



FAMILY HANDBOOK



School Start and End Times:

MS/HS (Grades 6-12) Start 8:15am-2:50pm Release (Buses arrive @ 8:10)

ES (Grades TK-5) Start 8:25am-3:00pm Release (Buses arrive @ 8:15)

CAMPUSES

South Whidbey Elementary (TK-5)

School Hours: 8:25am-3:00pm
Early Release at 1:30pm

North Campus:

5380 Maxwellton Road, Langley, WA
98260

[Grades TK-5 Website](#)

Site Supervisor: [Susie Richards](#)
(Principal Grades TK-5 and ALE)
Office Secretaries: [Deann Houck](#) &
[Tressa Ogden](#) (attendance/registrar)
Office Hours: 7:55 am - 3:30 pm
Questions: (360) 221- 4600
Attendance Line: (360) 221-0637

[SW ALE Program](#)

Located at South Campus

5476 Maxwellton Road, Langley WA
98260

Secretary [Jamie Zundel](#)

(360) 221-6808 ext 4632

**South Whidbey Secondary Campus
(SW High/Middle School):**

5675 Maxwellton Road, Langley, WA
98260

[Grades 6-8 Website](#)

[Grades 9-12 Website](#)

[SWA 10- 12 Website](#)

School Hours: 8:10am-2:50pm
Early Release at 1:20pm

Site Supervisors:

[John Patton](#) (Principal Gr 9-12)

[Kayla Phillips](#) (Principal Gr 6-8)

Office Hours 7:45 am-3:00pm

Office Secretaries: [Mary Eaton](#)

Attendance [Chantell Petty](#)

[Gay Bitts](#) Registrar

Office (360) 221-4300

Attendance Lines: (360) 221-0937

[Athletics 6-12](#)— [John Sommer](#), AD

[Kymy Johnson](#) (360) 221-6808 x 5423

[South Whidbey Academy](#)

General Questions:

(360) 221-6808 X5136

Attendance:

SWA 9-12 (360) 221-7879

Secretary: [Christine Amundson](#)

Please find more information about the South Whidbey School District and each school on our website at www.sw.wednet.edu.

[Instructional Calendar Linked Here and in this handbook on the last page](#)

VISION

Every South Whidbey School District Student is a lifelong learner who is multi-culturally engaged, literate, and an active community member able to meet the challenges of our global society.

MISSION

In collaboration with our community, every student will be supported to be a resilient, innovative, compassionate, and productive graduate prepared for a diverse and dynamic world.

South Whidbey School District Values:



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Welcome from the Superintendent

Dear South Whidbey Schools Students, Staff, Families, and Community,

I hope this message finds you enjoying a restful and joyful summer. It is with great excitement and deep gratitude that I introduce myself as the new Superintendent of South Whidbey School District. I am honored to join a community that is clearly dedicated to educational excellence, student success, and meaningful partnerships between families, staff, and schools.

With the additional twenty days prior to the start of my contract, I had the opportunity to meet with administration, school board directors, students, leaders and more in the district, and in the South Whidbey community. Bruce, my king charles spaniel, and I have moved into the district and are loving the trail walks.

Throughout my career in education as a teacher, principal, director of special education, executive director of student services, and assistant superintendent of teaching and learning, I have remained committed to ensuring that every student is seen, valued, and supported. I am passionate about building strong relationships, fostering innovation, and promoting equity so that all students can thrive. If you want to learn more about me, my bio is on the website linked here.

Over the next school year, I look forward to listening, learning, and asking questions. I want to hear your hopes for our students, your ideas for our schools, and your vision for the future of this district. Whether it's in a classroom, at a community event, or over a cup of coffee (stay tuned for Coffee with Clifford dates), I hope to meet many of you in the coming weeks.

Together, we will build on the district's proud history and work collaboratively to ensure a strong, vibrant future for all students. I am excited to partner with you in this important work and look forward to a great year ahead.

With appreciation and enthusiasm,

[Dr. Becky Clifford](#)

Contact Our District Office

Please find a Staff Directory on our website at www.sw.wednet.edu, go to *Connect*, then to *Staff Directory*. Dial 260-221-6808 and once the message starts, dial anyone's extension to reach them directly.

District Office Main Number (360) 221-6100

Dial all staff/departments in the district by dialing (360) 221-6808 plus the extension.

Superintendent	Dr. Becky Clifford	bclifford@sw.wednet.edu	ext. 2245
Executive Director of Business Operations	Paul Field	pfield@sw.wednet.edu	ext. 2244
Communications/Executive Assistant	Kristy Macarro	kmacarro@sw.wednet.edu	ext. 2245
Human Resources	Heidi Smith	hsmith@sw.wednet.edu	ext. 2222
Assistant Director of Business Services	Paula Simmons	psimmons@sw.wednet.edu	ext. 2209
Accounts Payable/Receivable	Tammi Sloan	tsloan@sw.wednet.edu	ext. 2207
Director of Facilities	Geoff Lawson	glawson@sw.wednet.edu	ext. 5506

District Office Hours: 7:30am — 4:00 pm Monday—Friday

Summer Hours: 8:30am— 2:30pm Monday-(by appointment)

South Whidbey School District: 5476 Maxwellton Road Langley, WA 98260

P: (360) 221-6100 F: (360) 221-3835 Online at: sw.wednet.edu

WHO DO I CONTACT?

SAFETY CONCERN — [Report on Safe Schools Alert System](#)

SWSD staff emails are typically first initial last name @sw.wednet.edu.

To reach a staff member by phone call (360)221-6808, wait for the prompt, follow by the extension.

Don't forget to use the top left SEARCH box on the website pages.
[District Organizational Chart Linked Here](#)

Athletics (Grades 6-12)	Kymy Johnson 360-221-6808 ext 5423
Attendance	 TK-5 Tressa Ogden (360) 221-0637 6-12 Chantell Petty 221-0937 SWA 9-12 Christine Amundson 221-7879
Band Involvement	Catherine Ballestrasse ext 5355
District Communication/Newsletters/Websites	info@sw.wednet.edu
Facility/Custodial Issues	Geoff Lawson, Director of Facilities, ext 5506
Free and Reduced Price Meals	Kristina Macarro ext 2245
Health/Prescriptions/Immunizations	School Nurses: TK-5 Amy Goodman - ext 4508 6-12 Emmy Atwood ext 5420
Highly Capable Learners	Christine Amundson ext 5136
Job Opportunities	Heidi Smith ext 2222
Library Books K-5 6-12	TK-5 - Val Brown ext 4303; 6-12 - Amanda Workman ext
Enrollment/Address/Phone/Email Updates Copies of student records/transcripts	Contact the Registrar at the buildings: <ul style="list-style-type: none"> • TK-5 Tressa Ogden (ext 4502) • 6-12 Gay Bitts ext 5411 • SWA 9-12 Christine Amundson ext 5136 • ALE K-8 ext 4632 Jamie Zundel
School Gardens	Farm Manager—Brian Kenney bkenney@sw.wednet.edu
School Meals - Menus	Check Online or Contact Chartwells ext 5371
Skyward—Grades	Contact Building Registrar for any issues
South Campus - District Office, ALE, Rentals	info@sw.wednet.edu
Special Education- Records	Angie Hudkins ext 2206
Staff Issues	Building Principal (make appt thru building secretaries)
Student Grades	Check Skyward , Contact Teacher
Student Issues	Teacher (Emails on Staff Directory)
South Whidbey Virtual Learning (Online Classes)	Kayla Phillips 360-221-0694
SW Academy Questions	Christine Amundson ext 5136
SW ALE Program Questions	ext 4632
SWES North - Grades TK-5 Questions	Deann Houck ext 4500
SWHS/MS Campus Gr 6-12 Questions	Mary Eaton ext 5405
HS/MS Transcripts and Student Records, CTE, Snolsle	Gay Bitts ext 5411
Transportation - Daily Bus Changes	Pick Up Patrol for K-6
Transportation - General info	See Website or Linda Proctor ext 2223
Transportation - Which Stop do I go to?	Linda Proctor lproctor@sw.wednet.edu ext 2223

Governance - School Board

Five community members, elected by registered voters, make up the South Whidbey School Board of Directors. The School Board has governance responsibilities in vision, structure, accountability and advocacy. The Board believes that effective public school education must be directed toward common needs of all children, but must also consider the unique differences and needs of individual children. Although it provides overall governance of the district, the Board employs and empowers a professional staff of administrators led by the superintendent to carry out the district's daily operations and pursue goals. [See our board website](#) for more information.

The South Whidbey School Board of Directors sets policy for the district. Policies are periodically reviewed and updated and new policies are developed as needed. All [District Policies](#) can be found on Board Docs, then go to *Policies*. Paper copies of the policies can be requested from the District Office by calling (360) 221-6100.

School Board Meetings - Annual Board Calendar is available on [Board Docs](#)

The South Whidbey School District Board usually meets twice monthly unless otherwise stated. The monthly Board workshop is typically held on the second Wednesday of each month at 6:30pm in the South Whidbey Elementary School North Campus Dr. Julie Hadden Community Board Room. The Board Workshop is generally used for more detailed discussion of issues, policies, board business, building reports, staff presentations, etc., requiring more time than would be possible at the regular business meeting. A Special Business agenda may be held before a Workshop if action needs to be taken. The regular Board Meeting is typically held on the fourth Wednesday of each month at 6:30pm. These meetings are used for board communications, business and administration.

Public participation is an integral part of successful schools. Meeting agendas are prepared by the board chair and superintendent and are available on Board Docs prior to the meetings. The community is encouraged to attend. Meetings are open to the public in person or via Zoom.

Registering for School

Children attending kindergarten for the first time must be five years old on or before August 31st. We offer tuition free, full-time kindergarten.

Online registration can be accessed via our website at <https://www.sw.wednet.edu/school-programs/get-started/enrollment>.

Please plan to upload:

- Verification of child's birth
- Proof of residence (such as a utility bill or lease agreement)
- Up-to-date immunization records
- Emergency names and

telephone numbers

- Address of prior school for requesting records.
- Completed registration forms
- For grades 10-12, a copy of prior school transcript

For more information, please contact the school registrar.

