

**SOUTH KITSAP HIGH SCHOOL
2025-2026
Student Handbook and Planner**

Contact Information
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<p>Name _____</p> <p>Grade Level _____ Student I.D. _____</p>

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Welcome

Welcome Wolves to a new school year and a fresh opportunity for personal and academic growth. There is nothing more important than preparing for the future you want. Remember that successful students:

Come to school every day.
Make academics a priority.
Get to know their teachers.
Ask for help.
Join a club or sport.

To help you stay organized and use your time effectively, please use this planner daily and take advantage of all our school has to offer.

It is critical we provide a safe learning environment for all students and staff. This planner has guidelines to ensure a safe and productive school environment is in place. These guidelines apply immediately before, during and after school hours, any time on school grounds, and at all school related events including before and after school activities. School rules may be enforced off school grounds if students materially and/or disrupt the educational process and relate to school issues.

At South Kitsap High School, we have talented teachers who spend hours planning experiences to engage you in learning. We use research-based best practices to support the belief that all students must graduate from SKHS prepared for the demands of postsecondary education, meaningful careers, and effective citizenship. Please collaborate with your teacher to understand course material you need to be successful in your classes.

We are honored to serve as your administrators. It is a privilege to be part of a community where teachers and students care for each other and strive to build positive relationships that support academic and social growth.

Make it a momentous year.
Go Wolves!
SKHS Administrative Team

MY COUNSELOR: _____


MY DEAN: _____

MY ASSISTANT PRINCIPAL: _____

MY SCHEDULE

1 st Sem	A Day	Class: Teacher: Room #:	1	2	3	4
	B Day	Class: Teacher: Room #:	5	6	7	8
2 nd Sem	A Day	Class: Teacher: Room #:	1	2	3	4
	B Day	Class: Teacher: Room #:	5	6	7	8

BELL SCHEDULES

SKHS BELL SCHEDULE	ASSEMBLY SCHEDULE
<p style="text-align: center;">REGULAR SCHEDULE</p> <p>1st bell 7:15</p> <p>1/5 Block 7:25-8:45</p> <p>2/6 Block 8:55-10:25 (WTV 10:15-10:25)</p> <p>3/7 Block 10:35-12:30</p> <p style="padding-left: 40px;"><i>1st Lunch 10:35—11:05</i></p> <p style="padding-left: 40px;"><i>2nd Lunch 11:15—11:45</i></p> <p style="padding-left: 40px;"><i>3rd Lunch 12:00—12:30</i></p> <p>4/8 Block 12:40-2:00</p>	<p>1st bell 7:15</p> <p>1/5 Block 7:25-8:30</p> <p>2/6 Block 8:40-9:55 (WTV 9:45-9:55)</p> <p>3/7 Block 10:05-11:45</p> <p style="padding-left: 40px;"><i>1st Lunch 10:05-10:35</i></p> <p style="padding-left: 40px;"><i>2nd Lunch 10:40-11:10</i></p> <p style="padding-left: 40px;"><i>3rd Lunch 11:15-11:45</i></p> <p>4/8 Block 11:55-1:00</p> <p>Assembly 1:05-2:00</p>
<p style="text-align: center;">LATE START WEDNESDAY</p> <p>1st bell 8:00</p> <p>1/5 Block 8:10-9:20</p> <p>2/6 Block 9:30-10:45 (WTV 10:40-10:45)</p> <p>3/7 Block 10:55 -12:40</p> <p style="padding-left: 40px;"><i>1st Lunch 10:55—11:25</i></p> <p style="padding-left: 40px;"><i>2nd Lunch 11:35—12:05</i></p> <p style="padding-left: 40px;"><i>3rd Lunch 12:10—12:40</i></p> <p>4/8 Block 12:50-2:00</p>	<p style="text-align: center;">2 HOUR DELAY</p> <p>1st bell 9:15</p> <p>1/5 Block 9:25-10:20</p> <p>2/6 Block 10:30-11:50</p> <p style="padding-left: 40px;"><i>1st Lunch 10:30—11:00</i></p> <p style="padding-left: 40px;"><i>2nd Lunch 10:55—11:25</i></p> <p style="padding-left: 40px;"><i>3rd Lunch 11:20—11:50</i></p> <p>3/7 Block 12:00—1:00 (WTV 12:00-12:10)</p> <p>4/8 Block 1:10—2:00</p>
<div style="text-align: center;">  </div>	<p style="text-align: center;">EARLY DISMISSAL</p> <p>1st bell 7:15</p> <p>1/5 Block 7:25—8:05</p> <p>2/6 Block 8:15—9:00 (WTV 8:55-9:00)</p> <p>3/7 Block 9:10—9:50</p> <p>4/8 Block 10:00—10:40</p> <p>(No Lunches)</p>

Please note there is no Late Start/Collaboration on 2-hour delay or Early Dismissal schedule days.

DIRECTORY

Administrative and Counseling Staff

Principal.....Melissa Super-Greene
Assistant Principal, Last Names: A-DZ Scott Yingling
Assistant Principal, Last Names: E-KN Freda Evans
Assistant Principal, Last Names: KO-RA.....Chris Franklin
Assistant Principal, Last Names: RE-Z..... Charla Cole
District Athletic Director.....Lindsey Foster
Dean of Students..... Michelle Duchene, Marcus Logue, Tami Lester Dame
Counselor, Last Names: A-BAshley Kasten
Counselor, Last Names: C-FESasha Puckett
Counselor, Last Names: Fi -HOOSherri Fauver
Counselor, Last Names: HOP-MAPNick Lyon
Counselor, Last Names: MAR-PEJanna Viergutz
Counselor, Last Names: PH-SP Tawni Chinchilla
Counselor, Last Names: ST-Z Paige Puryear
Career & Technical Education (CTE) Director (Armory)..... Sara Hatfield
Career Technical Education (CTE) Assistant Director.....TBD
Career & Guidance Specialist.....Susie Nass
ASB Advisor Keira Merwine
Psychologists Tracy Connick, Amanda Rawle, Denise Stein
School Nurse Jodi Freeman/Jen Dempsey

Office Support Personnel

Administrative Assistant / Activities & Athletics Kerri Mueller
ASB Bookkeeper Sam Arkin
Attendance Specialists Melanie Evans, Erin Macy
Bookroom Coordinator Stephanie Theumer
Career Center Coordinator.....Nichole Millet
Computer Lab Coordinator, Library Laura Jordan
Counseling Office AssistantAlysia Gutierrez
Office Coordinator / Principal's Secretary..... Emma LaDeaux
Office AssistantTBD
Career & Technical Ed. (CTE) Administrative Asst Heidi Dusek, Armory
Career & Technical Ed. (CTE) Bookkeeper Jessica Andersen, Armory
Receptionist / Main Office Assistant Jana Vaca
Registrar / Student Records ManagerMeredith Shanley
Security Lee LaDeaux, Katie Kraus, Scott Camacho
Staff Administrative AssistantFelicia Dorce
Student Records & Scheduling SpecialistRebecka Greene

2025-26 ASB Officers

EXECUTIVE ASB:

President Charles Scott
Vice-President Vianney Gonzalez
Secretary Annika Theumer
Treasurer Adam Nguyen
Public Relations
..... Devonece Ives-Simmons
Senator Marissa Henry
..... Jesse Billings
..... Aiden Juarez
..... Aryanna Foote
Commissioner Lanie Smith
..... Lexie Hardin
..... Princess Yamomo
..... Tim Mosby

SENIOR CLASS:

President Tristin Hettinger
Vice-President Makayla Kasten
Secretary
Treasurer Katelynn Warner
Public Relations
Senators Tiffany Lee
.....

School Fight Song

On South Kitsap-On South Kitsap!
On to Victory,
Fight the (____) off the field boys-
Fight with merry glee-
RAH-RAH-RAH
On South Kitsap-On South Kitsap!
Fight on to your fame.
Fight fellows, fight-fight-fight
We'll win this game!
V-I-C-T-O-R-Y
Victory, Victory, SK High!

JUNIOR CLASS:

President Quincy Willson
Vice-President Alara Medina
Secretary Johnnie Gilder
Treasurer
..... Brendan Grandmason-Landers
Public Relations Ashlin Sergent
Senators Grant Gooding
..... Ian Pyatt Hofman

SOPHOMORE CLASS:

President Mia Billings
Vice-President Sofia Serrato
Secretary Rachel Jennings
Treasurer Nicole Raebig
Public Relations Larah Duque
Senators Sophia Spears

FRESHMAN CLASSES:

Cabinet Members – Alee Lucas,
Erin Smith, Lillian Jordan, Ayla
Aldridge, Paige Beam, Ryder
Roark, Mia Greseth, Bailey
McCrea, Matthew Lovejoy.

Alma Mater

Hail to thee, our Alma Mater
We stand true to thee.
Maroon and white
And with thy guidance
We will never fail.
Win or lose.
We will stand by thee.
Firm and loyal, too
South Kitsap, our Alma Mater
Hail, all hail to you!

