupeville.k12.wa.us or emccoll@coupeville.k12.wa.us.

TOPIC	STAFF MEMBER	PHONE (360)678-	EMAIL: All emails end with @coupeville.k12.wa.us
Classroom issues, grades, assignments	Classroom Teacher	2414	First initial, last name
General school questions, attendance, athletic paperwork	Barbi Ford	2416	bford
Behavioral concerns (hallways, bus, lunch)	Erica McColl, Assistant Principal	2412	emccoll
Registration, withdrawal, report cards	Eileen Stone	2415	estone
Academic, career and social-emotional support	Anthony Cruz, last names A-L	2417	acruz
	Cynthia Allen, last names M-Z	2418	callen
Fees and Student Accounts	Rosalie Fix	2413	rfix
Medication at school, health questions	Jennifer Morrell	2421	jmorrell
Athletics	Brad Sherman, AD	2422	bsherman
Chromebooks	Tech Department	2587	williamsmith
Transportation	Rob Wallace	2409	rwallace
Food Services	Kitchen staff	2451	awurzrainer
All the above and anything else	Geoff Kappes, Principal	2414	gkappes

2.1 SCHOOL CALENDAR

Coupeville School District

2024-2025 School Year Calendar

August 2024							September 2024							October 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

November 2024							December 2024							January 2025						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

February 2025							March 2025							April 2025						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1							1			1	2	3	4	5
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

May 2025							June 2025							July 2025						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

School Closed	Half Days	Weather Make-Up Days
First and Last Graded Day of School		Parent/Teacher Conferences (No School)
Early Release Wednesdays (ERW) - CES End 2:30 pm, CMHS End 1:30 pm		

September 2	Labor Day, No School	March 7	Spring Conference Day, No School
September 3	First Day of School	March 31- April 4	Spring Break, No School
October 23-25	Fall Conferences, No School	May 2	Weather Make-Up Day, No School
November 11	Veteran's Day, No School	May 26	Memorial Day, No School
November 27-29	Thanksgiving Break, No School	June 11 & 12	Half Days
December 23- Jan 3	Winter Break, No School	June 12	Last Day of School
January 20	Martin Luther King Jr Day, No School	June 13	Weather Make-Up Day, No School
January 24	End of 1st Semester	June 19	Juneteenth
February 17	President's Day, No School	July 4	4th of July

An online calendar located at <https://www.coupeville.k12.wa.us> has the latest information about school events and key dates.

2.2 SCHOOL HOURS

School offices open at 7:30 AM and close at 3:30 PM. School begins at 8:00 AM and ends at 2:30 PM on Monday, Tuesday, Thursday, and Friday. Students are dismissed at 1:30 pm on Early Release Wednesdays. Students are dismissed at 11:00 AM on half days.

2.3 BELL SCHEDULE

CHS (M-Tu-Th-F)

First Bell/Passing	7:50
Cell bell	7:55
Period 1	8:00 - 8:45
Tutorial	8:48 - 9:18
Period 2	9:21 - 10:05
Period 3	10:08 - 10:52
Period 4	10:55 - 11:39
HS LUNCH	11:39- 12:09
Period 5	12:12 - 12:56
Period 6	12:59 - 1:43
Period 7	1:46 - 2:30

CHS Early Release (Wed)

First Bell/Passing	7:50
Cell bell	7:55
Period 1	8:00 - 8:42
Period 2	8:45 - 9:25
Period 3	9:28 - 10:08
Period 4	10:11 - 10:51
Period 5	10:54 - 11:34
HS LUNCH	11:34 - 12:04
Period 6	12:07 - 12:47
Period 7	12:50 - 1:30

2.4 EMERGENCY CLOSURES

In the event of a weather or other event that requires a late start or early release from school, you will receive an automated call to inform you of the adjusted schedule or school closure. Please look for updates on the Coupeville School District Website, FaceBook, local tv stations (KING5, KIRO 7, KOMO 4) and local radio stations.

2.5 CELLULAR DEVICES

CHS is divided into two zones. The red zones are where phones are never allowed out. These areas are classrooms, the main office, restrooms, Health Room, and locker rooms. Yellow zones allow phone use during specific times. These areas are the halls before and after school and during passing periods, and the Commons during lunch.

Cellular devices including but not limited to: cell phones, smart watches, earbuds and gaming devices.

The consequences for violation are as follows:

1st occurrence: Devices will be held in the office for the remainder of the school day. Students will sign for the return of the device. Email will be sent home.

2nd occurrence: Devices will be held in the office for the remainder of the school day. Parents/Guardian will need to come in to sign for the device. Email will be sent home.

3rd occurrence and after: Devices will be confiscated for the rest of school day, Parent/Guardian must come in to sign for the device, and additional consequences may be assigned. Email will be sent home.

The district shall not be responsible for loss, theft or destruction of devices brought onto school property or to school-sponsored events.

- Students may not use cell phones in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others.
- Students may not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device while the student is on school grounds, at school sponsored events, or while on school buses or in vehicles provided by the district.
- Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property or to school-sponsored events.
- Students must comply with these and any other rules developed by the school and disseminated in the annual Student Handbook concerning the appropriate use of cell phones or other electronic devices.
- By bringing a cell phone to school or school-sponsored events, the student and his/her parent/guardian consent to and the board authorizes a search of the device when a school official has a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.
- When a school official has a reasonable suspicion, based on objective and articulable facts, that a student is using a cell phone in a manner that violates the law or school rules, the official may confiscate the device, which shall be returned only to the student's parent/guardian.
- Students who violate this policy will be subject to disciplinary action, including suspension and expulsion.

2.6 FOOD SERVICES

The district's Connected Food Service provides a hot lunch program for students. Monthly menus are available on the district website. School lunches are \$3.85 for students. Please see the office for a Free Lunch application. Students may also bring their own lunch.