Choice Transfer Requests:

If South Whidbey is not your residential district, you can apply for a choice transfer from your residence to attend South Whidbey. Approval depends on space and capacity in the school, program and classroom as well as the student's behavior or

attendance while at his or her last school. Transfers require that the family provide transportation to and from school. Students must annually renew choice transfer requests.

Please complete a [Choice Transfer Request via the Online Portal](#) (<https://eds.ospi.k12.wa.us/ChoiceTransferRequest>) prior to registration at the requested school.



We can help you in your language!

Please let us know if you need an interpreter or a document translated into your language—at no cost to you.

English

¡Podemos brindarle asistencia en español!

Por favor háganos saber si necesita un intérprete o un documento traducido a su idioma. Este servicio es gratuito.

Spanish

Мы можем помочь вам с переводом на русский язык!

Сообщите нам, если вам нужен устный перевод или перевод документа на ваш язык—**бесплатно** для вас.

Russian

Chúng tôi có thể giúp quý vị bằng tiếng Việt!

Xin cho chúng tôi biết nếu quý vị cần thông dịch viên hay cần phiên dịch tài liệu qua ngôn ngữ của quý vị—**được miễn phí**.

Vietnamese

我們可以用中文向您提供幫助！

請告訴我們您是否需要我們向您提供免費口譯員服務或將文件翻譯成您使用的語言。

Chinese

Waxaan kugu caawin karna Soomaaliga!

Fadlan noo sheeg haddii aad u baahan tahay turjubaan ama in dokumeentiga laguugu turjubaano luqaddaada—iyadoo aanay wax kharash ah kaaga bixin.

Somali

Ми можемо надати вам інформацію українською мовою!

Якщо вам потрібен перекладач або переклад того чи іншого документа українською мовою, просимо повідомити нам про це—**послуга безкоштовна**.

Ukrainian

يمكننا مساعدتك باللغة العربية!

يرجى إعلامنا إذا ما كنت بحاجة إلى مترجم فوري أو إلى ترجمة مستند إلى لغتك، دون تكلفة عليك.

Arabic

한국어 지원 서비스가 제공됩니다!

통역사가 필요하시거나 귀하의 언어로 번역된 문서가 필요하시다면 저희에게 알려 주십시오. 부담하는 비용은 없습니다.

Korean

Matutulungan ka namin sa Tagalog!

Mangyaring ipaalam sa amin kung kailangan mo ng isang interpreter o ng isang dokumentong isinalin sa iyong wika—**nang wala kang babayaran**.

Tagalog

Communication from the District and Schools

In September, attend School Open House/Curriculum Night for important school, class, and teacher information.



What is ParentSquare?

ParentSquare is South Whidbey's school-parent communication system designed to keep parents/guardians/staff and students informed and facilitate participation through:

- Posts from the district and school with current news including the district Navigator Newsletter, school bulletins, Board notices, Superintendent and principal letters,
- Alerts for weather and safety,
- School and class information, including messages home, sharing pictures and files safely, volunteer requests,
- Attendance messages
- Calendars, links and forms

Parents/Guardians can choose the method they receive notifications (email, SMS, App Notification), when they receive general messages (immediately or at the 5pm default digest) and their preferred language to receive messages.

The free ParentSquare App is available for Apple and Android mobile devices. Download today.

**NOTE ALL ALERT/
EMERGENCY/ROBO
MESSAGES ARE RECEIVED
IMMEDIATELY!**

[Parent—Help Articles](#)

[Parents - Getting Started Video](#)

[Parent Training](#)

Website: Please visit our websites often. From the districts main site, you can link to each of the school sites. Our websites provide the lunch menus, calendars, current events, family information, staff directory, links to staff pages and much more. See www.sw.wednet.edu.

Facebook/Instagram—Like us on social media:
[@SouthWhidbeySchool District](#) for up to date photos and events.

Post Mail Other notices may be mailed to your mailing address on file.

Community Flyers—Peachjar

Our district cooperates with approved community partners by posting eflyers online and distributing them electronically through our service provider, Peachjar. As part of our efforts to be more environmentally friendly, embrace innovative technology,



and maintain fiscal responsibility we have transitioned from paper to electronic flyer delivery.

To request flyer approval, go to www.peachjar.com and register as a program provider. Once approved, your flyer will be emailed to either all K-5, 6-12, or both parents and posted online. Paper flyers from outside organizations will no longer be distributed in what was previously known as the Take Home Tuesday Folders. For more information, on sending a flyer, go to www.sw.wednet.edu ->Get

[Involved—>Peachjar Eflyers.](#)

Please Communicate with Us!

Please **update** your contact information with our school secretaries

Please keep an open **dialogue** with your teachers.

Please **check** your ParentSquare, Skyward Family Access often to keep up to date on your child's grades, attendance, homework history, meal account balance and messages from the school.

Please **participate** in school/district events, meetings, functions. Volunteer for field trips, sports, or classes.

For TK-5 graders, please update your pick up plans through our [Pick up Patrol Program.](#)

Pick Up Patrol is an application that can be downloaded for free onto your phone, tablet or computer. Once you sign up and connect with the South Whidbey Elementary site, it allows you to make transportation changes for your child instantly, even for months in advance. It is safe,



secure, and you will receive a confirmation email whenever a plan change is made for your child.

Please update your school secretaries if your phone, email or address changes.



Reporting to Parents Through Skyward-Family Access (Smart phone App Available)

Skyward - Family Access is a web module that allows family members to access student information over the Internet via a secured web connection in real time. One of the great things about Family Access is that it is available from your home, office or anywhere you have access to the Internet. Secure user names and passwords are issued to parents/guardians and to middle and high school students for access to this module.

Family Access is configured so that parents/guardians and students have access to student information, such as lunch account balances, attendance, schedules, current grades and report cards.

To Access [Skyward](#):

- 1) Go to our website at www.sw.wednet.edu
- 2) Click Grades under Students or Families and Skyward under Staff.
- 3) Login with your login ID and password. If you do not have your login information, see your school secretary. They can reset your password if necessary.
- 4) Once you are logged in, choose the child you wish to review from the top drop down menu.
- 5) On your child's page, you can see emails sent from teachers and the school, see their schedule, grades, attendance, assignments as reported by their teachers, meal account balance, make a credit card payment towards the meal account (for a fee) and more.

For more information, please see the [Skyward Videos linked here](#).

Conferences

Conferences for Grades ITK-8 are held in the fall (See District School Calendar). Students in grades ITK-8

do not have classes on the conference days. The students in grades 9-12 are still in session. These conferences are intended to give parents an opportunity to meet with the teacher and set academic goals. Parents are invited to contact the teacher to arrange a conference at any time regarding their child's progress.

Technology/Internet Access

The Board recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Parents and students should read and fully understand the expectations provided by the school. If you do not want your child to access the Internet at school, please complete the opt out portion of the Network Use Expectations form and turn it in to your school office. This must be done at the beginning of each school year. If no documentation is on file, it will be assumed that permission for Internet usage has been granted.



Google - Mail/Classrooms

Google Classroom is a web-based learning platform used primarily in the South Whidbey Middle and High School classes, where teachers can run a class online, create curriculums, and share assignments with students in a paperless way. The platform simplifies teacher-student collaboration by leveraging the various G Suite services like Google Docs, Sheets, and Slides. Teachers can give updates to students through announcements. Announcements are posts with no assignments; they're just notices for students; about deadlines, tests, or any class work. Teachers can schedule announcements and can control replies and comments made on the announcement post. When a guardian is invited to a Google Classroom, they receive regular emails about their student's work and classes. These emails, known as guardian email summaries, include information about missing work, upcoming work, and class activity. See a guardian email summary example. To receive these emails, you must receive the teacher email invitation.



South Whidbey School District has partnered with FinalForms, an online forms and data management service, for all athletics - Falcon and Cougar. FinalForms allows you to digitally complete and sign athletic participation forms for your students. You may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update. Coaches may email their teams and parents through Final Forms.

Please review the [Parent Playbook \(link\)](#) to get started in FinalForms. If you require any support during the process, scroll to the page bottom and click "Use Support". If any questions arise, please contact Kymy Johnson, Athletics Secretary, at 360-221-6808 ext 5423.

Transportation Policy 6605

Detailed Route Information is Available online at <https://www.sw.wednet.edu/our-district/district-office/transportation>

The transportation office is open Monday thru Friday from 5:30am-9:30am and 1pm-5pm (Early Release days from 5:30am-9:30am and 12pm-4pm). Please leave a message and your call will be returned as soon as possible.

Please be at your bus stop 5 minutes before the scheduled pick up time.

Dismissal times for early release days are 90 minutes earlier than normal. That means that dismissal times for grades 6-12 will be approximately at 1:20pm. Dismissal for grades TK-5 will be at 1:30pm. On the half days, the release will be at 11:50am for grades 6-12 and

12:00pm for grades TK-5.

Drivers are cautioned that when the upper RED lights are flashing and the bus stop paddle is out, it is unlawful to pass the bus from either side or direction.

If you are late to the bus stop and you want to put your student on the bus, go to a bus stop far enough ahead of your stop so that your student may approach the bus from the front. The driver cannot see you or your student from the rear. If you cannot see the driver, the driver cannot see you.

Parent volunteers may ride the bus to school on a space available basis. They must have their WSP background check completed to do this. Your school's office staff can assist in this.

Not all stops are listed on the bus schedule. Look for a location before and after your stop to find an approximate pickup time. For help with specific questions call the transportation department.

Bus Routes are available online at www.sw.wednet.edu, go to *Departments*, then to *Transportation*.

SCHOOL BUS RULES are based on Washington Administrative Code (WAC 392-145) and SWSD Transportation Policies. Students are expected to behave properly and safely on the bus and at bus stops. See *Student Safety on Bus Policy 6605*. Discipline action as noted in the Code of Conduct may be taken if students do not follow the rules. See *List of Rules on online*.

Visiting and Volunteering in the School

Families and community members are encouraged to visit our schools. We require all visitors to check in at school offices, wear a visitor's badge and follow school procedures.