Athletics/Activities

Athletic Director.....	Lindsey Foster
Administrative Assistant-Activities & Athletics.....	Kerri Mueller
Basketball Coach	Men's..... Anthony Lewis
	Women's Dexter Clark
Baseball Coach	Nick Kenyon
Bowling	Lee La Deaux
Cross Country Coach.....	Ed Santos
Flag Football Coach.....	Cody McCulley
Football Coach	Sean Banks
Girls' Fastpitch Coach.....	Bobby Lawrence
Golf Coaches... ..	Men's Karly Easterday
	Women's Karly Easterday
Soccer Coach.....	Men's Bill Conley
	Women'sRandi Gunyan
Swim.....	Men's Mark McBride
	Women'sNicole Miller
Tennis Coaches	Men'sJosh Morton
	..Women'sJosh Morton
Track Coach.....	Men's Ed Santos
	Women's.....Paul Zimmer
Volleyball Coach.....	C.J. Scott
Water Polo	Men's Kaishi Tomicich
	Women's Zack Fogel
Wrestling Coach.....	Men's.....Steve Hoyt
	Women's.....Quinn Ogan

Sport Statistician and Managers:

If you are interested in being a statistician or manager, please apply to the head coach.

Performing Groups:

Acting Ensemble Director	Aleks Merilo
Cheerleader Advisor	Jamie Ford
Dance Team Advisor	Lindsay Starr
Instrumental Music Director	Gary Grams
Sign Choir Advisor	Elizabeth Cordy
Vocal Music Director	Mike Allen

Clubs/Organizations

SKHS provides a variety of clubs and activities in which students are encouraged to become involved. For a full list of Clubs & Activities visit the high school website <https://skhs.skschools.org/activities/clubs>

3D WIT (Worlds and Interactive Technology) Trish Tierney	INTERNATIONAL CLUB Melissa Urushidani
ACADEMY MODELERS Williamson	JAPANESE HONOR SOCIETY Melissa Urushidani
AAPL Kiyanna Vega	JOURNALISM/PUBLISHING ...Theresa Meyers
ART CLUB Don Sandmann	JUST SERVE Wendy Wells
ART THERAPY (PIPA)S. O’Connell	KEY CLUB Valerie Sauer
ASB Keira Merwine	MAGIC THE GATHERING .R. Johnson
ASL CLUB Beth Cordy	NATIONAL HONOR SOCIETY Mandy Wood
ATHLETIC MEDICINE Hiatt, Spaulding	PICKLE BALL CLUBKaren Langhorn
AUTO TECH CLUBDave Watson	POETRY CLUB Kristina Colby
CERAMICS Jos Disney	PSYCHOLOGY CLUB Ryan Johnson
CHESS CLUB Matthew McIntyre	QSA (Queer Straight Alliance) Ryan Poppe
COSMETOLOGY/SELF CARE M. Quintanilla-Martinez	REALMWEAVERS GUILD .. Jillian Price
D & D Ben Emerson	SPANISH CLUB TBD
DECA Betsi Feider	SPEECH & DEBATETiffany Wilhelm
DRAMA CLUB Sarah Lloyd	STEM CLUB Stef Winslow
E-SPORTS Nick Lyon	SPECTRUM Hanna Fidecaro
FCCLA Maria Lazaro	THE WOODSHED CLUB Bressert, Winn, Allen
FFA Cook, Carter, Grimm	UNIFIEDFidecaro, Burks
GERMAN CLUB Bruce Lewin	YEARBOOK Theresa Meyers
INTERACT Jos Disney	

ACADEMICS

Graduation Requirements

The South Kitsap School District abides by state standards for graduation from SKHS. The state board sets minimum requirements for graduation (WAC 180-56-021) but gives local school boards authority to develop reasonable additional graduation requirements. Following are requirements for graduation:

Subject	Minimum Requirements For SKHS Diploma
English	4 credits
Math (through a minimum of Advanced Algebra or Equivalent)	3 credits**
Science (at least two Lab Sciences)	3 credits*
Social Studies	3 credits
World Language	2 credits++
The Arts	2 credits (1 credit++)
P. E.	.5 health credit 1.5 PE credits
Career Ed. Classes	1 credit
Electives	10 credits +
Totals	30 credits

* Universities require math or math-based science to be taken in the senior year.

** 3 years of math.

+ To include Washington State History, (WSH), if not previously taken and passed. Beginning with the class of 2016, WSH has been offered in 7th grade.

++ Students may substitute classes that meet their Personalized Pathway. Contact counselor for paperwork.

Semester courses = ½ credit Yearlong courses = 1 credit

The state minimum high school graduation requirements are:

1. High School and Beyond Plan— A High School and Beyond Plan includes, a career goal, an educational goal, a four-year high school course plan, identification of assessments necessary to achieve goals, and a plan for the year following graduation to meet their post-secondary education and career goals.
2. Complete a minimum number of credits in specific courses.
3. Pass state tests or approved alternative pathways to those tests.

State Mandated Assessments

Students will need to meet standard in English Language Arts (ELA) and Math or one of the state approved alternative pathways to earn a diploma.

The state-standardized transcript notes if the student met standard in English Language Arts, Math, Washington State History, and the High School and Beyond Plan and also notes if the student earned the Certificate of Academic Achievement.

**For more information about the Washington State High School graduation requirements check the high school website:

<https://skhs.skschools.org/learning/career-center> and click on Career Pathways.

Graduation Ceremony

In order to participate in South Kitsap High School commencement exercises, students must meet the requirements for graduation *prior* to the date of the exercise, be in attendance the second semester of the senior year and be in good standing with South Kitsap High School through the commencement date. Students are expected to wear professional dress and the appropriate cap and gown that meet school graduation regalia criteria communicated.

Grading Philosophy

PURPOSE OF GRADING

We believe the purpose of grading at SKHS is to inform teacher instruction while communicating and supporting student progress toward meeting specific learning standards through timely feedback.

RE-TAKES AND REDOS

We believe that multiple assessment opportunities should be provided to help students develop in their progression toward meeting specific learning standards.

- South Kitsap High School allows for students to retake/redo summative assessments under the following expectations:

- The student must make arrangements with an individual teacher within 6 school days (3 A-Days or 3 B-Days) of being absent for a major assessment, or from the date of receiving graded feedback from the teacher after taking/completing a major assessment.
- After student/teacher communication, the criteria for allowing the retake/redo will be determined and communicated by the teacher.

PURPOSE OF ASSIGNED COURSEWORK/HOMEWORK AND SUMMATIVE ASSESSMENTS

We believe the aim of assigned coursework/homework should be to develop confident learners through guided practice designed to build competency toward identified learning standards. In contrast, major (summative) assessments should reflect a student's level of mastery in relation to those identified learning standards after having practice and ample feedback. For this reason, we believe that the largest percentage of a student's grade should be based on the evidence of learning reflected in major assessments.

- CTE, P/V Arts, and PE may need to factor in participation as part of a student's grade.

Grading and Report Card Distribution

A grading system has been mandated by the State. Used in calculating grade point averages and rank in class, it is as follows:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7		

Grading Percentages:

A = 100-93	B+ = 89-88	C+ = 79-78	D+ = 69-68
A- = 92-90	B = 87-83	C = 77-73	D = 67-60
	B- = 82-80	C- = 72-70	

- Midterm grades will be posted approximately halfway through each semester, and available on Skyward Family Access.
- Final grades for 1st and 2nd semester will be available on Skyward Family Access. Families are notified by email when grades are available.

Final Exams

Tests/performance assessments will be scheduled during the last week of each semester. Students leaving early will be expected to make up tests/performance assessments. **Early finals are not allowed.** Makeup finals will be made available by the teacher and/or through the Main Office. Contact your grade level administrator to make arrangements.

Progress Reports

Parent/Guardian may request progress reports. Teachers will record this information in the Student Handbook/Planner. The student needs to present his/her planner to each teacher at the beginning of the period. Teachers will update Skyward grades throughout the grading period.

Schedule Corrections

Schedules are based on student selections made during the spring registration process. Students are given a preliminary schedule and the opportunity to make corrections prior to each semester. **Schedule corrections must be completed prior to the beginning of each semester.** Requests for specific teachers are not available. Dropping a class after the semester begins may result in a failing grade recorded on the transcript. A "no credit" may be available if the withdrawal is due to an emergency or medical reason. Once removed, a student may not return to the class for credit, nor will s/he be able to attend another class in its place.

Home Hospital Instruction

Up to three courses will be offered to students out of school for medical reasons. A doctor's authorization is required. See a counselor to request this service.

School Counselors

The purpose of the Counseling Office is to provide support services to the students with their personal, educational, and post-high school plans. Students are encouraged to take advantage of the many services offered by the Counseling Office, which include brief counseling services, community referrals, transitions, registration, graduation requirements, college entrance, financial aid, Running Start, and post high school planning.

Counselors: Listed by grade and alphabet at skhs.skschools.org

IN CRISIS?