Students are to eat lunch in the commons area or designated outside areas. Food will not be permitted in the classroom unless permission is given by teacher/staff member. Students may not eat in cars in the parking lot.

2.7 EMERGENCY DRILLS

Evacuation, Lockdown, Shelter In Place, Secure, and Hold drills will be held monthly, as required by law. It is expected that all students will take part in these drills and uphold behavior expectations for the entirety of the drills. Each teacher will give instructions to students regarding each type of drill.

2.8 LOCKERS

School lockers are the property of the school district. Lockers are not mandatory, but are available to those who want them. Every locker has a school combination lock attached to it and students are expected to keep their lockers locked at all times. Lost locks will incur a \$18 fee. Lockers should not be written on, damaged, or used to house obscene or illegal items.

The school will not be held responsible for missing property stolen from a locker. Never share locker combinations with others. Locks placed on lockers without authorization will be cut off.

2.9 BOOKS, MATERIALS AND SUPPLIES

Coupeville High School provides a Chromebook for every student. Chromebooks, textbooks and instructional materials are loaned to students with the understanding that they must be paid for if lost or damaged. An outside company-provided insurance plan is available for purchase to cover damage of Chromebooks.

2.10 MEDICATION

The school **must have prior authorization to administer any kind of medication** to your child at school. Please completely fill out the form “Authorization to Administer Medication at School” along with required signatures and return it to school. This applies to both prescription and non-prescription medications and if required to self-carry medications..

2.11 STUDENT VISITORS

Student visitors will be admitted if a guest approval form is completed and approved by school administration or their designee at least one day prior to the guest attending classes. The student visitor must be of school age, visiting for an educational purpose, and all teachers must approve. **No visitor passes will be issued during the first week of school or the last two weeks of school.**

2.12 SKATEBOARDS, BICYCLES, AND SCOOTERS

Skateboards, bicycles, and scooters cannot be ridden on campus. If a student uses a skateboard or a scooter as transportation to school, immediately check it in at the office upon arrival. Bicycles should be locked in a bicycle rack.

2.13 SCHOOL BUS PRIVILEGES

Students attending Coupeville High School who meet the district eligibility requirement for bus transportation may ride on the buses to and from school. Students participating in extracurricular activities away from the district are required to ride on a school district bus, unless permission has been granted by school administration or their designee. School bus privileges are contingent upon the student following the rules for riding the bus. (*See section 10*)

2.14 STUDENT GOVERNMENT

Coupeville High School students are eligible to serve as Associated Student Body (ASB) representatives to debate and act on student activities and school needs.

2.15 HIGH SCHOOL DANCES

The Coupeville High School ASB will approve dances for high school students. All dances will end no later than 11:00 PM. Students registered in Coupeville Elementary School or Coupeville Middle School may not attend Coupeville High School dances.

Dance Guest Forms must be received in the office three days prior to the dance (Homecoming, Tolo, Prom). Guests will be invited upon approval of completed Dance Guest Form under the discretion and determination of school administration. Guest phone numbers must be included at time of sign-up. The sponsoring student’s parent/guardian will be responsible for the behavior of their student’s guest.

Students are to remain in the building during dances. Students and/or guests leaving the dance will not be allowed to re-enter. Students are required to follow all school regulations at dances.

Police will be made aware of all high school dances, and at least two faculty members must attend. A dance planning form and use of facilities form must be completed and signed by advisors and the principal or his/her designee two weeks prior to the dance. High school dances are exclusively for high school students.

If a chaperone refuses to admit a student to a dance because of obvious or suspected use of alcohol and/or illegal drugs, or if a student has been admitted and the chaperone discovers obvious or suspected use after a student has been admitted, the chaperone then will notify the staff person, who will:

- notify the student's parents;
- notify the police department;
- instruct the student to remain in a specific area under supervision (in the case of students not admitted);
- assist the police in determining reasonable suspicion (in the case of students already in attendance);
- report the incident to school administration or their designee for further disciplinary action on the next school day.

Chaperones have complete authority to halt dances if they fail to gain the full cooperation of students.

ACADEMIC PROCEDURES

3.1 PHILOSOPHY

Coupeville High School provides an educational foundation that allows every student to reach their potential. All classes emphasize mastery of essential standards, with instructional strategies utilized to support each individual student.

3.2 CURRICULUM

The high school curriculum available to students in grades 9-12 is described in a Course Catalog, which lists classes available (*not all courses are offered every year*) and the graduation requirements applicable to all students. The high school counselor is available to help students and their parents/guardians determine which courses are best suited to the student's interests.

Students in grades 11 and 12 may be eligible to access the Running Start program, taking courses for community college and high school credit through Skagit Valley College. Highly motivated students may choose to take a full course load at our school and at the college. If successful, they can graduate with a high school diploma and an Associate of Arts degree from Skagit Valley College. There are also college credit options on the high school campus which include Advanced Placement classes and College in the Classroom through Central Washington University.

3.3 ASSESSMENT

Coupeville High School is committed to the ongoing assessment of student learning to provide students and parents with information on mastery of standards. Teachers typically use a variety of assessment types to tailor instruction to student needs, including:

- Diagnostic assessments are used to determine students' prior knowledge and skill levels, and help teachers to tailor instruction.
- Formative assessments are done throughout the school year to guide teaching, assess progress and continuously improve student understanding.
- Summative assessments evaluate what students have learned at the end of a unit of instruction.

3.4 GRADING

CHS complies with the Washington State marking/grading system incorporated into standardized high school transcripts.

The numerical values of letter grades are:

A	4.0	C+	2.3	F	0.0
A-	3.7	C	2.0	Incomplete	0.0
B+	3.3	C-	1.7	No Credit	0.0
B	3.0	D+	1.3		
B-	2.7	D	1.0		

Each student will receive a grade point report for each semester, with the grades presented for each quarter and cumulatively for the semester. Semester Grades for all courses taken will be included in the grade point average, which will be calculated to three decimal places.