Volunteering - [Policy 5630](#)

South Whidbey School District recognizes that involvement of parents and community members in each student's education contributes to a positive and successful school experience. Parent involvement continues to have a strong effect on academic performance, even throughout high school. Besides helping the school, volunteers are teaching the next generation the joy and obligation of giving some of one's precious time to worthwhile causes!

When becoming a volunteer, you will want to find an opportunity that can fit both your interests and time availability. There are many ways family and community members can spend their volunteer time. Of-

ten times, contacting your child's school is a good place to start. Here is a list of common volunteer opportunities in the South Whidbey School District:

- PTA (officer, fundraising efforts, etc.)
- Classroom helper
- Book fair
- Tutor
- Room parent
- Lunch Buddy
- Parents on Campus
- Recess volunteer
- Classroom speaker
- Athletic Booster Clubs
- Band/ Music/Drama productions
- Committee advisor



- Senior project panel member
- Field trip chaperone
- Preparing materials for projects

All volunteers must complete a Washington State Patrol background form. Clearance is good for **two years** for volunteering throughout the district. After two years, volunteers must renew their clearance. When you enter a school building, please check in at the office to sign in and pick up an identification badge.

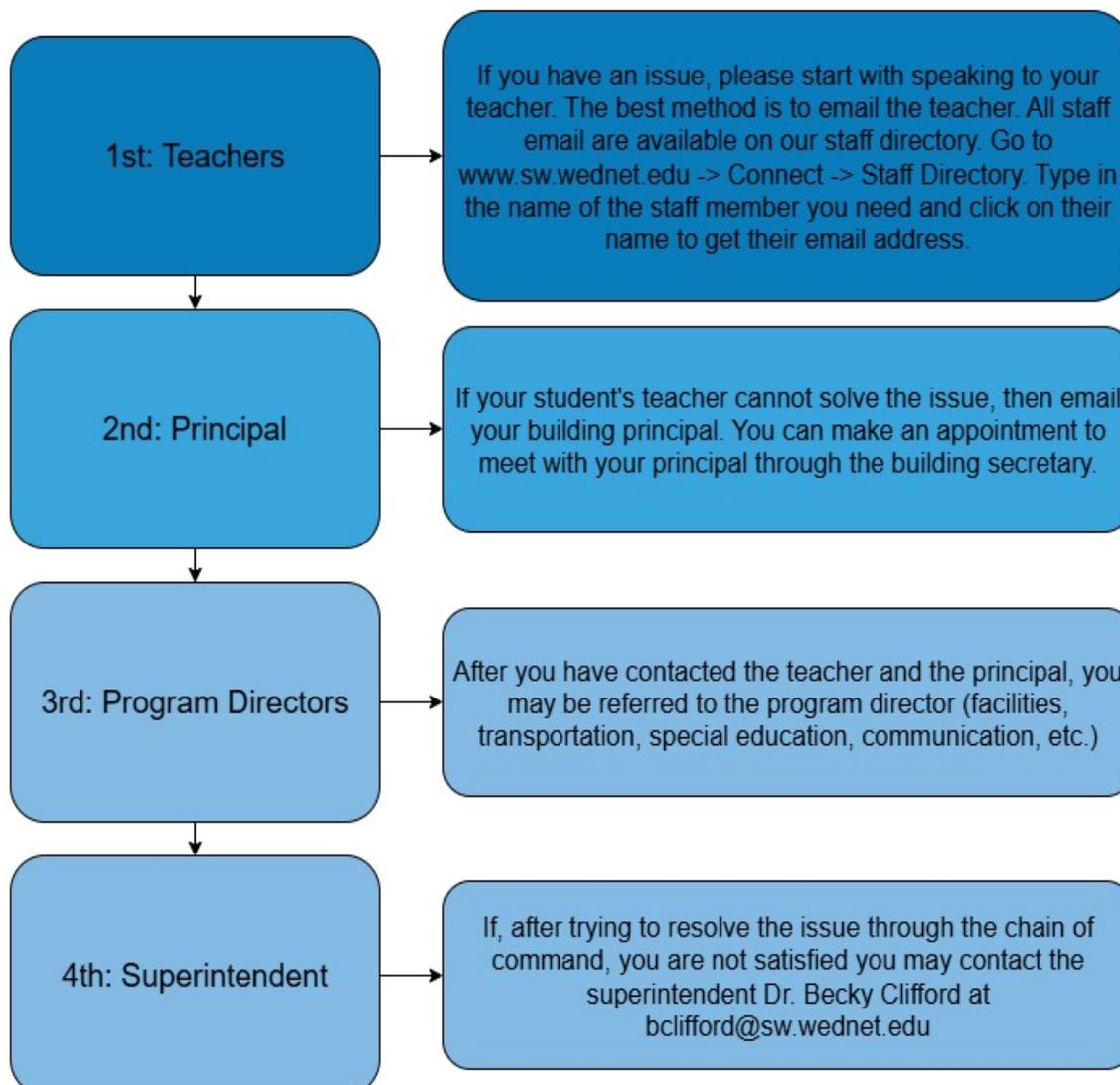
Volunteer Drivers need to complete additional driver forms annually and provide copies of vehicle registration and insurance.

Volunteer coaches, Americorp, and anyone who will be left alone with students must complete fingerprinting and WA disclosure forms.

Volunteer Forms and details are available online at: <https://www.sw.wednet.edu/get-involved/volunteers>

SOLUTIONS - How to solve an issue at SWSD....

South Whidbey School District adheres to the chain of command philosophy for resolving conflicts. Issues need to be brought to each level in order. If an agreed upon resolution is not found at the first level, the issue may be brought to the next level. If you'd prefer to make an anonymous safety report, you can do so on our website - Go to www.sw.wednet.edu, choose Report Safety Concern.



SAFETY ISSUE:

Please report any safety concerns on Safe School Alert System (Anonymous Reporting Enabled)



Attendance and Emergency Closure

Attendance and Absences

- Policy 3122

Daily, on-time attendance is essential for success in school. State law requires that all juveniles between eight years old and 18 years old attend school. The parent must notify the school as soon as possible when their child will be absent from school. Within 48 hours of returning to class, the parent/guardian is responsible for informing the school and explaining the reason for the absence. Please Call:

Grades TK-5 Attendance Line:

(360)221-0637

Grades 6-12 Attendance Line:

(360) 221-0937

SWA 9-12 Attendance Line:

(360) 221-7879

EXCUSED ABSENCES, where teachers are required to provide make-up work, are determined by Board Policy 3122 and include:

Illness, Health Conditions

Medical/Dental Appointment

Family Emergency

School Approved Activities

Court dates/appointments

Religious Observances

School Disciplinary Actions

UNEXCUSED ABSENCES are those authorized by the parent/guardian but **not** recognized by the **school** district as a valid reason for missing class (*Family Vacations*).

Teachers may provide make up work.

PLEASE KEEP YOUR CONTACT INFORMATION CURRENT WITH YOUR SCHOOL OFFICE.

Truancy

Truancy is an absence without a valid justification from a parent/guardian or from a school staff member. Teachers are not required to provide makeup work for truancy absences.

Under the state law, RCW 28A.225.030, schools are required to begin a truancy petition process, commonly known as a BECCA process, when a student has five (5) unexcused truant full day absences in one month, or 10 full day absences during a school year. The school must file a petition with the juvenile court asking that the court order the student to attend school. The juvenile court process may include meetings with the Community Truancy Board. For more information, call your child's school.

Releasing Students

Students will not be released from school grounds, any school building or school function during school hours except by an authorized person, according to district procedures. Before a student is released or excused, the person seeking to remove the student must present proof/evidence of authority to do so according to the principal's satisfaction. Exceptions will be made when protective custody is dictated by appropriate legal authorities and in specific legal circumstances, according to Washington state law RCW 28A.605.010.

Emergency Closure

Information

Severe weather or other emergencies may cause changes to the school day. When this happens, schools may need to close, start late or dismiss early. Plan in advance for such emergencies.

Please ensure that your child's school has your family's current emergency contact information.

We understand that decisions about school schedules and bus route

changes have an impact on our families. We appreciate your patience during these situations. While we know that our students and families are best served when we are open, our main concern is the safety of our students and staff. Typically, decisions regarding schedule changes are made in the early morning before school. This allows for the most current weather information to factor into the decision. This information is posted immediately, generally by 6:30 a.m.

When it is necessary to close school due to extreme weather conditions or other unusual circumstances, the South Whidbey School District will send out a Robo Text/Email/Call to alert you to the change in school plans (Late Start/Closure/Early Release/Lock Down). Additionally the websites will announce the changes on the home page.

Please take time in advance to confirm you will receive robo notifications by confirming your contact information with your office secretary.

PLEASE DO NOT CALL THE SCHOOL OFFICE TO CHECK FOR CLOSURES. CHECK PARENTSQUARE & WEBSITE.

Enter the attendance numbers in your cell phone for quick calling & caller ID recognition.

PROPER CHECK IN/OUT: Students must check out at the main office before leaving campus. If a student is coming to school late, they must check in through the main office. **Failure to check in/out at the main office may**



IN AN EMERGENCY TAKE ACTION



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

STUDENTS

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

ADULTS

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



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

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



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

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



EVACUATE! (A location may be specified)

STUDENTS

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

ADULTS

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



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

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

ADULTS

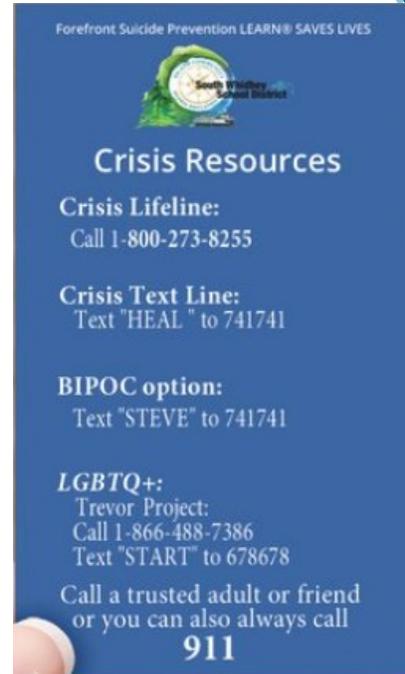
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Student and Family Support Resources

Suicide Prevention ([Policy 2145](#))

Forefront Suicide Prevention project at the High School

SWHS is in partnership with Forefront Suicide Prevention, a program out of the University of Washington (<http://www.intheforefront.org>). Since the fall of 2017, a team of teachers, parents, counselors, other school personnel, and students have met monthly to work on suicide prevention programs. South Whidbey SD focuses on training our teachers and staff in the LEARN Suicide prevention material, as well as ensuring SWHS has a comprehensive suicide response plan. We hold parent-led suicide prevention training for parents and community members. We continue these efforts through a team of SWHS students (in grades 9-12) who are trained as peer-to-peer trainers. These students give hour-long presentations to their peers about suicide prevention and mental health awareness.