988 Suicide and Crisis Lifeline
211 Community Resource Line

ATTENDANCE

South Kitsap District Policy

A student's attendance and/or participation are considered an integral part of the educational process. Tardiness and/or absences most often have an adverse effect upon the student's academic grade and/or credit. Attendance can also impact athletic eligibility. Refer to the [SKSD Family Handbook](#) for full policy details.

Each student shall be in school daily and report to his/her classes on time as scheduled. For the school-home partnership to be successful in supporting student achievement, parents/guardians must keep in touch with the school office staff, especially if their child is going to be absent, to ensure that absences are documented correctly and don't negatively impact the student's learning and progress. Students must attend all classes each day. The school records all absences and requires a note or call from parents/guardians to explain any absences within 5 school days. SKSD has "How sick is too sick?" guidelines to help families make the correct decision about keeping students home from school due to illness. Washington State Law discourages parents from requesting or excusing a student's absence for reasons other than his/her personal illnesses.

Excused Absences

The principal or a designated staff member decides if an absence is excused based on specific criteria. However, if a student misses more than 10% of the days anytime in the school year, parents/guardians must provide a note from a school or community health professional to excuse further absences.

Extended illness or extenuating circumstance: For planned extended absences (i.e., hospitalization), a parent letter should be given to the attendance office at least 5 days in advance. The student will be given a form to take around for each of their teachers' signatures and obtain a plan to help students keep up with schoolwork.

The following absences are considered extenuating circumstances, with documentation:

- ◆ Medical or dental reasons if excused with a medical practitioner's note.
- ◆ Court appearances if excused by a court document.
- ◆ Therapies if excused by a therapist's note.
- ◆ Bereavement with some type of documentation (i.e., Mass card, memorial brochure, etc.)
- ◆ Family emergency which is communicated to the class assistant principal.
- ◆ Religious observances

- ◆ School-sanctioned activities
- ◆ Short-term or long-term suspensions
- ◆ Military events pertaining to students or parents with documentation, (i.e.: students attending MEPS or official ceremonies for parents)

Parent/guardian communication is especially important to good attendance. If the school does not receive information about the absence within five school days, the absence will be designated as **UNEXCUSED**.

- ◆ 18-year-old students, with parent/guardian permission and approval of the Assistant Principal, may write their own excuse notes. **This privilege may be revoked if abused.** Students may obtain this form from the Attendance Office.

It is the student's responsibility to obtain all make-up work from their teachers immediately upon returning to school. Teachers may or may not allow students to make up work/tests missed due to skipping or unsafe behavior. Students should access Google Classroom to check for assignments and resources entered by the teacher. Some absences can be excused if they are related to religious instruction, bereavement, and a family member's military deployment. If a student is suspended or removed from class for disciplinary reasons, the absences are excused, and students have the right to complete missed work.

Unexcused Absences

A student absent from school without a valid reason or without informing the school is marked as UNEXCUSED. The school will contact parents/guardians to work together to improve student attendance.

Consequences for Unexcused Absences: After 5 unexcused absence days, the school will take steps to understand and reduce absenteeism, possibly involving assessments and interventions. If absences continue, the school may refer the student to a community truancy board or file a petition in juvenile court.

Tardies

Arrival to class after the bell is considered *tardy*. Students arriving late to school or any class past the first 10 minutes of the start of the class, must check in at the attendance office.

It is the expectation that students will arrive to class on time. Students who arrive after class starts create disruptions which result in the loss of learning time. Tardies are cumulative throughout the school day and semester.

Consequences for Tardies: 1st – 3rd tardy in one class will be documented warnings by the classroom teacher. On the fourth tardy, the student will receive a carbon slip stating that he/she will have 1 hour of after school detention the following day. The grade-level dean will assign the detention and communicate with the student regarding the tardy. Each tardy after the 4th in that one class will result in another hour of after school detention.

Unsafe Behavior/Skipping/Elopement

Defined as:

- Absent from any part of a class without permission.
- Abusing hall pass privileges (i.e., using more time than allowed, going someplace other than indicated on the pass)
- Leaving school without checking out at Attendance Office
- Failing to sign in/out of health room
- Acting on forged notes or forged phone calls
- Being in a restricted area
- Failing to sign in with the Attendance Office when arriving after 7:25 a.m.

The student who skips all day or any part of the day will be disciplined. Time and work missed due to skipping are recorded as unexcused absences and may have an adverse effect on a student's grade.

1 st Level	Conference with Dean/Administrator
2 nd Level	Conference with Dean/Administrator with detention assigned.
3 rd Level	Conference with Dean/Administrator with detention, Friday School assigned.

*Subsequent violations will result in progressive discipline for insubordination.

Student demonstrations or skip-days that cause absence from class and/or disrupt the educational process will be treated as a second level unsafe behavior or higher if previous unsafe behavior incidents have been recorded. South Kitsap High School does not sanction any skip day.

Off-Campus

A student who is leaving campus for a non-school activity **must check out through the Attendance Office** by bringing a note signed by a parent/guardian or a parent phone call. An "off-campus" will be counted as an absence from class. If the student returns to campus during the same school day s/he must check back in through the Attendance Office.

Early Release

Early-release students must leave campus immediately after their final class.

BEHAVIOR

School rules have been developed to encourage respect for self, others, and property. Students and staff must be guaranteed an environment that is safe. Mutual respect is the underlying principle in the classroom, in the hallways, and on school grounds. All rules will be publicized and equitably enforced. Refer to the [SKSD Family Handbook](#) for comprehensive conduct policies.

Progressive discipline is used to improve student behavior and guarantee due process. Infractions may result in discipline which includes warning, detention, removal from class, ban from extra-curricular activities including dances and sports events, short-term suspension, long-term suspension, or expulsion. Discipline may occur for offenses on school property, on school transportation, proximity to school grounds, bus stops and school-sponsored events. The South Kitsap School District Student, Family & Staff Handbook can be accessed online.

Students identified as having a disability or suspected of having a disability may have additional due process rights and safeguards. These safeguards will be taken into consideration when discipline is imposed. Special Education students will be disciplined under Special Education policy.

POLICIES

Alcohol, Drug and Tobacco

Use, Possession, and/or Sale or Distribution

According to the Drug-Free Schools and Communities Act, schools must be totally free of unlawful drugs and alcohol. No one is allowed to possess, transfer, sell, use, solicit, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school-sponsored event or activity.

Drugs include inhalants, prescription drugs beyond a daily dose, prescription medical marijuana (even if the holder has a valid medical marijuana card), marijuana-infused products, or marijuana concentrates, regardless of concentration, over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Students in violation of school policy and procedures will be subject to discipline and potential law enforcement.

Possession of Drugs/Alcohol, Use of Alcohol/Illicit Drugs/Marijuana

Students will not possess, use, or be under the influence of drugs/alcohol while walking/riding to/from school attending school, on school grounds, on school transportation, or during school sponsored events on or off campus.

Students will not transfer, buy, sell, or share, while walking, riding to/from school, or during school sponsored events on or off campus.

Paraphernalia Possession/Use

Students will not possess or use any devices (e.g., e-cigarettes, electronic hookahs, vaporizers, etc.) that may be used to deliver a banned or controlled substance such as tobacco, nicotine, drugs and/or alcohol. Includes any item that can be used to ingest or conceal tobacco, drugs and/or alcohol. All paraphernalia items will be assessed the same, regardless of the substance.

In the event that the recommendations of assessment are not followed (or the student fails to attend the Insight Class or Risk/Reduction class), the student will be placed on probationary status. Any future violation of any portion of South Kitsap School District Student Conduct Policy 3240 will be grounds for a long-term suspension.

In the event that the student and family is not in agreement with the results and recommendations provided by a single assessment agency, they may seek and provide a second opinion from a state-certificated drug/alcohol agency at parent/guardian expense. This assessment will only be considered valid if the second agency is provided with the documentation and findings of the initial assessment prior to the second evaluation.

Search and Seizure

Student privacy and searches of students are protected under their constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. However, searches may be conducted when there is reasonable suspicion to believe that the search will yield evidence of a student's violation of the law, district policy, or school rules. Student lockers are district property and subject to search with or without reasonable suspicion. Telephone (360) 874-7000 for assistance. (Policy 3230)

Assault/Fighting/Verbal Confrontation

Verbal confrontations and fights are a disruption to the regular school day and violate R.C.W. 28A.635.030. Inflicting, threatening, or attempting to inflict physical injury on another person, or mutual combat between two or more students is prohibited. A student who is not the principal aggressor in a fight, or who fails to withdraw from a fight as soon as reasonably possible, may also be guilty of assault. Any student taking pictures or video of a physical/verbal altercation or bullying incident or sharing a picture or video of a physical/verbal altercation, will result in discipline.

Campus Parking

All student parking on campus is prepaid, non-reserved parking. Parking is a privilege. This privilege can be revoked. Students must park in student parking only. When driving on campus all traffic rules and signs must be observed.

Student must possess a valid Washington State driver's license, current vehicle registration, and proof of insurance coverage. Student and parent must read and sign the Parking Consent Policy. The parking fee must be paid at the ASB Office. Vehicles parked in fire zones, in handicapped areas, blocking an entrance to any gated area may be impounded at owner's expense. South Kitsap High School is not responsible for any towing costs. Student parking permits may not be sold or transferred to another person. Any student that buys or sells a parking pass will be subject to disciplinary action.