The minimal passing grade is D (1.0). Pass/fail, credit/no credit, and satisfactory/unsatisfactory marks may also be used, but will be clearly identified and are excluded from calculation of grade point average. Incomplete grades that have not been cleared will revert to a failing grade two weeks after the incomplete grade is assigned, unless the school principal grants an exception.

At the beginning of each term, each teacher is expected to identify in writing and distribute to students the basis on which the students will be graded. The teacher will develop a correlation formula or other activity that allows students to maintain their grade if the teacher uses participation points in grading student performance. The district considers school-approved activities to be part of the school's curricular program. Individual students who feel that an unjust application of attendance or tardiness factors has been made may follow the appeal process for resolving the differences.

The board authorizes a system of class ranking by grade point average for students in grades 9-12. Class rank is to be computed by the final grade, except that non-numerical grades are to be excluded from the calculation of the grade point average.

3.5 GRADE REPORTING

CHS teachers use Qmlativ and Google Classroom to keep students and their parents informed regarding class assignments and homework. Student progress may be monitored on Family Access throughout each term. Traditional report cards are available at the end of each Semester.

3.6 SCHEDULING

All scheduling is directed by our school counselors and administrators. All attempts will be made to accommodate scheduling requests, however being a small school scheduling options are limited.

3.7 PLAGIARISM/CHEATING. Plagiarism, cheating, or copying, is taking someone else's work and using it as your own. Plagiarized work may come from another student, the internet, or another publication. Students may not turn in work done by someone else as their own. Students who knowingly provide work for another student that leads to cheating are also guilty of the same offense. Consequences for plagiarism/cheating can range from receiving zero credit on assignments, re-doing the assignment, as well as discipline consequences, at staff discretion.

ATTENDANCE PROCEDURES

ATTENDANCE All Coupeville High School students are required to be in attendance at school and arrive at class on time.

4.1 EXCUSED ABSENCE

To be excused, each absence must be verified in writing or by phone by the student's parent/guardian. The message must be delivered to the CHS office no later than the second day after the student's return to school. When an absence is excused, the student will have the same number of days as the student was absent to complete make-up work. It is the responsibility of the student to request the assignments. Absences are considered excused for Illness, Healthcare Appointments, or Mental Health. Special exceptions may be granted by administration, with detailed written explanation in advance.

4.2 UNEXCUSED ABSENCE

An absence without notice from the student's parent/guardian is unexcused and the student is considered truant from school. The district defines truant as being absent from school or class without permission by parent/guardian, teacher, or other school staff member.

In the event of a truancy, CHS will notify the student's parent or guardian in writing or by telephone of the first and subsequent unexcused absence(s) in a school year. A conference with the student's parent or guardian will be held as soon as possible **after two unexcused absences within a one-month period**. This conference may take place via telephone.

If the parent/guardian fails to attend a scheduled conference, or to carry out the steps agreed to at a conference to eliminate unexcused absences, or if unexcused absences persist, the school will notify the parent/guardian in writing of the district's intent to institute legal proceedings under Washington State's "Becca Bill." If the attendance officer does not receive a satisfactory response to the notification of intent, legal proceedings will be initiated to petition Island County Juvenile Court to assume jurisdiction for the purpose of alleging a violation of RCW 28A.225.010 by the parent.

4.3 ARRIVING LATE

In the event that a student arrives at school late, we ask you to call the school office or send your student in with a note. Students arriving late will be marked unexcused without a qualifying written reason or phone call.

4.4 LEAVING EARLY

A parent/guardian may provide the school with written notice of the need for an early dismissal. The notice must state the time of dismissal requested and the reason for the dismissal. This notice must be received in the office before the dismissal is desired.

If an emergency should arise, a student may report to the office to request permission to leave school. All students must sign out at the office and have parent/guardian permission before they depart and sign in at the office when they return.

4.5 TARDINESS

CSD defines tardiness as not being in the classroom when the class is scheduled to begin. Consequences for tardies are generally organized by the classroom teacher. If tardies become frequent, however, they may be referred to the office.

4.6 PRE-PLANNED ABSENCE

A district “Pre-planned Absence” form must be completed and turned into the office prior to the absence to make arrangements with teachers to obtain assignments and obtain make-up work. A pre-planned absence from school will be treated as an excused absence.

4.7 MISSED CLASS WORK

If an excused absence has lasted or is expected to last several days, guardians should request student’s assignments to be provided during the absence.

4.8 OPEN CAMPUS PRIVILEGES

Students enrolled in grades 9 through 12 have limited open campus privileges. Students are allowed to walk across the street to Prairie Center Market. This privilege is contingent upon the student following all school rules while they are off campus. Failure to follow all school rules will result in the student being confined to campus, in addition to any other corrective actions deemed appropriate. Students are not allowed to drive off campus during lunch.

STUDENT SUPPORT

5.1 COUNSELORS & SOCIAL WORKER

Our school counselors & social worker are available to assist all students. Students can get support in academics and social and emotional issues. Teachers will advise students as to the proper procedures to arrange an appointment with a counselor.

5.2 NURSE

Nursing services are available while at school. An isolated but supervised room is available for students who do not feel well. If a student does not feel well enough to return to class after one hour, we must contact a parent/guardian and make arrangements to go home.

STUDENT CONDUCT

6.1 SCHOOL EXPECTATIONS

Coupeville High School encourages and expects students to conduct themselves in a manner that demonstrates responsible citizenship, a concern for the health, safety, rights and well-being of all students and staff, and that enhances the educational climate of the school. Rules of conduct apply during the school day, at all school-sponsored activities, and while riding a school bus.

We expect every CHS student...