Displaced Youth - McKinney Vento

[Educational Services for Unstably Housed Students - Policy 3115](#)

The purpose of the McKinney-Vento Act is to provide educational services for unstably housed students which are equal to those provided for all other enrolled students, and ensure that unstably housed children and youth have equal opportunities to enroll in, attend, and be successful in school. (Please see the McKinney-Vento form on page 20.) Your child may qualify as unstably housed if you are:

- Sharing housing with others due to loss of housing,
- economic hardship, or similar reason;
- Living in a motel, hotel, trailer parks or camping grounds due to lack of alternative adequate living accommodations;
- Living in emergency or transitional shelters;
- Are abandoned in hospitals;
- Awaiting foster care placement;
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; or
- Migratory children living in conditions described above.

According to the child's best interest, unstably housed students will continue to be enrolled in their school of origin while they remain unstably housed or until the end of the academic year in which they obtain permanent housing. The District liaison for homeless students is [Mary Michell](#) at (360) 221-6808 ext 4320.



The South Whidbey Community Center (SWCC), previously known as South Whidbey School District's Langley School, at one time was the home of the South Whidbey K-12 program. Over the years, the district enrollment changed the needs of the building as a school.

Today, the SWCC encompasses community members at all ages and stages of life. We are striving to create a connected community that offers learning activities for all ages, opportunities to explore creative expression and personal development, a resource for families and people in need, and a place that honors diversity and respects our center's unique history. At SWCC, you can find the SW Children's Center, Veteran's Resource Center, Whidbey Homeless Coalition, Opportunity Council, Partners for Youth Empowerment, the Living Design Foundation and much more. See www.southwhidbeycommunitycenter.org or call (360) 221-0663 for more information.

Prevention Resources:

Washington Youth Suicide Prevention Program, www.yspp.org, (206) 297-5922; Washington State Department of Health, www.doh.wa.gov/preventsuicide; (360) 236-2800;

Prevention Center of NW Educational Service District 189, (360) 299-4010 ; and

211 System – This is an information referral service and it assists with providing resources in your community.

988 - Suicide and Crisis Lifeline If you or someone you know needs support now, call or text **988** or chat 988Lifeline.org.

Crisis Response Resources:

Emergency Response: 911

Local Crisis Hotline: Care Crisis

1 (800) 584-3578 Open 24/7

National LifeLine: 1 (800) 273 and Talk (8255)

Mental Health: North Sound Mental Health Agency 1 (888) 693-7200.

Access Line 1-800-747-8654

Crisis Chat www.crisischat.org

Suicide Prevention Lifeline 1-800-273-8255 (TALK)

Child Protective Services 1-800-562-5624

CADA 360-675-2232 (CADA) or 1-800-215-5669 www.cadacanhelp.org

The Trevor Project 1-866-4-U-TREVOR

National Runaway Hotline: 1-800-RUNAWAY

Family Support

[The Readiness to Learn Foundation—South Whidbey Family Resource Center](http://TheReadinessToLearnFoundation—SouthWhidbeyFamilyResourceCenter) is located in the South Whidbey Community Center, 723 Camano Avenue, Langley WA 98260



See www.readinesstolearn.org

Readiness to Learn (RTL) is a non-profit organization that works in partnership with SWSD to help each child reach their potential regardless of their circumstances. This is your one stop shop when you need information, encouragement or support.

The [Back to School Program](#) assists with school supply expenses. They help qualified families get the new items needed for your child's first day of school. Please call (360)221-6808 ext 4321 for more information.

The [Ready for Rain Program](#) assists kids in need of rain coats and boots. If Finances are too tight RTL can help! Contact the Family Resource Center at 221-6808 ext 4321, they have gear to keep your kids warm and dry.

Additionally, RTL assists families with the Holiday House and Better Birthday Club. They are always looking for volunteers to help support the community.

South Whidbey School District

Report it!

FOR EMERGENCIES,
PLEASE CALL
911!

SafeSchools Alert is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it! And remember, you can remain anonymous.

REPORT TIPS ON:

- Bullying
- Intimidation
- Harassment
- Weapons
- Drugs
- Other

4 EASY WAYS

 <http://1284.alert1.us>

 1284@alert1.us

 844.611.2505

 Text your tip
to 844.611.2505



 safeschools
ALERT



Your Child's Health and Safety

Medications at School—[Policy 3416](#)

If a child requires medication—either prescription or non-prescription—during the school day, parents/guardians must return the completed district Medication Authorization form to the school nurse with written authorization and instructions from a licensed healthcare provider. Forms are available at the school or can be downloaded from the district's website. An updated Medication Authorization form is required each school year.

All medication must be provided in the original manufacturer's container with instructions. The form and medication must be brought to school by a parent/guardian. Under no condition should any type of medicine be sent to school with the student, in lunches, or with the bus driver. If a health care provider and parents/guardians request that a student be permitted to carry and/or self-administer a medication, the school nurse may grant permission based on student's ability to demonstrate safe administration.

Physical Activity Limitations--[Policy 3122 Procedure](#)

In the event that a student has an injury preventing them from participating in PE activities a parent note will be accepted on a short term basis. The student will be expected to attend class with limited or no participation. If their activity is limited for 3 or more days a Healthcare Provider's note listing the need to limit activity is recommended. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence of participation in class. In such a case, a parent-approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course.

Concussions--[Policy 3422](#)

Consistent with Washington law, the District will utilize guidelines developed with the Washington Interscholastic Activities Association (WIAA) and other pertinent information and forms to inform and educate coaches, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents and guardians of student participants in competitive sport activities. The parent/guardian and student must return a signed acknowledgement indicating that they have reviewed and understand the information provided before the student participates in any covered activity. Until this acknowledgement form is returned and on file with the District, the student may not practice or compete. **In the event of a concussion it is the responsibility of the family to provide recommendations documented by a Healthcare Provider and ultimately documentation of clearance once the concussion symptoms have resolved.**

Tobacco, Alcohol, and Drug-Free Schools—[Policy 4215, 5201](#)

Under the Drug-Free Schools and Communities Act, all of South Whidbey School District must be totally free of unlawful drugs and alcohol. No one is allowed to possess, use or distribute such drug or alcohol while at school or while taking part in school activities.

In addition, State Law and Board Policy prohibit the use of tobacco products and delivery devices by anyone on public school property. Disciplinary actions will be taken for drug, alcohol and tobacco violations. The law allows for discipline that may include prosecution for illegal acts, as well as suspension or expulsion for students.

The District fully supports the Drug-Free School and Communities Act. It is expected that all students and employees will follow the regulations and policies prohibiting possession, use or distribution of drugs, alcohol and tobacco on school property or as part of any school activity. Services are available within this area for students who are involved with drugs or abusing alcohol. Resources can be found by contacting school staff or your family health care provider.

Maintaining Professional Staff/Student Boundaries—[Policy 5253](#)

The purpose of this policy is to provide all staff, students, volunteers and community members with the information to increase their awareness of their role in protecting children from inappropriate conduct by adults. The South Whidbey School District Board of Directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries. The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools. Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the staff member's duties in the district. Concerns about professional staff/student boundaries should be addressed to our Human Resources Specialist, at (360) 221-6808 ext 2222.

Special Programs

Special Education Child Identification - [Policy 2161](#)

CHILD FIND

School Age (6-21): SWSD identifies children ages 6-21 who may have a suspected disability. A referral may be initiated by a parent, staff member or by a person knowledgeable about the student. Please call the SWSD Special Education department at 360-221-6808 ext. 2206 for more information about making a referral or contact your child's school principal.

Preschool Age (3-5): Periodic Screenings are scheduled for preschoolers (age 3 to 5) to identify possible delays in different areas. If you are concerned about your child having a delay in language, motor, social-emotional development or you suspect learning difficulties that may affect their ability to learn, please contact the school district special education office at the number listed above. These screenings are free.

Birth to Age 3: If you are concerned about development in this age group, please contact Toddler Learning Center. The school district provides a program for qualifying children through the Toddler Learning Center. Call Sharon at (360)221-6808 ext. 4420 for more information.

The Child Find mandate applies to all children who reside within a school district, including children who attend private schools and public schools, highly mobile children, migrant children, homeless children and children who are wards of the state (20 U.S.C. 1412 (a)(3)). If your family is living in a temporary situation, you may contact the district where you are staying to attend a screening.

[Section 504 -Policy 2162](#)

Section 504 of the Rehabilitation Act of 1973, commonly called "Section

504," is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

Your child has the right to an evaluation before the school determines if he or she is eligible under Section 504. Students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services.

Students may be disabled under this section even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Please contact your school principal regarding services.

If you disagree with the district's decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you. Hearing requests and other concerns can be made to Dr. Becky Clifford at bclifford@sw.wednet.edu or 360-221-6808 ext 2245. You have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. The regional office is located at 915

Second Ave, Room 3310, Seattle, WA 98174-1099. Phone: 206-607-1600/ TDD: 206-607-1647 www.ed.gov/OCR.

Accessibility

The district ensures that each program, service or activity, when reviewed in its entirety, is readily accessible to and usable by individuals with disabilities per the Americans with Disabilities Act.

South Whidbey School District is offers a free 4 year old **Inclusive Transitional Kindergarten program** as part of the South Whidbey Elementary school. [Please read more about the program on our website linked here.](#)



Legal Paperwork: If you have any legal paperwork for your child, please bring a copy to the school office.