1st offense:	\$10.00 fine
2nd offense/subsequent offenses:	\$20.00 fine
3rd offense:	Loss of parking privileges

The South Kitsap School District is not responsible for damage to, or theft from, vehicles parked on school grounds. Valuables should not be left in vehicles. Students who park vehicles off campus are not allowed to go to their vehicles during the school day.

Cheating/Misrepresentation/Forged Notes

Cheating includes, but is not limited to the following:

- Submitting any part of another person's work as one's own; plagiarism; copying another person's work, including sources from the internet.
- Making any effort to distribute class assignments or test information without teacher permission to another student (written or verbal).
- Misuse of any periodical, literary or internet source.
- Misrepresentation: giving a false, improper, or imperfect representation of facts; or failing to represent correctly or properly is prohibited.

Cheating infractions accumulate throughout high school career. Second or subsequent level does not have to be in the same class.

Closed Campus/Restricted Areas

South Kitsap High School is a **closed campus**, which means that students are required to remain on campus from the time of arrival until departure at the end of the school day, including lunches. If students use school transportation, they may not leave campus after arriving in the morning or before boarding the bus at the end of the school day. Students may not have visitors, and non-students may not be on campus during the school day.

Restricted Areas: During school hours, including lunches, students are not permitted in the parking lot, swimming pool area, tennis court area, athletic fields, the front lawn, sidewalk, or adjacent property. If a student needs to go to their personal vehicle during the school day, they must acquire a parking lot pass from the main office. Students may not sit in a friend's car during the school day. Student use of hallways will be restricted during lunch times. (Students are allowed in the Commons, on the home-side bleachers and walkway above the bleachers, and in the covered porch area in the front of the building). Students who enter restricted areas outside the building are considered truant.

Conduct

Any pupil who willfully performs or fails to perform any act which materially and substantially interferes with, or is detrimental to, the orderly operation of a school or school-sponsored activity or any other aspect of the educational process within the district, shall be subject to discipline, suspension or expulsion by authorized school personnel. Student conduct infractions are cumulative throughout the student's high school career and affect areas that extend to 1,000 feet of school district property and school-sanctioned events. Administrative discipline can enter at any level depending on the severity of the misbehavior/classroom referral.

Destruction of Property/Vandalism

A student shall not deface or otherwise damage the property of the school district, another student, an employee, volunteer, visitor, or contractor of the district while on or in the vicinity of school premises or at a school-sponsored event.

Displays of Affection

South Kitsap High School is a public place. We expect our students to conduct themselves accordingly. Inappropriate displays of affection are not acceptable. Continuing inappropriate behavior will result in school discipline.

Dress Code

Our goal at SKHS is to respect the individual desire of each student to dress comfortably and to express themselves through their clothing choices. Teachers and administrators need to be able to focus on instruction and the operation of the school without the additional and often uncomfortable burden of dress code enforcement. Since the primary responsibility for a student's attire resides with the student and parent/guardian, we want to be clear on what is considered acceptable and unacceptable school attire.

Students should NOT wear:

- Clothing that depicts or advocates violence or criminal activity

- Symbolism that creates a hostile or intimidating environment (i.e. – confederate flags, swastikas are not appropriate for school)
- Clothing with images or language depicting alcohol, drugs, pornography, profanity, weapons or hate speech.
- Sunglasses, full face masks (medical masks worn for health reasons are fine)

Students must wear:

- Top: Shirt/dress
- Bottom: pants/sweatpants/shorts/skirt/leggings
- Shoes and clothing appropriate for the courses they are taking (PE, science labs, shop classes, or other activities where unique hazards or specialized attire is required)
- Clothing that covers undergarments and private body parts (Visible straps of undergarments worn under clothing are permitted.)

For a school dress code to be effective, it must be consistently and equitably enforced. Enforcement of the dress code will be gender-neutral and every effort will be made not to have such enforcement impact the education of a student.

Firearms on School Premises

A school district must expel a student for no less than one (1) year if the district has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. The school district superintendent may modify the expulsion on a case-by-case basis. A school district may suspend or expel a student for up to one (1) year if the student acts with malice, as defined under RCW 9A.04.110, and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. These provisions do not apply to students while engaged in a district authorized military education; a district authorized firearms convention or safety course; or district authorized rifle competition. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations.

Dangerous weapons include, but are not limited to, the following:

- Any firearm (replica, air gun, [BB's, pellet or other projectile] discharged by compressed air, carbon dioxide, other gas or spring)
- Any knife
- Any club
- Knuckles
- Leaded gloves

Chains

Padlock/bandana combination.

- Weighted striking devices.
- Any martial arts fighting device (stars, forks, swords, nun-chu-ka sticks)
- Firecrackers
- Lighters
- Any item used in a harmful/threatening manner to student/staff safety.

Gang Activity or Affiliation

Gangs are groups that identify themselves in some negative manner, generally with signs, symbols, and dress, and engage in criminal activity. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance or school routine of another student shall be subject to disciplinary action under misconduct and may be entered at any level depending upon the circumstances.

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 by sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal by a person with a disability, or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- Physically harms a student or damages the student’s property.
- Has the effect of substantially interfering with a student’s education.
- 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.

Insubordination

Any student who fails to follow reasonable directions of a staff member or interferes in the duties of a staff member will be subject to discipline. This includes giving false information or omitting information to the staff, which would inhibit the performance of their duties.

Self-Harm

Any perceived or identified self-harm will constitute immediate notification of parent, family, or guardian by school personnel.

Slurs

A “slur” is speech, for example, epithets, threats, verbal abuse, use of profanity or derogatory comments, includes spreading rumors, jokes, notes, stories, graffiti, drawings, pictures, or gestures, that make reference to real or perceived ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics. Use of slurs is unacceptable and will result in disciplinary action.

Theft

Stealing or assisting in stealing of private property, school district property, or information (tests, quizzes, school keys, grade books, technology, etc.) will be subject to disciplinary action.

Transportation Infractions

Any misconduct by a student, which in the opinion of the bus driver is detrimental to the safe operation of the school bus or endangers the safety or welfare of fellow students, may be sufficient cause for suspension of bus riding privileges. In addition, when a student refuses to give his or her name to a school bus driver upon request, the student will be advised that he/she will not be permitted to ride a school bus to or from school the next day or until there is a meeting with the appropriate administrator, driver, student, and parent.

CONSEQUENCES

Academic Dishonesty/Plagiarism

- Staff referral, parent contact, administrative conference, and Friday School
- Subsequent acts of cheating in the future may impact credit for classes.

Alcohol, illicit substances, or mind-altering substances (possession or use)

- Suspension, exclusion, or emergency removal, dependent on severity; referral to drug and alcohol interventionist.
- Law Enforcement may be contacted.

- Child protective services may be contacted.

Alcohol, vapes and vape juice, illegal drugs, or mind-altering substances (sell and/or distribute)

- The student will be placed on emergency removal.
- Law enforcement will be contacted.

Assault/Fighting

- Suspension, exclusion, or emergency removal, dependent on severity.

Taking pictures/video of a physical/verbal altercation or bullying situation:

- | | |
|------------------------|--------------------------------|
| 1 st level: | Friday School |
| 2 nd level: | 3–10-day short term suspension |

Sharing pictures/video of physical/verbal altercations or bullying situation:

- Short term suspension 1-10 days, depending on the specific situation.

Closed Campus/Restricted Areas Violation

- | | |
|------------------------|---------------|
| 1 st level: | Warning |
| 2 nd level: | Detention |
| 3 rd level: | Friday School |

- Subsequent violations will result in progressive discipline for insubordination.

Electronic Devices (See Personal Property)

1st level: Dean conference. Device will be kept in a secure location for the school day. Student will be permitted to pick up the device in the office after the school day has ended. Incident will be documented.

2nd level: Dean conference. Parent/guardian will be contacted. Student will be permitted to pick up the device in the office after the school day has ended. Incident will be documented.

3rd level/subsequent offense(s): Detention assigned. Parent/guardian must pick up the device. A plan will be created with parent and student, such as keeping the device at home or checking in at the office upon arrival. Incident will be documented.

Failure to Complete Detention

- Time doubled or Friday School
- Subsequent violations will result in progressive discipline for insubordination.

Forgery/Alteration of Records or Document/False Report

(See Cheating/Misrepresentation)

- 1st level: Friday School and parental notification
- 2nd level: Administrative conference with parent

Gang Activity or Affiliation

- Any gang affiliation shall be subject to disciplinary action according to the misconduct section.

Harassment, Intimidation, and Bullying

- Fact finding investigation will be conducted with appropriate progressive discipline assigned.

Insubordination/Disruptive Behavior/Misconduct

- 1st level: Removal from class period; warning; parent contact
- 2nd level: Detention or Friday School
- Possible suspension, depending on severity.