- to behave appropriately and respectfully. Suspension or expulsion from school is a last resort. When a student repeatedly disrupts a class and prevents a teacher from teaching, we have a responsibility to all students in a class to remove the disruptive student.
- to come to school drug and alcohol free, every day.
- to show up on time – with appropriate learning materials – to every class.
- to help keep our school and our campus litter free.
- not to go onto the property of our neighbors.
- to park only in the student parking lot.
- to use common sense and common courtesy.
- to comply with reasonable requests made by school personnel, including directions given in emergency situations, unless the request affects the student’s safety. Students who disagree with school personnel requests will have an opportunity to use the grievance process outlined in the Washington Administrative Code.

We expect all students to:

- conform to reasonable standards of socially acceptable behavior;
- respect the rights, person, and property of others;
- preserve the degree of order necessary for a positive climate for learning; and
- abide by the authority of school employees and respond accordingly.

6.2 COMPUTER USE

Coupeville High School offers student access to the district computer network and filtered Internet access through our network. The district network has been established for the benefit of students, staff and patrons to improve communication and to augment learning opportunities.

Access is contingent upon appropriate use by students. Access is a privilege – not a right. Inappropriate computer and/or Internet behavior will result in a student's computer and Internet access being revoked, as well as possible disciplinary action.

In order to gain access, and to comply with Board Policy No. 6820, guardians and students must complete and turn in the Acceptable Use Agreement for Computer & Internet Usage (Form 6820-F2) attached to this handbook.

6.3 VEHICLE PRIVILEGES

Students are permitted use of the school parking lots for motor vehicles if they are legally able to drive and have insurance. This privilege is contingent upon the student following the school rules for use of the parking lot, including the following:

- Vehicles must be driven safely on school grounds.
- Speed limit is not to exceed 5 MPH.
- Unauthorized use of a car during school hours (either being in it or driving it without permission) is not allowed.
- Students must comply with Washington State driving laws.
- Each student driving a motor vehicle to school must register his or her Washington driver's license and their vehicle(s) license number with the attendance office, and acknowledge in writing that the student and the student's parent/guardian assume all liability and responsibility for comprehensive or collision claims that may result from collisions occurring on school property.
- Parking a vehicle on campus entitles the Principal or designee to search that vehicle upon a reasonable suspicion that a school policy, rule, regulation, and/or law has been violated, or that there is evidence of a violation of a school policy, rule, regulation and/or law in the vehicle. Student vehicles will be subject to search in accordance with school district policy 3260.
- Parking space first will be made available to seniors and then on a first-come, first-served basis to juniors and sophomores. Specific parking spaces may be assigned to any or all individual students at the Principal's or their designee's discretion.
- Students are to park vehicles in designated student parking spaces. Students parking in inappropriate spots (handicapped, visitors, unmarked spaces, etc.) should expect to lose their vehicle privileges.
- Students are not to be sitting in their vehicles during lunch or school hours.
- Students may not transport another student off-campus without permission from parents/guardians, unless a document with signed permission form in the office prior.

- Locking your vehicle is recommended. Coupeville High School assumes no liability for damaged or vandalized vehicles. Coupeville High School reserves the right to tow unauthorized vehicles on school grounds at the student's/family's own expense.

If there are violations of the foregoing rules, the consequences will be determined by the principal or his/her designee in accordance with the severity of the infraction. Students should expect to lose their driving privileges if they fail to abide by the rules.

Special note: Unless a student has administrative approval, students participating in a school-sponsored activity may not drive vehicles to or from the activity.

STUDENT DISCIPLINE PROCEDURES

Student discipline procedures at CHS follow CSD Policy 3241 and Procedure 3241-P. Please refer to the CSD website for further information.

7.1 PHILOSOPHY

Coupeville High School's discipline philosophy is proactive. All staff members take steps to prevent or de-escalate behavior issues before they occur. Students are provided clear direction and consequences for inappropriate behavior. Should a student fail to comply with established school guidelines the following interventions may occur.

Type 1 Behavioral Violations:

- Disruptive conduct (low-intensity behavior that distracts from learning)
- Dress Code (student handbook)
- Physical contact (non-threatening, but inappropriate)
- Defiance (brief or harmless failure to follow reasonable directives)
- Disrespect (minor dismissive, or rude acts/expressions)
- Academic Dishonesty/Plagiarism (knowingly submitting the work of others as one's own, or assisting another student in doing so)
- Property Misuse (low-intensity misuse of district or other's property)
- Inappropriate Language (non-threatening or unintentional use of language)
- Other (be descriptive)

<u>Level A: first violation</u>	<u>Level B: unsuccessful Level A, and/or repeated Type 1 violation within same day</u>	<u>Level C: unsuccessful Level B</u>
<i>*Classroom/Teacher managed*</i>	<i>*Classroom/Teacher managed*</i>	<i>*Office/Admin managed*</i>
<ul style="list-style-type: none"> • Reteach behavior expectations • Implement restorative conversations that invite student to share their perspective/explanation regarding behavior • Select/implement best practice strategies • Document intervention and monitor 	<p>Level A response PLUS</p> <ul style="list-style-type: none"> • Notifies parent/guardian <ul style="list-style-type: none"> ◦ <i>Communicating home</i> • Consult counselor • Invite parent/guardian for meeting • Modifies implemented strategy and/or best practice • Document and monitor effectiveness 	<p>Level A & B PLUS:</p> <ul style="list-style-type: none"> • Request classroom support • Notifies parents/guardians of office referral • Refer to Admin for next steps • CMHS Office Referral

Consequences for Minor Infractions: Teacher, staff, or administration may impose discipline, including but not limited to: a warning, parental contact, a change of seating, loss of classroom privilege, think time, detention, etc. Discipline will be progressive in nature and

office referrals for corrective behavior may include lunch detention, in-school suspension, short-term suspension, or long-term suspensions.