Highly Capable Learner Program Policy 2190

The program for Highly Capable Learners has been created to enrich the school experience for students identified as exceptional or “gifted”. We utilize assessment tools as a screening process to identify students who may be served well in such a program. Students previously identified and invited to be part of the Highly Capable Learners program need not reapply annually to partici-

pate and remain part of the HCL program for the duration of their school career in the South Whidbey School District.

Children who qualify in the top 2% are considered Tier 3 and eligible for enrichment programs and activities. If you and your child’s teacher or teachers believe that he or she may be a highly capable student (in the top 2%) you may nominate the stu-

dent to be assessed. Please have a conversation with your child’s teacher about this and request a nomination packet.

Questions? Contact [Christine Amundson](#) or 360-221-6808 ext 5136.

[More information is on the website linked here.](#)

Special Education Contacts:

Special Education Specialist

Angie Hudkins ahudkins@sw.wednet.edu

(360)221-6808 ext. 2206

*Please fax or email request for special education records to the attention of: Angie—
Special Education Dept. Fax: (360)-221-6272*

Special Education Questions?

- **Special Education Director:**
Kayla Phillips kphillips@sw.wednet.edu

Occupational Therapist

- **Jamie Attwood** -
jattwood@sw.wednet.edu

School Psychologists

- **Grades 7-12: Sonja Ringsrud**—
sringsrud@sw.wednet.edu;
- **Preschool—Grade 6: Erin Gutzmer**—
egutzmer@sw.wednet.edu;

Speech Language Pathologists:

- **Jeremy Frye (ITK-5)**—
jfrye@sw.wednet.edu;
- **Melanie Readshaw (6-12)** —
mreadshaw@sw.wednet.edu

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 (<https://www.sw.wednet.edu/connect/report-safety-concern>) 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 to 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 (John Patton- jpatton@sw.wednet.edu) 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 against 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 webpage-- <https://www.sw.wednet.edu/connect/report-safety-concern>.

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 <https://www.sw.wednet.edu/nondiscrimination>.

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 - Sexual Harassment of Students Prohibited](#) and [Policy 5011 - Sexual Harassment of District Staff Prohibited](#) visit this page--<https://www.sw.wednet.edu/our-district/public-annual-notice>.

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: *John Patton, Affirmative Action/Title IX/ RCW 28A.640 /RCW 28A.642 Compliance Officer, 5675 Maxwellton Road, Langley, WA 98260, jpatton@sw.wednet.edu, 360-221-4300*

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: *John Patton, Affirmative Action/Title IX/ RCW 28A.640 /RCW 28A.642 Compliance Officer, 5675 Maxwellton Road, Langley, WA 98260, jpatton@sw.wednet.edu, 360-221-4300*

Concerns about disability discrimination:

Section 504 Coordinator: *Superintendent Dr. Becky Clifford, Section 504/ADA coordinator, 5476 Maxwellton Road, Langley, WA 98260, bclifford@sw.wednet.edu, 360-221-6100*

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: *John Patton, Affirmative Action/Title IX/ RCW 28A.640 /RCW 28A.642 Compliance Officer, 5675 Maxwellton Road, Langley, WA 98260, jpatton@sw.wednet.edu, 360-221-4300*

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. Please review how to solve and issue--

<https://www.sw.wednet.edu/our-district/superintendent/how-to-solve-and-issue>.

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 Office of Superintendent of
PUBLIC INSTRUCTION

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 and Procedure, visit [Policy 3211](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: John Sommer-- jsommer@sw.wednet.edu.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Privacy

Notification of Rights Under 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. These rights are:

The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal 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.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school 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.

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 school 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 school 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 an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 D.C. 20202-5901.

Photographs

Occasionally the school or district staff take photographs of students for use in district or school-produced materials (for example: annual yearbooks, Facebook posts, newsletters, school or district website, videos, or presentations, to name a few) or for use in the news media. If you do not wish to have your child's photograph released, you must notify the school in writing. Parents objecting to the release of their child's photograph should notify the school as soon as possible after the school year has begun.

Personal Social Media

Social media technology has had an impact on our world and lives. People that we might otherwise not hear from are now a click away and our lives have the potential of being an "open book". Our thoughts, ideas, photos

and happenings can be posted continuously and instantly. All of these things have social and educational implications.

One area of concern is personally posting photos as they relate to student confidentiality and safety. Here are some guidelines for you to consider when using Facebook, Instagram, etc.:

Many parents do not want their child's photo online. Written permission from the child's parent/guardian must be received prior to posting any pictures from school/classroom events. This is for your own protection as well as the protection of the student (s).

Do not tag or list students' last names on posted photos.

Any photo taken by a company is copyrighted and should not be posted (e.g., class and individual student pictures).

Pictures should not be taken at school for the purpose of posting on-line. Prior permission from the school office must be obtained anytime you take pictures on campus. Office staff must also screen pictures taken for yearbooks and annuals, since parents can opt out of having their student's picture included.

Student photos are not to be used to promote a business of any kind.

Our school district recommends that staff members do not "friend" our families or students. This is to make sure to keep professional boundaries.

We appreciate your willingness to adhere to these guidelines. As a school district, we are responsible for the safety of our students while they are on school grounds.

Releasing Student Information

Most information about our students is confidential and cannot be made public without consent of parents/guardians. However, the federal Family Educational Rights and Privacy Act (FERPA) permits a school district to release "directory information" about a student unless a parent/guardian chooses not to have it released.

Requests for this type of information often come from the news media for news stories, sports articles, academic achievements, awards and special programs. There are also times when schools or the district may want to recognize students in newsletters and other district publications.

The district defines directory information as the student's name, photograph, address, telephone number, email address, date and place of birth, dates of attendance, grade in school, graduation year, participation in officially recognized activities and sports, weight and height of members of athletic team members, diplomas and awards received, and the most recent school attended by the student.

You have the right to withhold this information. If you do not wish to have such information released, you must notify the school in writing.

Release of Information Post-Secondary (College and Military) Organizations [Policy 3231](#)

The federal Elementary and Secondary Education Act, commonly known as the Every Student Succeeds Act, requires high schools to provide military recruiters with a list of its 11th and 12th grade students. If you do not wish to have such information released, you must notify the school in writing.

Parents objecting to the release of their child's name should inform their school

as soon as possible after the school year has begun.

PPRA Notice—[Policy 3232](#)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the district to notify you and obtain consent or allow you to opt your 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 ("protected information surveys"):

Political affiliations or beliefs of the student or student's parent;

Mental or psychological problems of the student or student's family;

Sex behavior or attitudes;

Illegal, anti-social, self-incriminating, or demeaning behavior;

Critical appraisals of others with whom respondents have close family relationships;

Legally recognized privileged relationship, such as with lawyers, doctors, or ministers;

Religious practices, affiliations, or beliefs of the student or parent (s); or

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 ("marketing surveys"), and certain physical exams and screenings. The district will provide parent (s), within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under state law.)



Student Insurance

South Whidbey School District does not provide student insurance coverage for injuries arising from accidents during school, in athletic competition, in work-based learning or during school-sponsored activities, such as ASB activities or field trips. Parents and guardians are responsible for the payment of medical treatment or hospitalization for student injuries incurred during school and outside activities.

[Title I - Policy 2104](#)

Title I is a federally funded program designed to help children who are achieving below grade level in reading and math. Trained teachers, para educators and materials are provided by Title I funds to qualifying schools. Based on their scores, children receive instruction to accelerate their learning. Families at Title I schools are invited to participate in the planning and evaluation of the program. The Elementary and Secondary Act (also known as the Every Student Succeeds Act) requires that schools receiving Title I federal aid have instructors in all core academic areas who meet the federal definition of "highly qualified." Parents/guardians may request the qualifications of their child's teacher. See OSPI at <https://www.k12.wa.us/TitleI>.

Parent Engagement— [Policy 4130](#)

The following link is to our Title 1 Parent Engagement policy 4130. Please take a few minutes to review the information in our Title 1 parent engagement policy. You can also view and give input on the policy at our annual Title 1 meeting held at our Elementary North Campus in the Fall. Any questions or suggestions please contact the South Campus Principal and Title 1 Superintendent Dr. Becky Clifford at bclifford@sw.wednet.edu

Do You Qualify for Free or Reduced Priced Meals/Fees?

To see if you might be eligible to receive Free and Reduced benefits, please use the [https://www.benefits.gov/benefit/1994#Eligibility Checker](https://www.benefits.gov/benefit/1994#Eligibility_Checker)



National School Lunch Program/School Breakfast Program 2025–26 Letter to Households (Public Schools)

Dear Parent/Guardian:

Completing the Child Nutrition Eligibility & Education Benefit Application may qualify you for: free or reduced-price meals, Summer EBT benefits, reduced fees for other programs and activities, and help secure funding for your school district. The cost of school meals is shown below.

Breakfast and lunch will be served at no cost to those children who qualify for free and reduced-price meals in grades K-12. All other students will be charged the rates shown below.

REGULAR			
Grade Level	Breakfast	Lunch	Snack
TK-5	\$ FREE	\$ FREE	\$ NA
6-12	\$ 2.75	\$ 4.00	\$ 1.20
Adults	\$ 4.25	\$ 5.75	\$ 1.20
SWA	\$ FREE	\$ FREE	\$ FREE

Who should fill out an application?

Fill out the application if:

- Total household income is the SAME or LESS than the amount on the chart.
- You receive Basic Food, take part in the Food Distribution Program on Indian Reservations (FDPIR), or receive Temporary Assistance for Needy Families (TANF) for your children.
- You are applying for foster children that are under the legal responsibility of a foster care agency or court.

Turn in the application to Kristy Macarro at the District Office: 5476 Maxwellton Rd, Langley WA 98260; kmacarro@sw.wednet.edu.

Be sure to submit ONLY ONE application per household. We will notify you if the application is approved or denied. If any child you are applying for is homeless (McKinney-Vento), or migrant, check the appropriate box.

What counts as income? Who is considered a member of my household?

Look at the income chart below. Find your household size. Find your total household income. If members in the household are paid at different times during the month and you are unsure if your household is eligible, fill out an application and we will determine your income eligibility for you. The information you give will be used to determine your child's eligibility for free or reduced-price meals.

Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals regardless of personal use income. If you have questions about applying for meal benefits for foster children, please contact us at kmacarro@sw.wednet.edu or 360-221-6808 X 2245.

USDA Child Nutrition Program Income Guidelines Effective July 1, 2025–June 30, 2026					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$28,953	\$2,413	\$1,207	\$1,114	\$557
2	\$39,128	\$3,261	\$1,631	\$1,505	\$753
3	\$49,303	\$4,109	\$2,055	\$1,897	\$949
4	\$59,478	\$4,957	\$2,479	\$2,288	\$1,144
5	\$69,653	\$5,805	\$2,903	\$2,679	\$1,340
6	\$79,828	\$6,653	\$3,327	\$3,071	\$1,536
7	\$90,003	\$7,501	\$3,751	\$3,462	\$1,731
8	\$100,178	\$8,349	\$4,175	\$3,853	\$1,927
For each add'l family member, add:	\$10,175	\$848	\$424	\$392	\$196

HOUSEHOLD is defined as all persons, including parents, children, grandparents, and all people related or unrelated who live in your home and share living expenses. If applying for a household with a foster child, you may include the foster child in the total household size.

HOUSEHOLD INCOME is considered to be the income each household member received before taxes. This includes wages, social security, pension, unemployment, welfare, child support, alimony, and any other cash income. If including a foster child as part of the household, you must also include the foster child's personal income. Do not report foster payments as income.

What must be on the application?

A. For households not getting any assistance:

- Student name(s)
- Names of all household members
- Income by source for all household members
- Adult household member's signature
- Last 4 digits of social security number of the adult household member who signs the application (or if the adult signing does not have a social security number, check the associated box).

Complete *Parts 1, 2, 3, 4, and 5*; *Part 6* is optional.

B. For households with only foster child(ren)

- Student's name
- Adult household member signature

Complete *Parts 1 and 5*; *Part 6* is optional. You may also send the school a copy of the court documentation showing the foster child(ren) was/were placed with you instead of filling out an application form.

Last 4 digits of SSN are not required for B.



**National School Lunch Program/School Breakfast Program
2025–26 Letter to Households (Public Schools)**

What must be on the application? continued

C. For a family getting Basic Food/TANF/FDPIR:

- List all student names
 - Enter a case number
 - Adult household member's signature
- Complete *Parts 1, 2, 4, and 5, Part 6* is optional.
Last 4 digits of SSN are not required for C.

- D. For household with a foster child(ren) and other children:**
Apply as a household and include foster children. Follow the directions for "A. For households not getting any assistance:" and include the foster child's personal use income.

What if I'm not receiving basic food dollars?

If you have been approved for Basic Food but do not actually receive Basic Food dollars, you may be eligible for free or reduced-price meals. You must apply for meal benefits by filling out a meal application and returning it to your child's school.

Do my children automatically qualify if they have a case number?

Yes. Children on TANF or Basic Food may get free meals and children receiving some Medicaid benefits may be eligible for free or reduced-price meals without the household having to complete an application. These children are identified by the school using a data matching process. This matched list is then made available to your child's school food service staff. The students on this list get free meals if their schools have the free and reduced-price breakfast and/or lunch program (not all schools do). Please contact us immediately if you feel your children should be receiving free meals and are not. If you do not want your child to participate in the free meal programs using this method, please notify the school.

if anyone in my household has a case number, will all children qualify for free meals?

Yes. If someone else in the household has a case number, other than a foster child, you must fill out an application and send it to your student's school. Please contact us immediately if you feel other children in your household should be receiving free meals and are not.

Basic Food - Can I qualify for assistance in buying food?

Basic Food is the state's food stamp program. It helps households make ends meet by providing monthly benefits to buy food. Getting Basic Food is easy! You can apply in person at the local DSHS Community Service Office, by mail, or online. There are other benefits too. You can learn about Basic Food by calling 1-877-501-2233 or by logging on to <https://www.dshs.wa.gov/esal/community-services-offices/basic-food>.

We are in the military. Do we report our income differently?

Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

My child's application was approved last year. Do I need to fill out a new one?

Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

What if some household members have no income to report?

Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

Health Coverage

To inquire about or apply for health care coverage for kids in your family, please visit <http://www.wahealthplanfinder.org> or you may call Washington Health Plan Finder at 1-855-923-4633.

What if my child needs special foods?

If your child needs special foods, contact the school/district food service office.

Proof of Eligibility

The information you provide may be verified at any time. You may be asked to send additional information to prove your child is eligible to receive free and reduced-price meals.

Fair Hearing

If you do not agree with the decision on your child's application or the process used to prove income eligibility, you may talk with [Paul Field](mailto:Paul.Field@sw.wednet.edu), [Paul Field](mailto:Paul.Field@sw.wednet.edu), the fair hearing official. You have the right to a fair hearing which may be arranged by calling the school/school district at this number **360-221-6100**.

Reapplication

You may apply for benefits any time during the school year. If you should have a decrease in household income, an increase in household size, or become unemployed, or receive Basic Food, TANF, or FDPIR, you may be eligible for benefits and may fill out an application at that time.



**National School Lunch Program/School Breakfast Program
2025–26 Letter to Households (Public Schools)**

USDA Non-Discrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>. From any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410, or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.intake@usda.gov

This institution is an equal opportunity provider.

The South Whidbey School District #206 (SWSD) 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 Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator - Principal John Patton
Address: 5675 Maxwellton Road, Langley, WA 98280
Telephone Number: 360-221-4300
Email: lpalton@sw.wednet.edu

Section 504/ADA Coordinator - Superintendent Dr. Becky Clifford
Address: 5478 Maxwellton Road, Langley, WA 98280
Telephone Number: 360-221-6100
Email: bc Clifford@sw.wednet.edu

Title IX Coordinator - Principal John Patton
Address: 5675 Maxwellton Road, Langley, WA 98280
Telephone Number: 360-221-4300
Email: mallo.palton@sw.wednet.edu

Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR):
<https://www2.ed.gov/about/offices/list/ocr/index.html>

Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint: <https://www.sw.wednet.edu/resources/title-ix>

SWSD Title IX training is available to all employees and is linked on our website here.

Interscholastic Activities Policy 2151—Athletic Code

South Whidbey School District Offers a wide range of interscholastic activities for grades 6-12. The School Board recognizes the value of interscholastic activities as an integral part of the total school experience to all students of the district and to the community.

More information regarding athletics can be found on our website at <https://www.sw.wednet.edu/school-programs/athletics>

Athletic Director:

John Sommer (360) 221-6808 x5408

jsommer@sw.wednet.edu

Athletic Secretary: Kymy Johnson

(360) 221-6808 x5423

kyjohnson@sw.wednet.edu

Athletic Packet is available via Final Forms linked here: <https://southwhidbey-wa.finalforms.com/>

In addition to basic school rules,

athletes are required to adhere to additional guidelines and/or be subject to additional sanctions for rule violations. Additional guidelines, as well as the consequences for violating the code, are outlined in greater detail in the actual athletic code document that each athlete receives and signs.

1. **Academic Eligibility:** To be academically eligible, a student must have had a 2.0 GP for the previous semester and must have passed all full-time classes. Students currently below a 2.0 GPA and/or failing one or more subjects will be placed on probation.
2. **Substance Abuse:** Possession of, use of, and/or traffic in tobacco, alcoholic beverages, controlled substances, and legend drugs, including anabolic steroids is forbidden. Also, any student found

by the school district to have violated the drug codes of the district will be subject to school discipline as well as being referred to the appropriate law enforcement agency.

3. **Attendance at activities where illegal age drinking are present is strictly forbidden.** Students should leave immediately when they become aware of the illegal activity. This includes underage alcohol consumption. Students who violate this provision will receive one to three weeks suspension from interscholastic contests as determined by the athletic director and/or administrator. Any additional violations of this provision would result in progressively increased exclusion from interscholastic contests.

Food Services Policy 6700

Breakfast is served at the schools from every morning. Our breakfast and lunch program offers a variety of healthy choices. The menus can be found online at www.sw.nutrislice.com.

Students are provided an account and a number that is provided to the food service person to charge each time they eat. Kindergarten and First Grade Students' number cards will be given to the food services department in the morning.

The amount of their meal will be deducted from their total. The meal prices are noted on the next page.

You can make payments to your child's account online through Skyward/Qmlativ Family Access (see page 7) or by check to your school office. Free/Reduced lunch applications are available online and at your school office in the fall and may be obtained from the school or district office at any time during the school year. A new application must be completed and submitted at the beginning of each year. One form per family is all you will need to fill out. Even if your child was previously on the free/reduced lunch program, a [new application must be filled out and submitted at the beginning of each school year](https://www.sw.wednet.edu/our-district/district-office/food-services/free-or-reduced) (<https://www.sw.wednet.edu/our-district/district-office/food-services/free-or-reduced>)

Withdrawal from School

If you are planning to move, please fill out the withdrawal form at your school office. We will forward your child's permanent records to their new school once a request for records is received from the next school.

Dress Code

Please help your child choose education ready clothing for the performance and weather. Please make sure your child dresses warmly during the cold months. Please have your child wear athletic shoes for PE classes and outdoor education. Appearance and apparel shall be in good taste and deemed suitable for the activity in which the student is engaged.

Code of Conduct - Discipline - Policies 3240, 3241, 4200, 4210, 4215 & 5201

The South Whidbey School District is committed to ensuring an environment where all students) have every opportunity to engage in programs aligned with the District's Vision, Mission, Values, and Goals for education, athletics and activities. Our Code of Conduct, Discipline Policies and Procedures were updated to meet the Washington State legal requirements. Additionally, we have established an advisory committee to meet and review the procedures. Corrective actions will be consistent with the District's mission and goals for the best interest of students. The building administrators will ensure that corrective action is equitable, consistent, fair and balanced; progressive in nature; and considers the developmental level of the students involved.

Respect for the Law and the Rights of Others

The South Whidbey student is responsible as a citizen to observe the laws of the United States, the state of Washington, and/or its subdivisions. While in the school, the student shall respect the rights of others. Students who involve themselves in criminal acts on school property, off school property at school-supervised events, or off school property (where acts have a detrimental effect upon the maintenance and operation of the schools or the district) are subject to disciplinary action by the school and prosecution under the law.