Tobacco, e-cigarette, or facsimile (possession or use)

- Friday School; referral to drug and alcohol interventionist
- Subsequent violations will result in progressive discipline for insubordination.

Theft

- Suspension or emergency removal, depending upon the situation; restitution and police referral, depending on severity of the theft.

GENERAL INFORMATION

Our primary objective is to provide a safe school environment. We will **do everything possible** to ensure safety for every student and staff member. Success can only occur through a cooperative spirit among staff, students, parents, and community members. We expect every student to be courteous, honest, respectful, punctual, and have a positive work ethic. These traits are critical for success.

Accident/Emergency Situations/911 Calls

Every accident on school grounds or at school-sponsored events must be reported immediately to the staff person in charge or available school authority. School staff will try to reach a parent/guardian if a severe injury occurs. All serious conditions or injuries will result in 911 calls by administrative staff.

Medical and emergency transportation costs are the responsibility of the parent/guardian.

Assemblies

Throughout the year, the administration, faculty, and students will provide educational and morale-boosting assemblies. Assemblies must be approved and scheduled through the ASB/Activities Coordinator and ASB/Activities Principal. Assemblies are an integral part of the school day. **All students and staff are required to attend the assembly or an approved alternative option or activity.**

Balloons and Flowers

Due to our large enrollment and the safety of our students and staff, we are unable to accept delivery of balloons, flowers and gifts, including food and treats. Thank you for your cooperation.

Career Center

6:45 a.m. – 2:30 p.m., or by appointment

The Career Center offers extensive resources to assist students with their high school and post-high school career and educational plans. We offer *XELLO*, a comprehensive Internet-based resource that you and your parents can access from any Internet-connected computer, as well as in the Career Center. Completing your High School & Beyond plan via Xello is a Washington State graduation requirement.

The Career Center can be used to explore specific career wage and education options, choose a possible career pathway, help select a college, and search for scholarships. SAT, ACT, ASVAB and FAFSA resources/help can also be found here.

Resume writing examples and interview preparation hints are available, as well as opportunities to develop job skills and explore career options. Information is also available about PSNS, Work Study/Helper applications and other Apprenticeship resources. Students should listen to the daily announcements for special-interest workshops, military and college visitations, field trips, and other Career Center activities.

Cell Phones and Other Personal Electronic Device (PED) Policy

The South Kitsap School District provides educational digital learning devices (Chromebooks) to all secondary students. These need to be charged before they are brought to school each day.

Cell phones can be great tools, and our goal is to promote positive digital citizenship; responsible use of cell phones at appropriate times is part of this effort. When in class, student learning is the top priority and cell phones have proven to be a major distraction to the classroom environment when not used for specific educational purposes. For this reason, **any cell phone or (PED), being used for non-educational purposes must be put away and not visible during class time.**

**We ask that any parent/guardian wishing to reach their student during the school day to please call the main office at 360-874-5600 and a note will be delivered to that student with either a message or a request to text/call. At this point, if the message is a request to call, a student may obtain teacher permission to either step in the hall and call on their cell phone or come to the main office and call.

- Students may use phones before and after school, during lunch and passing times, and when a teacher gives permission during a break in the classroom. **Again, they may not be used during teaching and learning time unless a student asks for and receives permission to use their phone for school related work.**

- Students shall not take, possess, distribute, or publish pictures, video or audio of staff or students without their permission. Distribution includes emailing, texting, or showing to anyone. Publishing includes posting images, video, or audio, online or in print.

- To protect student privacy, cell phones or other PEDs may not be used or visible at any time in locker rooms, rest rooms or any other location where privacy would be expected.
- The school does not assume liability if personal electronic devices are damaged, lost or stolen at any time.
- After an initial teacher warning, repeated violations of the PED policy may result in the following:

1st offense: Student sent to the office with device to meet with Dean. The device will be kept in a secure location for the day and the student will be permitted to pick up the device in the office after the school day has ended. Incident will be documented.

2nd offense: Student sent to the office with device, parent/guardian will be contacted. The student will be permitted to pick up the device in the office after the school day has ended this last time. Incident will be documented.

3rd and/subsequent offense(s): Detention will be assigned, and parent/guardian must pick up the device. A plan will be created with parent and student, such as keeping the device at home or checking in at the office upon arrival. Incident will be documented.

Communication & Notifications

Wolf TV Daily News will be broadcast as per the bell schedule. Students not present for WTV should read the bulletin online.

Clubs, organizations/activities who want information in the bulletin must have advisor approval and submit the announcement to the Athletic Office no later than 1:00 p.m. the day prior to publication.

Students should refer to their grade level google classrooms and check their student email account for important notifications throughout the school year.

Dances

Student organizations desiring to sponsor a dance are required to obtain permission from the ASB/Activities administrator. Dances are intended for South Kitsap high school students. Current actively enrolled students may ask permission for one (1) guest to attend the Homecoming Dance, Tolo, and the Senior Prom. The Senior Prom is for SKSD seniors and their guests. **Guests must be at least in 9th grade and be 20 years of age or younger.** Guest permission forms are available in the ASB Office and online. A Parent/Guardian signature is *required* on *all* guest permission forms, as well as an administrator signature of the sending school if the guest is enrolled in a 9-12 school. All attendees must have no major discipline infractions during the

current semester. Students must be in good standing both academically and with attendance. Any alcohol/drug-related involvement, inappropriate dancing, or infractions of other school rules at dances will result in school discipline and may involve police.

Ethnic Diversity

Students of all races and cultural diversity are represented in our student body. All students are expected to treat each other with dignity as they go through their day. Everyone is encouraged to continue to develop a respect and an understanding for the contributions of all people in our society.

Exchange Students

All foreign exchange students will be placed as Juniors. Foreign exchange students in good standing will be eligible to take part in end-of-year activities and participate in the graduation ceremony.

Fees and Deposits

College in the High School and Advanced Placement classes may have additional charges. Certain music and art classes require an ASB card. Refer to the ***On-Track Catalog*** regarding course fees. Students who drop/withdraw from a class beyond the first two weeks of each semester will be responsible for the class fees outlined in the On-Track course catalog. Fees are payable at the ASB office or via the student store.

Fines will be charged in cases where students lose or damage school equipment, property, or materials. Items checked out to students that are stolen, including items left in vehicles, will be assessed a fine. Computers should not be left in vehicles. To participate in school activities (dances, plays, clubs, athletics and to receive tickets to graduation) all fees and fines must be paid. (Books not returned on time will be assessed a late fee).

Transcripts are requested through an online third-party processing company Parchment. Request a transcript using this link:

www.parchment.com/u/registration/25355/account

There is no cost for current active students. Parchment charges a fee for withdrawn and graduated students.

Flag Salute

As a part of RCW 28A.230.140, students not reciting the pledge will maintain a respectful silence. This includes students inside and outside of the classroom.

Food and Beverages

All food and drink are to be consumed in the Commons. **Food and drink are not to be consumed anywhere outside the Commons.**

Food deliveries for students by anyone other than a family member are prohibited. This includes delivery services such as Door Dash and Uber Eats, students are not authorized to meet delivery drivers.

Internet Acceptable Use Policy

Use of our computers is a privilege and should be for school purposes only.

Appropriate use of the computer and the Internet means I WILL:

1. Respect school property by not disrupting, destroying, modifying or abusing computer equipment or the network.
2. Not destroy other people's files with viruses or hacking tools.
3. Only access files that belong to me.
4. Use existing software and not install any other software without permission.
5. Use only teacher-approved media or devices.
6. Obey the restrictions of the network filter.
7. Report anything inappropriate to my teacher or another adult immediately.
8. Protect myself by not giving out personal information (including my password) or leaving my computer unattended.
9. Be a good cyber-citizen and not use the computer to bully, harass or put down others.
10. Respect the copyright of software and web sites and not plagiarize the works of others.

Failure to follow appropriate use will result in progressive discipline and possible loss of network use.

Library/Computer Lab/Bookroom

The staff welcomes students to the Library/Computer Lab to study, research, type, or read.

RESOURCES:

The library website has a search option for our catalog of books and information about databases and how to access them. Overdue materials will result in late fine.

CHROMEBOOKS/ COMPUTER LAB:

All students may access the Internet unless specified by parents/guardians in a note to the school district. To obtain login/password information, see Library Staff. All students receive a school-issued Chromebook and assume responsibility for the care of it. We recommend purchasing the Chromebook Protection Plan to help with accidental damage. See library staff for more information. All Chromebook issues should be reported to the library right away. Bring your device to school every day.

STUDENT ACCOUNTS:

To access your files and various student apps, go to helloid.skschools.org. Use your regular login and password.

Students also have google accounts.

- Go to Google and sign in.
- Your account is your username@skstudent.org. Your password is the same as your regular login password.

Students also have online Microsoft Office accounts.

- Go to office.skschools.org
- Use your username@skstudent.org. Your password is the same as your regular login password.

REMINDER: No food, beverages, or audible cell phone use is permitted at any time in the library.

BOOKROOM:

The Book Room is located upstairs by the library.