Consequences for Major Infractions: Major infractions will result in immediate referral to the office, which could include after school detention, short-term or long-term suspension. Students who have been suspended, whether serving an in-school or out-of-school suspension, may not participate in or attend extracurricular activities or be on school property outside of school hours..

7.2 BULLYING PROTOCOL

(In accordance with Board Policy 3207)

Coupeville High School believes that all students have a right to learn in a safe and secure school environment. Bullying has no place in our school and will not be tolerated. All individuals-- staff, students, and parents-- have the responsibility to maintain this secure learning environment.

Principles

- Coupeville High School will not tolerate bullying behavior.
- All students have the right to learn free from intimidation and fear.
- Reported incidents will be taken seriously and thoroughly investigated.
- All individuals will be listened to.

Definition of bullying

Coupeville High School will use the following criteria to identify elements of bullying behavior:

1. There is **harm**. Someone gets hurt-physically, socially, or emotionally.
2. There is an **unfair match**. The targeted student or group of students does not have physical, verbal or social skills to effectively resist the bullying behavior.
3. The actions are **repetitive**. The harm and unfair match are repeated over time.

Please note: A one time act, while possibly a precursor to bullying is not bullying in itself. The single act may be considered rude, mean or offensive, but it **MUST** meet all three guidelines listed above to constitute bullying.

Bullying or harassment on social media that occurs outside of school and does not impact the educational environment is not in the scope of this protocol.

Forms of Bullying:

- Physical violence (hitting, pushing, spitting)
- Interfering with another student's property (stealing, hiding or damaging)
- Using offensive names when addressing another student
- Teasing or spreading rumors about another student or their family
- Belittling a student's accomplishments or abilities
- Writing offensive material (notes or graffiti) about another student
- Excluding a student from a group activity
- Ridiculing a student's appearance, speech or mannerisms
- Misusing technology to hurt or humiliate another. (cyberbullying)

Prevention:

Research shows that the most effective way to combat bullying and harassment is an integrated approach involving both education, conflict mediation, and a clear and communicated anti-bullying policy. Coupeville High School has implemented a multi-tiered integrated approach to identify and respond to bullying.

To educate the entire student population, school administrators and/or counselors lead whole classroom lessons with information on identifying instances of bullying, strategies to avoid bullying, and information on how to report bullying. During these lessons, students learn to follow the 3 R's:

Recognize- A person is being bullied or harassed when exposed, repeatedly and over time, to the negative actions of one or more person(s).

Refuse- Refuse bullying by letting the person know that their negative actions are not okay. "What you are doing is considered bullying and you need to stop."

Report- Immediately talk with an adult, teachers, counselor, administrator.

Any reports made to the counselors or administration are considered confidential.

Procedure for Dealing with Incidents of Bullying Behavior

1st occurrence

Student bullied and the student bullying will meet with the school counselor to develop a plan to make the bullying stop. Counselor will check in within a week.

--Step #1 may be skipped depending on the severity of the harassment or history of bullying behavior.--

2nd occurrence

If the bullying does not stop, consequences will be implemented by an administrator.

3rd occurrence

If the harassment/bullying does not stop, police will be notified.

7.3 SEARCHES

Student Search: A student is subject to search by authorized district employees if reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law or school rules. Each search is to be conducted with methods reasonably related to the objectives of the search and in a manner, which is not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction. If a search reveals evidence of criminal activity, school administration or their designee may notify local law enforcement officials.

Locker Search: Students may be assigned lockers, desks or designated storage facilities to store and secure their books, school supplies and personal effects. All lockers, desks and storage areas are the property of the school district and are subject to search in accordance with board policy if reasonable grounds exist and without prior notice. No right or expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by the school.

7.4 LAW ENFORCEMENT

A student may be removed from class or activities following a request by a law enforcement officer or a representative of Child Protective Services to question the student. A law enforcement officer may question a student at school concerning an alleged violation of the law, provided that the student's legal rights are explained first. The student may request that such questioning take place off school grounds and/or in the presence of their parent/guardian. A student may be released to a law enforcement officer in accordance with RCW 26.44.050 or upon a warrant for arrest.

7.5 POSSESSION OR CONSUMPTION OF PROHIBITED SUBSTANCES

When it has been determined that possession, use, selling, or distribution of inhalants, alcohol, illicit drugs, or misuse of prescription drugs or mood-altering substances by students has occurred on school property, or at school-sponsored activities, school officials will contact law enforcement in addition to implementing school corrective actions.

7.6 TRANSPORTATION

Students riding on school district buses are expected to follow established rules for safe transportation. Failure to comply will result in short or long term suspension of bus privileges.

DRESS CODE

--CHS Dress Code is currently under review--

DRESS CODE

A student's school attire is primarily the concern of the individual and the student's parents/guardians. However, to the extent that student dress and grooming affects the general learning environment of the school, it is a concern. **This is a public institution. We expect students to wear clothing that is appropriate to a school setting, just like what would be worn on a job where you meet the public.** Students are expected to dress comfortably in a manner that is not educationally disruptive. Clothing will not display inappropriate messages or graphics (i.e. sexual innuendos, hate speech, racial slurs, gang-related involvement, chains and spikes, confederate flag, tobacco, drugs, alcohol, weapons, etc.).

Should a student be in violation of this dress code, parents will be notified and requested to come to school with acceptable clothing replacements. Repeated violations will be subject to disciplinary action.

Basic Dress Requirements:

- Meet minimal health standards - Cleanliness, neatness, and wearing of shoes
- Any visible underwear or clothing that may be considered underwear is unacceptable.
- **School Administrators will have the final decision in determining if the guidelines or intention of the guidelines have been met.**

ATHLETICS AND ACTIVITIES

EXTRACURRICULAR ACTIVITIES

Coupeville High School students may participate in athletic, academic, leadership, performing arts, and club activities. Our school currently offers: tennis, football, volleyball, soccer, basketball, softball, baseball, spirit team, track, cross country, drama, Honor Society, History Day, Science Olympiad, Chess, Dungeons and Dragons, Knitting, Leos, and student government (Executive Board).