Compliance with Rules

Students shall comply with all rules adopted by the district and by the school. Failure to do so shall be cause for corrective action. The rules shall be enforced by school officials:

Discipline Process To support safe, nurturing and productive learning environments, South Whidbey School District encourages staff and administration to take an instructive, restorative and corrective approach in regards to student behavior. The goals of these approaches are to:

- correct inappropriate or unacceptable behavior;
- assist students in developing empathy for others;
- accept responsibility for their actions;
- develop the capacity to improve their behavior; and
- repair the harm caused as a result of their behavior.

Schools are encouraged to establish clear expectations for student behavior and methods for supporting students' ability to meet these expectations. When appropriate, schools may identify additional learning opportunities, which may support students' ability to meet expectations through a multi-tiered system of support.

When appropriate, schools are encouraged to support students in understanding harm that has been caused through a student's action, whether intentional or unintentional, and identifying the needs of the students involved.

Efforts will be taken to both encourage accountability and responsibility by the author of those actions as well as reintegrate all students into the school or classroom community. This approach may be supported by the use of restorative contracts, impromptu conferences, restorative circles, or formal conferences.

In those instances when discipline is needed, schools may consider both the severity and frequency of the behavior when determining which corrective action is most appropriate. In the Exceptional Misconduct and Other Misconduct Codes, consequences are divided into three categories:

- **Minor/Initial** – The impact of the student's behavior is limited or minimal and/or this is the first such instance of this behavior by the student.
- **Moderate/Repeated** – The impact of the student's behavior has a broader or more disruptive impact and/or this is behavior that has previously been addressed with the student.
- **Severe/Persistent** – The impact of the student's behavior has a widespread or more significant disruptive impact and/or this is behavior that has not changed after multiple times of addressing it with the student.

South Whidbey School District may administer suspensions and expulsions for behavioral violations.

South Whidbey Seniors may lose graduation activities privileges, including but not limited to commencement ceremony, until discipline consequences have been completed.

Appeals:

South Whidbey School District offers an appeal process which is communicated in the discipline notification letter. PLEASE READ THE DISCIPLINE NOTIFICATION LETTER and PLEASE NOTE ALL DEADLINES provided. South Whidbey School District follows the chain of command as found on page 7 of this handbook. Appeals first go to the teacher, then the building administration, then to the district and last to the Board.

Please be aware that students in grades 6-12 are provided with a Student Handbook that addresses the Code of Conduct and Discipline. Your student will sign that they have received and read the handbook and will uphold to these standards. The student handbook is available online and a printed copy can be requested from the SWHS office.

Administrators may make general searches of all student desks or storage areas without prior notice to students. An individual student, his/her property (including cell phones), locker, and vehicle parked on campus may be searched by school district employees if there is a reasonable, individualized suspicion the search is related to the discovery of contraband or other evidence of a student's violation of law or school conduct rules. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities. Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

- Codes:
- Discipline (D)
 - Restorative Conference (RC)
 - Risk Assessment (RA)
 - Restitution (R)
 - Restriction/Loss of Privileges (LP)
 - Police Contact (PC)
 - Substance Assessment (A)
 - Short-term Suspension (STS)
 - Long-term Suspension (LTS)
 - Emergency Expulsion (EE)
 - Expulsion (E)
 - Confiscation for Day (CD)
 - Confiscation Return to Parent (CP)

Serious Misconduct (Specified in RCW 28A.600.015 (6)(a)-(d)) :
 Any conduct which materially and substantially interferes with the educational process is prohibited. However, the following infractions have been judged to be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school (s) that students may be subject to an emergency expulsion and/or suspension (short term or long term) for a first-time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline if they so decide. This may include restitution for property damage or loss and/or restitution to victims if appropriate. All of the following acts are specifically prohibited on school grounds, school-sponsored transportation, (including authorized school bus stops), at school events off . *Behavior that adversely impacts the health or safety of other students or educational staff* is considered serious misconduct. **RCW 28A.600.015 (6)(a)-(d)** Please see the [Procedure 3241P](#) linked here for a detailed list of behaviors that are considered exceptional./serious misconduct which includes:

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Severe/ Persistent
Arson	Lighting a fire, causing any fire to be started, or setting fire to school property. This also includes falsely setting off a fire alarm.	EE/STS/ PC/R/LP	EE/LTS/ PC/R	EE/E/LTS/ PC/R
Assault	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	EE/STS/PC/ LP	EE/LTS/PC	EE/E/LTS/ PC
Dangerous Weapons and Other Unsafe Items	Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district- approved plays or school activities.	EE/D/STS/ PC/LP	EE/STS/ LTS/PC	EE/E/LTS/ PC
Drugs/Alcohol Possession Use Paraphernalia	Possessing, using, or being under the influence of drugs/alcohol before at- tending school, on school grounds, on school transportation, or during school sponsored events on or off campus. This includes inhalants, prescription drugs beyond a daily dose, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Possessing paraphernalia includes any item that can be used to ingest or conceal drugs or alcohol.	EE/STS/ A/PC/LP	EE/STS/ LTS/A/PC	EE/LTS/ RA/PC

Code of Conduct - Discipline - Policies 3240, 3241, 4200, 4210, 4215 & 5201

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Severe/ Persistent
Drugs/Alcohol Sell, Buy, Transfer	Transferring, selling, sharing, or solicitation of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.	EE/STS/A/ PC/LP	EE/STS/ LTS/A/PC	EE/LTS/ RA/PC
Firearms/ Explosive Devices	Possessing, threatening to use, or using a firearm on school property, school- provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which a projectile may be fired by an explosive. It also includes any form of explosive or gas device.	EE/E/PC/LP	EE/E/PC	EE/E/PC
Harassment, Intimidation, Bullying	Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act: physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.	D/RC/LP	EE/STS	EE/LTS
Illegal Acts	An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.	EE/STS/PC /R/LP/RC	EE/STS/LP/ LTS/PC/R	EE/E/LTS/ PC/R
Immediate Danger and Disruption	Engaging in behavior such that the student's presence poses an immediate and continuing danger to the student (including harm to self/suicidal ideation), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process.	EE/D/PC/RC	EE/STS/A/ PC	EE/LTS/E/ A/PC
Sexual Harassment	Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including: offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.	D/RC/LP	EE/STS/PC	EE/LTS/PC
Threats	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.	D/RC/LP	EE/STS/A/PC	EE/LTS/A/ PC

Code of Conduct - Discipline - Policies 3240, 3241, 4200, 4210, 4215 & 5201

Other Forms of Misconduct

Other forms of misconduct including but not limited to those listed below may result in corrective action ranging from possible suspension, expulsion, restitution, or referral to law enforcement authorities or other agencies

Violation	Definition	Minor/Initial	Moderate/Repeated	Severe/Persistent
Academic Dishonesty/ Plagiarism	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	D/RC/LP/ LOSS OF CREDIT ON ASSIGNMENT	D/RC/ LOSS OF CREDIT ON ASSIGNMENT/ Class Grade may drop one letter	STS/LTS/LOSS OF CREDIT ON ASSIGNMENT/ Student may lose class credit
Alteration of Records	Falsifying, altering, or destroying a school record or any communication between home and school.	D/LP	EE/STS	EE/STS
Attendance/ Truancy/Tardy	Being absent or tardy from classes without an approved excuse.	D/RC/LP	D/RC/LP	D/RC/LP
Closed Campus	SWHS/SWA/SWMS/SWES—North and South Campuses are closed campuses. Once students arrive by bus, or private vehicle, they are to remain on campus until the end of the school day. Students leaving school early for any reason must check out through the attendance office. Failure to do so will result in disciplinary action.	D/LP	D/LP	D/LP/STS
Disruptive Conduct - Behavior/PDA	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Including, but not limited to, profanity, insubordination, non-compliance, excessive public displays of affection and disrespect.	D/RC/LP	EE/STS/PC	EE/LTS/PC
Dress Code	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material disruption of the educational process at the school. Dress or appearance that contains profanity; degrades a sex, race or creed; promotes condones or glamorizes drugs, alcohol, tobacco, violent behavior, gang activities or sex is not allowed. Sunglasses shall not be permitted to be worn at anytime inside the buildings.	CHANGE CLOTHES/ LP	D/RC + CHANGE CLOTHES	EE/STS
Driving/Parking Infractions	The act of driving in a dangerous or unsafe manner or otherwise putting the safety of others or themselves at risk. This also includes parking in areas that are not designated for student parking. Violations will result in loss of driving privileges. Cars parked illegally will be subject to being towed.	D/R/LP	D/R/LP/PC	D/R/LP/PC/ STS
Endangerment of Others	Acting in a manner that endangers students, staff, or community members, including but not limited to the use of skateboards, roller blades etc.	D/RC/LP	EE/STS/PC	EE/LTS/PC
Extortion/ Blackmail and Coercion	Extorting or attempting to extort any item, information, or money.	D/RC/LP	EE/STS	EE/LTS
Fighting	Engaging in or provoking a physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.	D/RC/LP	EE/STS/LTS	EE/LTS
Forgery	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects.	D/RC/LP	EE/STS	EE/STS
Gambling	Engaging in games of chance that involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.	D/RC/CD/L P	EE/STS/CP	EE/STS/CP