- Students who would like a receipt for books they are checking in need to request one at the time of the transaction. **NOTE:** Book Room does not keep copies of receipts.
- If a student receives a damaged book, the student needs to return it within two weeks and identify the damage to receive a different book and/or ensure fines are not applied.
- Students are encouraged to treat their textbooks respectfully as if they were personal property. Fines will be assessed for damages to books and/or barcodes. The use of book covers by students will decrease damage incurred during normal use. (Covers are available at the Book Room, while supplies last)
- Books are due to the Book Room when the class is finished using them (end of reading, end of semester, end of year). If books are not returned when due, a late fee (\$2/novels-\$10/textbooks) will be charged upon return.
- Any questions regarding book fines must be resolved within 20 school days of receipt.

Medication at School

- **Students cannot carry medications at school (except EpiPen, inhaler and diabetic supplies if noted on school medication form)**
- Medication is defined as all prescription and over-the-counter medication.
- Medication is stored in the health room and to be given at the request of a healthcare provider & parent.
- Only essential medication should be prescribed during school hours.

- Emergency medications and doctor's orders (i.e. Epi-Pen, insulin, inhalers for asthma) are required PRIOR to the first day of school.
- Medication forms (Severe Allergy Plan, School Asthma Plan, Medication at School for #157) are required for **each** medication.
- Forms can be obtained from the school nurse or online through the district website and must be completed PRIOR to the administration of the medication(s).
- Parents must bring all medication to the health room to increase student safety and for liability reasons and pick them up by the end of the current school year.
- Medication must be in the original container with a complete label matching the Form.
- Each student is responsible for remembering to take the medication.
- School personnel cannot legally administer a forgotten home dose unless those instructions are included on forms.
- Any changes in the type or dose of medication require a new form.
- Each form expires at the end of the school year. A new form must be filled out for the next school year.
- Medication is disposed of at the end of the school year unless claimed by the parent or guardian.
- For any questions, please call the school nurse at 360-874-5625.

Personal Property

Students should leave their personal property at home. South Kitsap High School is not responsible for *any item of personal property* that is brought to school. Self-propelled or electronic **Skateboards, Scooters, Rollerboards etc. may not be carried or ridden on school grounds due to risk of injury to self or others** and should be checked in with the student's grade level dean upon arrival at school. Electronic devices are disruptive to the school environment and teachers will expect such devices to be turned off and **put away during class time**.

Release of Directory Information

Directory information (including names, addresses, and phone numbers) may be released to Military Services and colleges for recruiting purposes. Each year, the South Kitsap School District requests that all parents verify student information and re-attest to their understanding of the District's Attendance Policy and Rights and Responsibilities. This task is completed in the Skyward Family Access Module. Please contact your student's school if you need additional information on how to access the Family Access Portal.

School Transportation/Bus Passes

Bus riding is a privilege. The school bus is district property and an extension of the school campus, regarding expectations for student conduct. Students are expected to be safe, kind, and responsible on the bus: follow directions, remain seated at low voice levels, keep hands and feet to self, and avoid littering or vandalism. Student disciplinary consequences apply for infractions on the bus. Telephone (360) 874-7090 for assistance. (Procedure 6605).

Students must provide WRITTEN PERMISSION to the BOOK ROOM BEFORE SCHOOL, if they want to ride a different bus than the one they are assigned. Notes should include student name and grade level, bus route, and destination (or full name of person the student is riding with). All notes require parent/guardian signature. Student ID may be requested by the driver. Students abusing this riding privilege may have it revoked. Requests received after the start of the school day, may not be processed in time for the end of the day. Only, if it is an emergent situation, please contact the book room directly at 360-874-5725.

Student Grievance / Complaint Procedure

If a student, staff, and counselor conference cannot resolve a problem between a student and a staff member, the following procedure should be followed:

1. A written statement from parent/guardian identifying the problem is given to assistant principal.
2. Assistant principal will investigate and make a decision.
3. Decision of assistant principal may be appealed to the principal.

Student Related Policies

Student rights and responsibilities can be found in the district Student, Family & Staff Handbook.

Visitors

To ensure the highest level of safety and security, students may not bring guests to school. Students from other schools and/or former South Kitsap High School students may not visit teachers or students during school hours.

All visitors, including parents, classroom volunteers and speakers, must check in at the Main Office.

Access to students and staff members, or visitors to classrooms, is at the discretion of the administrative staff. Visitors will be restricted to parents, guardians, grandparents (with written parental permission) and campus mentors, with the purpose of conducting business of educational value like IEP/504 meetings and guest lectures.

Work Authorization

Washington state law requires work authorizations for minors in the workplace. Bring your completed form to the Career Center to get the necessary school authorization signature. Please allow a 24-hour turnaround time.

ATHLETICS AND ACTIVITIES CODE

Statement of Philosophy

The Athletics and Activities department in the South Kitsap School District strive to promote and enhance academic excellence and personal growth for all student-athletes through their participation in their programs. Our mission is to create positive environment where all student-athletes learn to develop life skills while competing at a high level. All participants are expected to exemplify six core principles:

1. Trustworthiness—being a good teammate
2. Respect—for players, coaches, officials and spectators
3. Responsibility—being accountable, at all times
4. Hard work—having a great work ethic
5. Competitiveness—never giving up in difficult situations
6. Citizenship—doing what is right, all the time - no matter who is watching

All participants in extracurricular athletics and activities should:

- Experience highly competitive and challenging situations to develop and promote mental poise and emotional stability.
- Learn the meaning and value of group loyalty morale. Becoming one by practicing together, overcoming adversity together, and winning and losing together.
- Embrace the strengths and weaknesses of oneself and others and accept others by their behavior and contribution to the success of the team or group, and ignoring all economic, racial, or religious differences.
- Gain confidence, recognition, prestige, and group approval.
- Learn to work cooperatively as a member of a group striving for a common goal; realizing that this goal cannot be successfully achieved unless one learns to abide by the rules and play the game fairly.
- Experience the gratification of winning and the humbling lesson of defeat.
- Share a common experience with parents or other family members who themselves may have participated in or enjoyed supporting high school sports and activities.
- Pursue victory and excellence with honor.

Additional Obligations of Athletics and Activities Participants

Extracurricular athletics and activities are a privilege that reach beyond classroom instruction and have no bearing on a course grade or course credit. Because participation in extracurricular athletics and activities is considered a privilege, the student accepts the training rules, regulations, and responsibilities unique to the individual program in which he/she participates. In addition to the student conduct rules in Procedure 3240, extracurricular athletics and activities participants are governed and must abide by this Extracurricular Athletics and Activities Code. Participation in extracurricular athletics and activities within the South Kitsap School District requires that the student maintain successful performance in academics and citizenship and

remain in good standing as defined within the Extracurricular Athletics and Activities Code. Those students who violate the Extracurricular Athletics and Activities Code shall be subject to corrective action which may include permanent exclusion from participation in school district extracurricular activities. Such consequences may be in addition to corrective actions imposed by school administrators for violations of general student conduct rules.

General Regulations:

A. Athletes must follow Washington Interscholastic Activities Association rules, including those regarding eligibility, transfer, physical examinations, insurance coverage, starting dates, and use of school equipment.

B. If an athlete quits one sport before the first contest and wants to then turn out for another sport, they must do so within the first three practice days after quitting. If contests have begun the two coaches and the Athletic Director must agree to the change.

C. Travel Rules for Athletes/Activities

1. School transportation will be provided for away competitions. The participant **must travel to and from** athletic contests with the team using the transportation provided. Only on personal **written** request of a parent/guardian, for a special circumstance, will this practice be altered. **Note: students will only be released to their parent or guardian.**

2. Athletes are expected to remain with their squad and under the supervision of their coach when attending any contests.

3. Misconduct of any sort while traveling to and from an away contest will be dealt with according to school, athletics and team policies.

4. Visiting athletes are direct representatives of their school, community, and homes and should conduct themselves accordingly.

D. Completion of the athletic season in good standing is required for the student to be eligible for a varsity letter or other team or individual awards. (Exception: Injury which limits participation.) Each sport/activity may develop lettering criteria which is more demanding than this policy.

E. An athlete who has been injured should report injuries immediately to the coaching staff and/or Certified Athletic Trainer.

1. The Certified Athletic Trainer or coaching staff will treat injuries and will administer first aid and therapy if in their judgment it is needed.

2. The Certified Athletic Trainer or coaching staff may recommend where treatment for sports-related physical problems can be obtained.

3. The Certified Athletic Trainer or coaching staff may require that a medical authority check an injury and clear the athlete before allowing the athlete to return to the activity.

4. All visits to a medical professional must be reported to the Certified Athletic Trainer or coaching staff and a medical professional's note detailing the visit and clearing the athlete for participation must be on file. The following information should be included in the note:

- a. Date of examination
- b. Diagnosis
- c. Date of clearance
- d. Recommended treatment.