All students choosing to participate in activities are expected to read, sign and abide by the Activities Code of Conduct. The code outlines the philosophy, goals, expectations and rules for participation. Students also must meet the eligibility requirements of the school, which are stated in the code. The code is distributed with activity registration packets, and is available in the office.

Students must purchase an ASB card and pay a fee to participate in most extra-curricular activities. Students also must have a physical examination on file to participate in athletic activities. We encourage ALL students to purchase an ASB card. The ASB (Associated Student Body) card/fee supports the entire student body in regards to school activities such as assemblies etc. If financial assistance is needed for participation fees, please see the HS secretary.

	ASB Card	Athletic Fee Per Sport	Activity Fee Per Activity
Regular Price	\$35	\$75	\$50
Qualifies for Free/Reduced Lunch Prices	TBD	TBD	TBD

TRANSPORTATION

WHEN WALKING TO/WAITING FOR THE BUS:

- Walk on the left-hand side of the road facing oncoming traffic.
- Arrive at the bus stop approximately 5 minutes before the bus is due to arrive. Drivers will not wait for students.
- Students may not bring onto the bus possessions that might cause injury to another, such as sticks, breakable containers, animals, oversize parcels, or weapons of any kind.
- Form a line with other students a safe distance away from the road while waiting.
- Wait for a signal from the bus driver before crossing the street; always cross in front of the bus.
- Board the bus at the assigned stop unless a bus pass has been issued.
- Students must not run up to, beside or behind the bus if they are late. Only approach a bus if eye contact has been made with the driver and the driver signals that it is OK to approach.
- Demonstrate safe and courteous behavior while waiting.

Parents/guardians should arrange to drive their child to school if the student misses the bus. It is dangerous to attempt to catch and/or pass a school bus.

WHEN LEAVING THE BUS:

- Walk on the left-hand side of the road facing oncoming traffic.
- Wait for a signal from the bus driver before crossing the street; always cross in front of the bus.
- Leave the bus at the assigned stop unless a bus pass has been issued.
- From the bus, go straight to the place your parent/guardian expects you to go.

WHILE RIDING THE BUS:

- Students must obey the driver promptly and willingly, and not distract the driver by misbehaving.
- Students must ride their regularly assigned bus and get off at their regular stop unless they have a bus pass issued by the school office. A written request from the student's parent/guardian is required to obtain a bus pass; the request should identify at which stop the student is to leave the bus. A pass will not be issued if the request would require the student to cross the highway.
- Students are expected to demonstrate responsible behavior.
- Bus safety requires that students remain in their seats until it is time to exit.
- Students must keep their papers, personal items, and refuse in their possession, preferably in their lap or in a bag under their seat. Items should be easy to carry and may not extend into the aisle. Band instruments may be placed on the floor and held between the knees if too large to fit on the lap.
- Buses are considered part of our school campus. All school rules apply.
- Students may not light matches, or ignite lighters.
- Windows are to remain closed unless a student has permission from the driver to open a window. No window may be opened more than two notches.
- Students must keep hands, arms, and head inside the bus, whether it is moving or stationary.
- Students are welcome to greet the bus driver on entering, but should not talk to the driver more than is necessary. Students may not sit in the driver's seat, or stand or sit next to the driver.
- Students may not chew gum on the bus.

- Personal iPod/MP-3 players may be used with headphones when riding to or from school.
- Skateboards are not allowed on the bus.
- Students must follow emergency exit procedures if asked to do so by the driver, or if the situation warrants an emergency exit.

ON FIELD TRIPS OR EXTRA-CURRICULAR ACTIVITIES, the same rules apply as noted above, except:

- Non-hazardous athletic or other gear may be safely stowed in empty seats or beneath the bus, at the discretion of the driver..
- The bus driver must be on the bus before students board.
- Food is allowed on the bus, as are beverages in non-breakable, re-sealable containers; students are expected to take their trash with them when they exit the bus.
- With driver permission, a student may use a flashlight to work on homework during the ride.
- Flash cameras may not be used on the bus.
- Students using district transportation to get to the destination are expected to use district transportation to return to school, unless the student's parent/guardian has given written permission prior to the trip for the student to leave the destination with another individual. The coach or advisor and the bus driver must be notified prior to leaving school that the student will not be riding the bus back to school, and the person transporting the student must confirm with the coach or advisor at the event that they are taking the student.

STUDENT RIGHTS

CSD students are guaranteed the rights set forth in the Constitution of the United States and the laws of Washington State, with certain limitations. These rights include:

- the right to an equitable educational opportunity;
- the right to freedom of speech and press;
- the right to peaceably assemble;
- the right to petition for redress of grievances; and
- the right to privacy and to be secure in their persons, papers and effects against unreasonable searches and seizures.

**Please refer to Coupeville School District Policy for specific information about these rights.*

Freedom of Speech and Press Student publications produced at the school are intended to serve both as vehicles for instruction and student communication. Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided that they are treated in depth and represent a variety of viewpoints. Such materials must conform to school rules and expectations.

Peaceful Assembly Students may meet on school premises to socialize, to discuss, pass resolutions and/or take other lawful action respecting any matter that directly or indirectly concerns or affects them, whether or not it relates to school. Such activities shall not be permitted to interfere with the normal operation of the school. Peaceful demonstrations are allowed, providing students notify school administration in advance of the time and place of the demonstration.

Petition for Redress All students and/or their parent/guardian have the right to be heard in any disciplinary proceeding. In the cases of suspension and expulsion of a student, specific rights exist regarding hearings of grievances and appeals. The procedures to be followed are governed by WAC 392-400, copies of which are available at the high school office.