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Severe/ Persistent
Gang Activity	Engaging in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership that, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.	EE/D/P C/LP	EE/STS/PC	EE/LTS/E/ PC
Hazing	Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.	EE/D	EE/S	EE/LTS/E
Interfering with School Investigation	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.	D/RC	EE/STS	EE/STS
Lying	Telling or writing untruths to staff.	D/RC	STS	STS
Restricted Area/Out of Bounds	The following areas are considered restricted, and students are not to be in these areas during the day, at any time, without prior permission: all parking lots, any area behind the school, football stadium, track, baseball fields, dugouts and surrounding areas, community parks, any wooded areas, tennis court areas, or other areas as designated or communicated through the bulleting or other formal modes of communication.	D/ RC/LP	D/LP	STS/PC
Prohibited Use of District Network and Digital Resources	Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the Student Acceptable Use Procedures (AUP). This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g. proxies, https, special ports, modifications to district browser settings, logging into a remote computer from the District network, and any other techniques designed to evade filtering or enable the publication of inappropriate content).	D/R/LP	EE/STS/PC/ R/ LP	EE/LTS/P C/R/ LP
Theft/Robbery	Stealing school district property or the property of a staff member, student, or school visitor. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force.	D/R/RC	EE/STS/R/P C	EE/LTS/R/ PC
Tobacco and Smoking Paraphernalia	Possessing, using, or distributing of any tobacco product, or chemicals, devices (e.g. e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances or is used in conjunction with smoking (e.g. Matches and lighters)..	D/DIVE RSION	STS/ DIVERS ION	STS/A
Unauthorized Use of Cell Phones or other Electronic Devices	Using cell phones and other personal electronic devices in classrooms/during the school day without authorization.	CD/CP	CP	D/CP
Unauthorized Use of Equipment	Using computers and other equipment (cameras, audio recorders, etc.) during the school day without authorization. Photographs, video, and audiotapes may not be shared or published without permission. Inappropriate materials or websites may not be accessed or displayed.	CD/CP	STS/CP/LP	LTS/CP/LP
Vandalism/ Destruction of Property	Intentionally destroying, damaging, or defacing school or personal property. This includes tampering with equipment or supplies or displacing property.	RC/R/D	EE/STS/R/P C	EE/LTS/ R/E/ PC
Vulgar or Lewd Conduct/ Profanity	Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication.	D/RC	EE/STS	EE/STS
Willful Disobedience, Failure to Cooperate, and Disrespect	Repeatedly failing to comply with or follow reasonable, lawful, directions or requests of teachers or staff. This includes non-compliance, defiance, and disrespect.	D/RC	EE/STS	EE/LTS

Code of Conduct - Discipline - Policies 3240, 3241, 4200, 4210, 4215 & 5201

The possibly disciplines that a student may receive in grades 6-12 include:

- **Discipline (D):** Any action taken by the District in response to a violation of behavioral expectations which may include, but is not limited to exclusion, detention, missed recess, restorative practices etc.
- **Restorative /Conference s(RC):** Restorative Practices and/or conferences
- **Risk Assessment (RA):** As part of a behavior agreement, a student may have the option to attain a risk assessment .
- **Restitution (R):** Repairing /Amending the damages (including but not limited to monetary reparations or replacement)
- **Restriction/Loss of Privileges (LP):** Student may be restricted from, and or loose their privilege to attend, school functions including but not limited to extracurricular events (e.g. dances, athletic events, senior graduation events etc).
- **Police Contact (PC):** SWSD reserves the right to call 911 and have the Langley Police, Island County Sheriff, Fire Department, or whomever else the dispatch may determine is needed for a specific situation. Students, staff and families are responsible for any consequences that result from this contact.
- **Substance Assessment (A):** As part of a behavior agreement, a student may have the option to attain a substance assessment .
- **Short-term Suspension (STS)** Denial of right of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes. Short-term suspensions (STS) are for no more than ten consecutive school days. .
- **Long-term Suspension (LTS)** Denial of right of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes. Exceeds ten consecutive school days.
- **Emergency Expulsion (EE)** The removal of a student from school because the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process. An emergency expulsion (EE) may be imposed to allow administrators to fully investigate the situation and impose any appropriate disciplinary or corrective action.
- **Expulsion (E)** Denial of admission to the student's current school placement in response to a behavioral violation
- **Confiscation for Day (CD)** Any item posing a threat to the educational process may be confiscated and kept in the office till the end of the school day.

Educational Services During Discipline: [See 3241P](#)

Students should email their teachers for assignments missed during discipline.

Students must be provided an opportunity to receive educational services during a suspension or expulsion and should not be prevented from completing subject, grade-level, or graduation requirements as a result of discipline.

Reasonable efforts should be made to return the student to the student's regular educational setting as soon as possible and allow the student to petition for readmission at any time consistent with the section on readmission within this regulation.

Students may return to their regular educational setting following the end date of the suspension or expulsion, unless an exception is made consistent with District policy.

In grades ITK-5, our Positive Behavioral Intervention System (PBIS) promotes positive resolutions to problem behavior. In the event that the problem solving does not resolve behaviors, the following steps may be taken; each progressive step involves the previous steps consequences.

TIER	LEVELS OF PROBLEM BEHAVIORS WITH RESPONSES AND ACTIONS
1	<p>Teacher Managed. Referral not necessary as long as student redirects to desired behavior.</p> <p>Examples: Preparedness, Work refusal, Electronic devices, Minor classroom disruption, Inappropriate language, Low intensity (brief) defiance, disrespect, non-compliance, insubordination, Non-serious physical contact, Non-serious misuse of electronics/technology, Non-serious misuse of property</p> <p>Classroom management – classroom level interventions/consequences</p> <p><i>Teachers use the following interventions to help the students change behavior in the classroom. If these interventions are successful, referral to the school administrator may not be necessary.</i></p> <ul style="list-style-type: none"> • Re-teaching expectations • Use of Student Problem-Solving worksheet • Seat change • Parent contact • Teacher conference • Student mentoring • Loss of recess • Loss of privileges • Referral for positive support group • In-class time-out • Time out in another classroom setting • Reinforcement of appropriate behaviors • Written reflection about incident • Before or after school detention • Behavior contract • Collaborative problem solving • Restorative Circle (facilitated approach to helping students discuss and make amends when issues arise) • Use of calming corner in the classroom
2	<p>Minor Behavior Referral: Teacher managed or student support specialist. Potential administrative intervention if repeated behavior. Referral to the school administrator option.</p> <p>Examples: Repeated Tier 1 behavior, Preparedness, Work refusal, Electronic devices, Minor classroom disruption, Inappropriate language, Low intensity (brief) defiance/disrespect/non-compliance, insubordination, Non-serious physical contact, Non-serious misuse of electronics/technology, Non-serious misuse of property</p> <p>Appropriate when Level 1 intervention/consequence has been ineffective</p> <p>Teachers use the following interventions to help the students change behavior in the classroom.</p> <ul style="list-style-type: none"> • Parent/guardian involvement • Phone call/letter to parent or guardian • Confiscation of item • Supervised time-out outside of classroom • Conference with parent or guardian • Behavior contract • Teacher and/or administrator conference with student and/or parent • Referral for counseling • loss of privileges • Parent contract • Parent/Guardian accompany student to school or classes • Conflict resolution • Peer mediation • Class/ schedule change • Restorative Circle (facilitated approach to helping students discuss and make amends when issues arise) • Lunch Detention • Before or Afterschool • Referral for positive group
3	<p>Major Behavioral Referral: Required Administrator Referral. Required contact with parent.</p> <p>Examples: Repeated Tier 2 behavior, Fighting/Assault/Inciting a fight, Illegal activities (theft, drugs, weapon(s), alcohol, tobacco, Harassment, intimidation, bullying, or inciting drama, Property damage, Unwanted physical contact, Verbal/physical aggression to student or staff, Blatant insubordination, Significant disruption to the learning process, Unsafe behavior to self or others, Leaving school grounds.</p> <p>Appropriate when Level 2 intervention/consequence has been ineffective</p> <p>Referral to school administrator required and parent/guardian notification</p> <ul style="list-style-type: none"> • Suspension (1-5 days) for serious safety issues • In-school suspension • Decision-making room • Loss of privileges (recess, etc...) • Lunch detention • Before / afterschool suspension • Community Service for school (helping clean up cafeteria, etc...) • Alternative Programs • Collaborative problem solving • Long term suspension (more than 10 days) cannot be imposed on a K-4 student , unless it is a firearm violation.

FINAL - Board Approved 1/25/23
 Updated for typos 1/6/25, 3/5/25

South Whidbey School District 2025 - 2026 Instructional School Calendar

Non-School Days

Aug 27-28 Staff Inservice - Conference (No Students)
 Sept 1 Labor Day Observed
 Nov 11 Veterans' Day Observed

Nov 24-26 No School for K-8 (Conferences)

Nov 27 & 28 Thanksgiving Break
 Dec 22 - Jan 2 Winter Break

Jan 1 New Years Day Holiday Observed
 Jan 19 Martin Luther King Observed

Jan 26 Semester Break - Teacher Inservice
 Feb 16 President's Day Observed
 April 6-10 Spring Break

May 25 Memorial Day Observed
 June 12 Staff Inservice Day

△ May 22, June 12 & 15 No School UNLESS Snow Day Make Up
 June 19 Juneteenth Observed

Early Release Days

Sept 3,10,17,24
 Oct 1,8,15,22,29
 Nov 5,12,19
 Dec 3,10,17
 Jan 7,14,21
 Feb 4,11,18,25
 March 4,11,18,25
 April 1,5,22,29
 May 6,13,20,27
 June 3,10

Early Release Times*

South Whidbey Grades 6-12: 1:20pm
 South Whidbey Grades K-5: 1:30pm

Half Day Release Times

South Whidbey Grades 6-12: 11:50am
 South Whidbey Grades K-5: 12:00pm
Half Day Release Days
 11/26 (9-12), 1/22 & 23 (K-12), 6/11 (K-12)

Dates to Remember

Sept 2 First Day of School
 Nov 3 End of First Quarter
 Nov 24-26 K-8 Parent/Teacher Conferences
 Nov 26 (No School K-8) (Half Day 9-12)
 Jan 23 End of Semester
 March 31 End of Third Quarter
May 22, Jun 12 & 15 Possible Snow Make-up Days
 June 6 High School Graduation
 June 11 Last Day of School!

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
		3	4	5	6	7
	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September 2025						
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28	29	30				

October 2025						
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November 2025						
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23	24	25	26	27	28	29
30						17

December 2025						
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January 2026						
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February 2026						
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March 2026						
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28	29	30	31			

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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May 2026						
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17	18	19	20	21	22	23
24	25	26	27	28	29	31
						19

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

CALENDAR BASED UPON ORIGINAL BOARD APPROVED CALENDAR - SUBJECT TO CHANGE