F. Any display of unsportsmanlike conduct toward an opponent or official; use of profane or vulgar language or gestures; game ejections; or technical fouls during a practice or contest will result in the appropriate corrective action.

a. per WIAA rule, if a coach or player is ejected from a contest, they are ineligible to coach or play for the remainder of the contest and must sit out the next contest in that sport at the same level of competition from which the person was ejected.

b. Good sportsmanship is a priority in the SKSD. Any coach or player ejected as a result of profane/abusive language or violence will be suspended by the SKSD a minimum of one more game.

G. All school-owned equipment and uniforms checked out to a participant for any extracurricular activity are the responsibility of the participant and any loss or misuse of this equipment will be the become their financial obligation. Individuals will not be allowed to participate in any co-curricular activity until this obligation is fulfilled.

H. Athletics coaches and activities supervisors may set dress and grooming standards for students participating in a sport or activity. Any student representing the school in that sport or activity must meet these dress and grooming standards.

I. All participants are expected to attend all scheduled practices, meetings, contests and performances whether school is in session or not. If a participant must miss for any reason prior arrangements must be made with the coach or supervisor. Coaches and supervisors will not give participants special treatment or privileges such as reduced practice times, special workouts, late arrivals, or early dismissals that would enable them to participate in non-school athletic activities.

J. Clean Slate Rule: Following the 8th grade, a student-athlete will have a clean slate from any previous violations of the Athletics and Activities Code.

K. Athletic suspensions levied in percentages are rounded to the nearest whole number. For example: a 25% suspension in a ten-game season is equal to two and one half (2.5) games. Two and one half (2.5) games will be rounded to three games. An athletic suspension will be considered served only if the participant finishes that season in good standing. If a participant serves an athletic suspension and then fails to finish that season in good standing, the suspension must be served again during the next sport for which the student turns out.

Student Attendance Requirements

A. Participants must attend school for at least one-half of the school day in order to participate in a practice or interscholastic contest on the same date. If the student is not in class and has a school approved off-campus pass or is part of an approved school activity, he/she may compete in an interscholastic contest on that date.

B. While on suspension (in-school or out-of-school) a participant may not participate in a practice or contest for the duration of the suspension. If a student has been excluded from school for any length of time during a season in which they are not participating in activities or athletics, he/she may be placed on probation for the next activity season.

C. Truancy or unexcused absence from any class or portion of a class will be dealt with as follows:

1. First Offense: Suspension for the immediate or subsequent contest or event.

2. Second Offense: Suspension for the remainder of the extracurricular activity season.

D. Truancy from practice may result in suspension for the next contest or event as determined by the coach and/or athletic director.

High School Eligibility—WIAA STANDARDS

18.7.0 SCHOLARSHIP - In order to maintain athletic eligibility during the current semester/trimester, the student shall maintain passing grades, or the minimum grade

standards as determined by the school district if more restrictive, in a minimum of: 3 classes in a 4 period class schedule or the equivalent credits 4 classes in a 5 period class schedule or the equivalent credits 5 classes in a 6 period class schedule or the equivalent credits 6 classes in a 7 period class schedule or the equivalent credits 7 classes in an 8 period class schedule or the equivalent credits Class schedule guidelines referenced above shall be the requirement of all full time students in that school.

18.7.6 ACADEMIC SUSPENSION PERIOD - A student who failed to make the grade requirements of 18.7.4 shall be placed on suspension. The student shall be ineligible during the suspension period. If, at the end of the suspension period, the student is passing in the minimum number of classes required above, the student may then be reinstated for interscholastic competition. A. In the fall, an incoming ninth grade student is not required to meet the previous semester scholarship rule in 18.7.4 provided he/she has met all other eligibility requirements. The student's grades will be monitored during the first designated monitoring period established by the school and every three (3) to six (6) weeks thereafter. B. The suspension period for high school students shall be from the end of the previous semester through the fourth (4th) Saturday in September in the fall or the first five (5) weeks of the succeeding semester/trimester. C. The suspension period for middle level students shall be from the end of the previous semester through the first three (3) weeks of the succeeding semester/trimester. D. Each student is eligible on Monday of the week following the end of the suspension period. Three (3) or more teaching days shall constitute a week

Students who wish to participate in athletics or activities must meet the scholastic eligibility standards established by the WIAA. In order to be eligible students must be "full time students" enrolled in a minimum of seven full-time classes and have passed at least six of those classes. A student that fails more than one class is ineligible by WIAA standards. The WIAA rule is that students must pass classes based on the following school schedules:

<u>Schedule</u>	<u>Passing</u>
6 period schedule	5 classes
7 period schedule	6 classes
8 period schedule	7 classes

It is the belief of the South Kitsap School District that successful academic performance is important for all students. Therefore, to participate in athletics/activities our students must meet the following academic standard:

"A" = 4 Points "B" = 3 Points "C" = 2 Points "D" = 1 Point "F" = 0 Points

*Pluses and minuses are not figured into point total, and one point is added to each grade earned in an Advanced Placement class.

<u>Schedule</u>	<u>Passing All Classes</u>	<u>Failing 1 Class</u>
6 period schedule	11 points	12 points
7 period schedule	13 points	14 points
8 period schedule	15 points	16 points

Fall eligibility: Initial eligibility is determined by grades from the previous semester. Players who fall below WIAA standard are ineligible until the Monday following the fourth Saturday in September. Players who meet WIAA standard but fall below SK standard miss 20% of the season. Players can use summer school grades to substitute for previous semester grades and allow them to meet WIAA or SK standard

Winter eligibility:

Initial eligibility is determined by 1st quarter grades. Students who are not meeting the SK standard will be allowed to tryout but must show proof of meeting the grade standard before they can compete in contests.

Grades will be checked at the end of every 5th week. Players who fall below SK standards will be informed on the following Monday and have the remainder of the week to raise their grades so that they meet the requirements. Players who do not raise their grades in the ensuing week will be ineligible on Friday at 3 p.m.

Grades will be checked at the end of the semester. Players who do not meet the WIAA standard will be out for 5 weeks and players that do not meet the SK standard will be out for 3 weeks from the day grades are posted.

Spring eligibility:

Initial eligibility is determined by final grades of 1st semester. Players who fall below WIAA standards will be allowed to try out but will be ineligible to compete in contests for 5 weeks. Players who fall below SK standards will be allowed to tryout but must show proof of meeting the grade standard before they can compete in contests. Grades will be checked at the end of every 5th week. Players who fall below SK standards will be informed on the following Monday and have one week to raise their grades so that they meet the requirements. Players who do not raise their grade in the ensuing week will be ineligible on Friday at 3 p.m.

A. Age: A student must be less than twenty (20) years of age at the beginning of that sport season, 16 for middle school.

B. Residence: Should your parent/guardian not live in the South Kitsap School District service area; you must clear your eligibility with the athletic director before participating to avoid jeopardizing the team with forfeiture of interscholastic contests.

C. Amateur Standing: In order to maintain amateur standing, the student/athlete may not:

1. Accept merchandise of more than \$500 in value
2. Accept cash awards
3. Enter competition under a false name
4. Sign or ever have signed a contract with, or play or ever have played for a professional team or a professional sport (whether for a money consideration or not)

D. Season Limitation: After entering the ninth grade, a student shall have four (4) consecutive years of interscholastic eligibility. Repeating any grade, nine through twelve, whether a student participates or not will count towards a student's four (4) consecutive years of high school eligibility.

E. Exchange Students: Students from a foreign country must fill out a form and be cleared for participation by the Washington Interscholastic Activities Association before competing on an interscholastic team.

Requirements for Participation

A. Complete district participation Form 110, available at school sites or online at www.skitsap.wednet.edu. Form 110 includes:

1. Demographic information
2. Parent permission
3. Proof of insurance: Insurance is required for athletic participation and recommended for students in other activities. The parent/guardian is responsible for payment for medical care which results from injury. It is recommended that insurance cover the following:
 - a. Possible emergency medical costs including X-rays, hospitalization, surgical costs, and ambulance fees

- b. Dental costs for emergency dental care
- c. Signed risk of injury statement
- d. Physical with current medical history to participate in athletics
- B.** Sign student athlete eligibility checklist
- C.** Complete and sign emergency medical card
- D.** Purchase an ASB card to support activities
- E.** Pay the participation fee prior to the first turnout
- F.** In cut sports, participation fee is due prior to the first contest. Cut sports include basketball, baseball, volleyball, fastpitch, and soccer. Other sports may be determined to be cut sports on an annual basis).
- G.** Pay all fines prior to first turnout.

Conduct and Citizenship Standards

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and the following core principles:

1. Students who wish to participate in extracurricular activities are visible representatives of their team, school and community. They are expected to maintain high standards of conduct in school and in the community and during all school related travel and events. They are expected to assume the responsibilities of a positive role model. Conduct that detracts from those expectations, such as chemical use, criminal behavior, or unsportsmanlike behavior, will result in the appropriate corrective action. Major school discipline that violates the citizenship language will be subject to discipline as deemed appropriate by the District AD, the head coach, and the school administration.
2. Sportsmanship and integrity are solid expectations of extracurricular participants. Display of unsportsmanlike conduct, use of profanity, game ejections, technical fouls, unsportsmanlike conduct penalties or other offenses will result in the appropriate corrective action.
3. Harassment, discrimination or hazing (initiation) will not be tolerated. This includes all such behavior that occurs on the basis of gender, race, ability, religion, or position, or for any other reason. Violations of these expectations will result in the appropriate corrective action and, if applicable, referral to law enforcement officials.
4. Students who are suspended from school may not practice or compete during the period of suspension. Serious classroom discipline problems will result in the appropriate corrective action.