REQUIRED NOTICES

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Shannon Leatherwood sleatherwood@coupeville.k12.wa.us), that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's *HIB Policy 3207 and Procedure 3207P*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Shannon Leatherwood, Superintendent sleatherwood@coupeville.k12.wa.us

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Shannon Leatherwood, Superintendent sleatherwood@coupeville.k12.wa.us

Concerns about disability discrimination:

Section 504 Coordinator: Allyson Cundiff, Special Services Director acundiff@coupeville.k12.wa.us

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Shannon Leatherwood, Superintendent sleatherwood@coupeville.k12.wa.us

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the Coupeville School Board of Directors, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint - what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Shannon Leatherwood sleatherwood@coupeville.k12.wa.us

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on [page 22](#).

Family Educational Rights and Privacy Act. Each student's right to privacy concerning personal information will be safeguarded by the district. Personally identifiable information will be restricted for all students in accordance with the Family Educational Rights and Privacy Act (FERPA), which requires prior written consent of disclosure from the parent/guardian or adult student except in specific instances.

FERPA does allow and the board authorizes unrestricted release of directory information about students, which the board defines as: student name; parent/guardian name(s); mailing address; phone number; age; major field of study; participation in officially recognized activities; weight and height of athletic team members; dates of attendance; degrees or awards received; most recent previous educational institution attended; and photographs.

This information serves as annual notice to parents/guardians of their right to restrict release of directory information. If a parent/guardian requests a restriction from disclosure, the student's record will be clearly marked to avoid unintentional release of directory information.

The full text of board policy and procedure **3225- Release of Student Directory Information**, and a form to restrict release of directory information are available on the district Website.

Protection of Pupil Rights. The Protection of Pupil Rights Amendment (20 USC 1232H) requires the district to notify parents/guardians and allow them to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings.

If surveys or activities are scheduled after publication of this handbook, the district will provide parents with notification within a reasonable period of time prior to the survey or activity. Parents will have the opportunity to consent to the survey or opt their student out of participating.

Pest Management. The district provides written notification annually, and upon enrollment or employment, to parents/guardians of students and to all employees describing the district's pest control policies and methods.

As a general practice, the district will schedule pesticide applications, if needed, to occur during school breaks, when students and employees are not scheduled to be on the premises.

The district will notify district parents/guardians and employees at least 48 hours before a pesticide application to a school facility, provided the facility is scheduled to be occupied during the 48 hours following the application. Notification will include posting a written notice in a prominent place in the main office or entry of the school in addition to being provided to parents/guardians and employees. The written notice must include the heading "Notice: Pesticide Application" and, at a minimum, will state: The intended date and time of application; The location to which the pesticide is to be applied; The pest to be controlled; and the name and phone number of the maintenance supervisor, as the district contact person, regarding pesticide use.

If the pesticide application is not made within 48 hours following the intended date and time stated in the notification, the notification process must be repeated. The notice will remain posted for 24 hours following application, or longer if required by the label of the pesticide used.

The district will, at the time of application, post notification signs for all pesticide applications made to school facilities unless the application is otherwise required to be posted by a certified applicator under the provisions of RCW 17.21.410(1)(d).

Notification signs for pesticide applications made by school employees will be placed at the location of the application and at each primary point of entry to the school grounds. The signs will be a minimum of four inches by five inches and will include the words: "THIS LANDSCAPE HAS BEEN RECENTLY SPRAYED OR TREATED WITH PESTICIDES BY YOUR DISTRICT" as the headline and "FOR MORE INFORMATION PLEASE CALL" as the footer. The footer will provide the name and telephone number of the maintenance director, as the district contact person.

Notification signs for applications made to district facilities other than school grounds will be posted at the location of the application. The signs will be a minimum of eight and one-half by eleven inches and will include the heading "Notice: Pesticide Application" and, at a minimum, will state:

- The product name of the pesticide applied;
- The date and time of application;
- The location to which the pesticide was applied;
- The pest to be controlled; and
- The name and phone number of a contact person at the school.

A school facility application does not include the application of antimicrobial pesticides or the placement of insect or rodent baits that are not accessible to children.

These notification requirements do not apply to any emergency school facility application for control of any pest that poses an immediate human health or safety threat, such as an application to control stinging insects. When an emergency school facility application is made, notification consistent with the district's notification system will occur as soon as possible after the application.

The district will make the records of all pesticide applications to school facilities required under this chapter, including an annual summary of the records, readily accessible to interested persons.

The district is not liable for the removal of signs by unauthorized persons, and may not be held liable for personal property damage or bodily injury resulting from signs that are placed as required.

Inquiries regarding pesticide use or the asbestos plan should be directed to:

Scott Losey, Maintenance Supervisor
 Coupeville School District
 605 South Main Street, Coupeville WA 98239
 360-678-2408 or slosey@coupeville.k12.wa.us

Asbestos Management. In compliance with the Asbestos Hazard Emergency Response Act (AHERA) regulations, our school facilities have been inspected by an Environmental Protection Agency (EPA) accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of asbestos-containing materials in portions of our school facilities. It is important to note that these materials are in a form and condition that do not pose an imminent health threat to students, staff, or visitors.

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. In 1986, Congress enacted the AHERA primarily to require school districts to identify asbestos-containing materials, and to take appropriate actions to control the release of asbestos fibers.

With confirmation of the presence of asbestos-containing materials, an Asbestos Management Plan was developed for our schools by an EPA accredited management planner. The Management Plan includes inspection and physical assessment reports, a training program for our custodial and maintenance personnel, plans and procedures to be followed to minimize disturbance of any asbestos-containing materials, and a program for regular surveillance of asbestos-containing materials. Every three years, an accredited inspection will be conducted on all known or assumed asbestos-containing building materials to determine whether their condition has changed and to make recommendations on managing or removing them.

At the district level, we conduct surveillance every six months to check the condition of asbestos-containing materials, and to determine if any action is needed. A review copy of the district's Asbestos Management Plan is available in the district office during regular office hours.

Dangerous Weapon Regulation. Under state law and Coupeville School District policy 4210-Dangerous Weapon Regulation, no one may carry, exhibit, display, draw, or store for any period of time any weapon apparently capable of producing bodily harm, including:

- firearms, as defined in RCW 9.41.010,
- slingshots or air guns designed to propel a BB, pellet, or other projectile,
- daggers, swords, knives, or other cutting or stabbing instruments,
- metal, wood, or plastic pipe or bar capable of being used or intended to be used as a club, or
- any weapon containing poisonous or injurious gas, while on school property, at school-sponsored functions, or in district-owned vehicles. It is also prohibited to aim, point, or discharge a firearm at or towards any person, or to carry, exhibit, explode or ignite any incendiary or explosive device, on school property, at school-sponsored functions, or in school-owned vehicles. This policy also applies to "look-alike" weapons. The full text of board policy and procedure **4210- Dangerous Weapon Regulation** is available on the district Website.

To: Student Drivers
From: Geoff Kappes, Principal

RE: VEHICLE PRIVILEGES & RESPONSIBILITIES

School policy mandates that the High School Office has on file specific information from all students who drive a motor vehicle to school.

Please fill out the "Verification of Student Use of Vehicle" form and return it to the High School Office. This form must be on file in the High School Office for the current school year within five (5) days of school beginning. If you receive your license during the school year, you must register with the office before parking on campus. You will not be permitted use of the school parking lot if you neglect to return this form.

I have included the rules and regulations as stated in your student handbook for your convenience.

VEHICLE PRIVILEGES. Students are permitted use of the school parking lot for motor vehicles if they are legally able to drive and have insurance. This privilege is contingent upon the student following the school rules for use of the lot, including the following:

- Vehicles must be driven safely on school grounds. All rules of the road must be adhered to.
- Each student driving a motor vehicle to school must register his or her vehicle and Washington driver's license with the Student Services office of the high school, and acknowledge in writing that the student and the student's parent/guardian assume all liability and responsibility for comprehensive or collision claims that may result from collisions occurring on school property.
- Student vehicles will be subject to search in accordance with policy 3230.
- Parking space will be made available to seniors first, and then on a first-come, first-served basis to juniors and sophomores.
- Vehicles are for transportation to and from school, no loitering or entry to the vehicle, during school hours.

Special Note: Students should expect to lose their driving privileges if they fail to abide by the rules.

Coupeville School District
Verification of Student Use of Vehicle
Form 3235 - F1

Directions: This form is to be completed and signed by the student. It must also be signed by his/her parent or legal guardian (if he/she is not emancipated). Once completed, it must be turned in to the Student Services Secretary in the High School Office.

Student Name _____ Grade _____
Please Print

Student's Driver's License Number _____

Student's Insurance Carrier _____

I, the undersigned student, agree to safely drive any vehicle in my possession in accordance with district policies and procedures while on school property. I understand that my vehicle will be subject to search in accordance with district policies and procedures. CSD Policy 3230

I also agree, and if I am under the age of 18 my undersigned parent/guardian agrees, to assume all liability and responsibility for comprehensive and/or collision claims involving my vehicle, or persons riding in my vehicle, that may occur while on school property **and/or during school hours.**

Dated _____

Student Signature _____

Parent/Guardian Print & Signature _____

List all vehicles you may be driving/parking on school grounds:

Make _____ Model _____ Year _____ License# _____

Make _____ Model _____ Year _____ License# _____

Make _____ Model _____ Year _____ License# _____

**Coupeville School District
Acceptable Use Agreement for Computer & Internet Usage**

Coupeville School District offers student access to the district computer network and filtered Internet access through our network. The district network has been established for the benefit of students, staff and patrons to improve communication and to augment learning opportunities.

Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. Inappropriate computer and/or Internet behavior will result in a student's computer and Internet access being revoked, as well as possible disciplinary action.

Please use the form below for your student to acknowledge his/her understanding of appropriate use, and for you to grant permission to access network computer services. Coupeville School District policy and procedure 6820–Electronic Communication Systems provide a thorough description of acceptable use, and are available on the district website (<http://www.coupeville.k12.wa.us>).

Behaviors that could result in the loss of computer and Internet access on our network include:

- Logging in as someone else and/or using another's password.
- Consuming food, drinks and/or gum near the computers.
- Plagiarism or violation of copyright laws.
- Downloading software or files onto school computers.
- Trespassing into the folders or documents of someone else.
- Changing the preference files or settings on any computer.
- Using proxy sites or attempting to use proxy sites to bypass the school web filter.
- Vandalizing or theft of computers, computer equipment (mice, keyboards, printers), or software.
- Searching for, viewing, downloading, or sending pornographic, obscene, violent, harassing, or racist materials on district computers.
- Downloading music or videos for personal use.
- Using external media devices (flash drives) to copy copyrighted software.

User Agreement

As a user of the Coupeville School District computer network, I agree to comply with the above stated rules and to use and communicate over the network in a responsible fashion while honoring all relevant laws and restrictions.

Grade/School	Student Name	Student Signature

Parent Permission

As the parent or legal guardian of the students signing above, I grant permission for my child(ren) to access network computer services. I understand individuals may be held liable for violations.

Parent Signature _____ Date _____

2024 - 2025

Verification of Student Handbook Receipt
Coupeville High School

I, _____, have
received and reviewed the parent/student handbook
for Coupeville High School.

Student Signature

Date

Parent Signature

Date

For Teacher/Office Use Only

Received by: _____	Date Received: _____
<small>Teacher/Office sign or initial</small>	