Use of Drugs, Alcohol, and Tobacco

A. Rule: A student must be free from actual or constructive possession of drugs, alcohol, or tobacco products on or off-campus, in-season or out-of-season, to be eligible to participate in extracurricular activities.

B. Definitions:

Actual Possession — The act of having a substance in one's custody or control.

Constructive possession — A circumstance in which a student has knowledge that alcohol, drugs, or tobacco are available and/or are being unlawfully used by others and the student fails to remove himself or herself from the premises as soon as it is reasonably safe to do so

Investigative Discovery — Occurs when an administrator or coach determines after investigation that a student athlete has committed an athletic code infraction when it was not admitted by the student.

In-season — The time period from the first day athletics/activities begin in August through the last day of the school year. Summer camps run by the SKSD or non-SKSD chaperoned by SKSD employees will be considered in-season

Out-of-season — The time period from the first day summer vacation until the first day of athletics/activities in August.

Self-Admittance Discovery — Occurs when a student athlete admits that he or she has committed an athletic code infraction and cooperates in any investigation.

Corrective Action for Drugs or Alcohol Related Exceptional Misconduct/Citizenship Violations:

1st Offense: Exclusion from competition for 25% or 50% of the regular season. If the rule violation is determined by investigative discovery, the exclusion will be for 50% of the scheduled contests. If the rule violation is determined by self-admittance discovery, the exclusion will be for 25% of the scheduled contests. All practice requirements will remain. Required drug/alcohol insight class/screening and follow all recommendations. If there is less than 25% or 50% of the season remaining suspensions will carry over into the postseason. This may cause the participant to be eliminated from postseason competition. If violation occurs during post season, participant will be removed from the team for the remainder of competition.

2nd Offense: Exclusion from athletic/activity programs for one calendar year from the date of the second violation.

3rd and Subsequent Offenses:

Expulsion from athletic/activity programs for remainder of school career.

Procedures for Corrective Action

A. The head coach/advisor, principal and /or assistant principal, and activities shall jointly make decisions in relation to corrective action resulting from violation of the Extracurricular Athletics and Activities code.

B. The student participating in any extracurricular activity will be notified of the reason(s) for any corrective action. Also, he/she will be notified how he/she may make necessary corrections.

C. Parents will be notified, in writing, of any probation or exclusion from contests.

Parent/Coach Communication

A. Communication to expect from your athlete's coach:

1. Philosophy of the coach.
2. Expectations the coach has for your son/daughter.
3. Locations and times of practices and contests.
4. Team requirements: equipment, off-season training, etc.
5. Procedures you should follow should your son/daughter become injured during participation.
6. Participant conduct code and consequences for not following these guidelines.
7. Requirements to earn a letter.
8. Disposition of lost/outstanding equipment at the end of the season
9. Communication concerning your athlete's role on the team and how he/she fits into the future of the program.

B. Communication coaches expect from parents:

1. Concerns expressed directly to the coach first.
2. Notification of schedule conflicts well in advance.
3. Specific concerns regarding a coach's philosophy and/or expectations.

C. As your son/daughter becomes involved in the athletic programs in our district, he/she will experience some of the most rewarding moments of his/her life. It is also important to understand that there will be times when things do not go the way your son/daughter wishes. At these times, discussion with the coach may be the quickest and most effective way to clear up issues, avoid misunderstandings, and create opportunities for life lessons.

Appropriate concerns to discuss with coaches:

1. The treatment of your son/daughter, psychologically and physically.
2. Ways to help your son/daughter improve.
3. Concerns about your son/daughter's behavior.

D. Some situations may require a conference between the coach, the athlete, and the parent. These are encouraged. It is important that all parties involved have a clear understanding of the other person's role and position. When these conferences are necessary, the following procedures should be followed to help resolve the concern. If you have a concern to discuss with a coach, please follow this procedure:

1. Please do not approach a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meeting at these times usually does not work well for any of the parties involved.
2. Your son/daughter should first talk with the coach about his or her concerns.
3. Call to set up an appointment with the coach.
4. If the coach cannot be reached after a reasonable time, contact the Director of Athletics and he will arrange an appointment for you.
5. If your meeting with the coach does not provide a satisfactory resolution, set an appointment with the building Athletic Director to discuss the situation.

E. At times it may be difficult to accept the fact that your student is not playing as much as you or he/she would like. Coaches are professionals who make judgment decisions based on what they believe is best for the team and all involved. As mentioned above, certain things can and should be discussed with the coach. We ask that other things, be left to the discretion of the coach; such as:

1. Playing time
2. Team strategy
3. Matters concerning other student-athletes

Questions

For questions about the Extracurricular Athletics and Activities Code, please contact, the Director of Athletics at the Athletics Office.

TITLE IX INFORMATION

Provided for Parents, Students and Employees of
South Kitsap School District #402

In 1972 Congress passed Title IX of the Education Amendments which prohibits sex discrimination in federally assisted programs. On May 27, 1975, President Ford signed the final version of the regulations which govern that legislation. What is Title IX? Title IX is the portion of the Education Amendments of 1972 which prohibits sex discrimination in federally assisted education programs. Specifically, Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The governing regulations-effective July 21, 1975-cover all aspects of sex discrimination in schools with regard to admissions, treatment of students, and employment. In an effort to comply with Title IX, South Kitsap School District has appointed Ms. Mona Johnson to coordinate its Title IX effort. Ms. Johnson can be reached at the District Administration Center, 1962 Hoover Ave, Port Orchard, or by phoning 360-874-7000. In further conformity with Title IX, the following grievance procedure will be used in reference to questions or complaints, raised by students of the District, dealing specifically with Title IX.

TITLE IX: STUDENT GRIEVANCE PROCEDURE

- I. Definition: A "grievance" shall mean a complaint which has been filed by a student or by a student's parent on his/her behalf, dealing specifically with Title IX. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state laws or in which the Board is without authority to act.
- II. Purpose: The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to a claim of a complainant, if the claim is justifiable. The proceedings shall be kept confidential at each level of this procedure.
- III. Time: The number of days indicated at each level shall be regarded as a maximum and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration.

Level One:

- A. The student shall make an oral request stating the alleged violation to the teacher involved. If the allegation is not resolved, the student shall:
- B. Present to the building principal a written report of the alleged violation. The building principal shall reply to the student within 10 working days. If the allegation is not resolved the student shall:

Level Two:

- A. Present to the district Title IX compliance office, a written report of the alleged violation. The compliance officer shall make a thorough investigation and submit a written report and recommendation to the district superintendent.
- B. The district superintendent shall respond in writing to the complaining party as expeditiously as possible, but in no event later than 30 calendar days, following the compliance officer's report.
- C. In the event a complainant remains aggrieved as a result of action or inaction of the district superintendent, s/he shall:

Level Three:

- A. Within 10 days of receiving written notice from the superintendent, file a written notice of appeal with the secretary of the board of directors.
- B. The board of directors shall schedule a hearing on or before the 20th day following the written notice of appeal.
- C. In the event a complainant remains aggrieved with the decision of the local school board, s/he may:

Level Four:

- A. Appeal the board's decision to the State Superintendent of Public Instruction.
 - B. A written notice of appeal must be received by the State Superintendent on or before the 10th day following the date upon which the complainant received written notice of the school board's decision.
- IV. Withdrawal: A complaint may be withdrawn by the complainant at any level without prejudice or record.

- V. Hearing and Decisions: At each of the above four levels the complainant shall be given the opportunity to be present and to be heard. All decisions at each level (with the exception of Level One-A) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.
- VI. Reprisals: No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.

The South Kitsap School District provides equal educational and employment opportunity without regard to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation – including gender expression or identity, marital status, or the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal by a person with a disability. Equal access to activities, facilities and program is provided to the Boy Scouts of America and other designated youth groups. District procedure complies with all applicable state and federal laws.

The Title IX Officer, Section 504 Coordinator, and Gender Inclusivity Officer with the responsibility for monitoring, auditing and ensuring compliance with this policy are:

Compliance/ADA/Title IX Coordinator:

Will Sarett,
Executive Director of Human Resources
2689 Hoover Avenue SE, Port Orchard, WA 98366
360-874-7071
sarett@skschools.org

Section 504 Coordinator:

Cristin Blaskowitz,
Director of Special Services
2689 Hoover Avenue SE, Port Orchard, WA 98366
360-443-3627
blaskowitz@skschools.org

Gender Inclusivity Compliance Officer:

Monica Zuber,
Assistant Superintendent for School Leadership
2689 Hoover Ave SE, Port Orchard, WA 98366
360-874-7003
zuber@skschools.org