



## San Juan Island School District 2020-2021 Academic Year Calendar

Adopted by the School Board April 10, 2019

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

\*Teacher Directed Professional collaboration and development day (TBD)  
 \*\*District Directed Professional collaboration and development day (TBD)  
 ♦ Professional collaboration and development day

Snow Days							Early Dismissal Days						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
							professional collaboration						
							holiday staff & student early release						
							due to inclement weather						
							conference days						
							final exams and report cards						
							last day of school						

Adopted by the School Board April 10, 2019

## 2020 - 2021 - FHHS –DAILY SCHEDULES

<b>DAILY SCHEDULE - Start Time – 8:15</b>		
Period 0	7:15 – 8:10	55 minutes
Period 1	8:15 – 9:10	55 minutes
Period 2	9:15 – 10:10	55 minutes
Passing Period	10:10 – 10:25	15 minutes
Period 3	10:25 – 11:20	55 minutes
Period 4	11:25 – 12:20	55 minutes
Lunch	12:20 – 12:55	35 minutes
Period 5	1:00 – 1:55	55 minutes
Period 6	2:00 – 2:55	55 minutes
MS LUNCH – 11:25 – 11:55		

<b>EARLY DISMISSAL SCHEDULE</b>		
Period 0	7:15 – 8:10	55 minutes
Period 1 / 4	8:15 – 9:10	55 minutes
Period 2 / 5	9:15 – 10:10	55 minutes
Passing Period	10:10 – 10:25	15 minutes
Period 3 / 6	10:25 – 11:20	55 minutes
Note: The periods rotate through the Early Dismissal dates		

<b>ADVISORY SCHEDULE</b>					
<b>25 MINUTE ADVISORY</b>			<b>20 MINUTE ADVISORY</b>		
Period 1	8:15 – 9:00 – 45 min		Period 1	8:15 – 9:00 – 45 min	
Advisory	9:05 – 9:30 – 25 min		Advisory	9:05 – 9:25 – 20 min	
Period 2	9:35 – 10:20 – 45 min		Period 2	9:30 – 10:15 – 45 min	
Break	10:20 – 10:35 – 15 min		Break	10:15 – 10:30 – 15 min	
Period 3	10:35 – 11:20 – 45 min		Period 3	10:30 – 11:20 – 50 min	
Period 4	11:25 – 12:20 – 55 min		Period 4	11:25 - 12:20 – 55 min	

# SAN JUAN ISLAND SCHOOL DISTRICT MISSION STATEMENT

Promote excellence, engaging every student, every day, through superior instruction, high expectations and academic content that is both challenging and individually relevant.

## FRIDAY HARBOR HIGH SCHOOL

### *San Juan Island School District 149 – Board of Directors*

John Kurtz, (Acting Chair)  
Brian Moore  
Sarah Werling-Sandwith  
Barbara Bevens  
TJ Heller

#### *Superintendent*

Fred Woods

[fredwoods@sjisd.org](mailto:fredwoods@sjisd.org)

#### *Principal – Friday Harbor High School*

Martin Yablonovsky

[martinyablonovsky@sjisd.org](mailto:martinyablonovsky@sjisd.org)

#### *Assistant Principal Middle School / High School*

Rod Turnbull

[rodneysturnbull@sjisd.org](mailto:rodneysturnbull@sjisd.org)

#### *Athletic Director*

Brock Hauck

[brockhauck@sjisd.org](mailto:brockhauck@sjisd.org)

#### *Student Support Services*

**Gordy Waite, Director, Counseling and Guidance Services**

**Jannet Ortiz, Registrar, Office Manager**

**Tiffany Christensen, Office Secretary**

**Janet Scheffer, CCC Assistant**

## TABLE OF CONTENTS

<b>District Calendar</b>	1	<b>Critical Information Needed to Succeed (Cont'd)</b>	
<b>Daily Schedules</b>	2	Dress Code	22
<b>District Mission Statement</b>	3	Dangerous Weapons/Firearms	22
<b>Table of Contents</b>	4	Drugs, Alcohol-Possession Use	22
<b>Rights of Responsibilities</b>	5	Drugs Alcohol Sale / Delivery	23
<b>Student Activities</b>	6	Exceptional Misconduct	23
Leadership	6	Emergency School Closure	24
A.S.B. Fees	6	Fire Drills/Other Emergency Procedures	24
Athletics	6	Cell Phones, I-Pods, CD Players	24
Clubs, Visual, Performing Arts	7	Food and Drink	24
Interscholastic Activities Policy (co-curricular)	7	Injury or Illness	24
Dances	8	Insurance	24
<b>Frequently Asked Academic Questions</b>	9	Lost and Found	25
<b>FHHS Graduation Requirements</b>	10	Lunch, Free and Reduced	25
Graduation Requirement Credits	11	Medication	25
State Graduation Requirements	12	Personal Property / Theft Reports	25
Culminating Project Portfolio Process	13	Signing in / Out To Go Off Campus	25
<b>Instructional Policies/Procedures</b>	14	Substitute Teachers	25
Library Media Center	14	Telephone Use By Students	26
Celebration of Academics	15	Visitors & Guests	26
Grading & Grade Point	15	<b>Attendance Policy</b>	26
Progress Reports	15	Attendance Appeal/Class Credit	27
Final Exams	15	Attendance Appeal Procedures / Process	28
Textbooks / Classroom Materials	15	Pre-Arranged Absence	29
Honor Roll/Lettering	16	Tardy Policy	29
Honor Society	16	School Activities	29
Honor Students	16	Catastrophic Illness or Injury	29
Valedictorian/Salutatorian	16	Make-up of Missed Work Policy	29
Fines and Fees	16	<b>Behavioral Expectations</b>	30
<b>Technological Resources and Policies</b>	17	Expectations	30
School District Website	17	Consequences	31
Communication	17	Blatant Insubordination	31
On-Line Grade / Attendance	17	Plagiarism / Cheating	31
Use of School Computers/Stu Accounts	17	Harassment Policy	31
Procedural Guidelines Computer Use	17	Student/Teacher Problem Solving	32
Telecommunication Devices and Students	17	Procedures	
<b>Counseling and Guidance Services</b>	19	Intimidation and Bullying	32
College Career Counseling (CCC)	19	<b>Appendix</b>	34
Schedule Changes	19	School District Rules	34
Repeated Courses	19	Nondiscrimination	38
Withdrawal from School	19	Process for Resolution	38
Testing Overview	19	Family Educational Rights and Privacy	41
Testing Schedule	20	Application of Pesticides on School Property	42
<b>Critical Information Needed to Succeed</b>	21		
Closed Campus	21		
Communicating with Staff	21		
Change of Address / Telephone	21		
Directory Information	21		

**RIGHTS AND RESPONSIBILITIES  
FRIDAY HARBOR HIGH SCHOOL  
COMMUNITY MEMBERS**

The staff and students of Friday Harbor High School are a community of learners whose purpose is teaching and learning. In order to have effective teaching and focused learning, the community must have social norms and a common culture. This document represents a statement of our social norms and the principles of our culture. With student input, staff members have defined rights and responsibilities that apply to all community members. FHHS community members should know what is expected of them and what behaviors are appropriate and acceptable. It is expected that all faculty, staff and student members of the FHHS community acknowledge and honor these values in every aspect of community life.

**All community members  
have the right to:**

A supportive environment that encourages intellectual exploration and risk-taking.

A safe school environment, free of disruption and harassment.

Receive fair and courteous treatment from all members of the community.

Be treated with respect and feel valued as members of the community.

Express opinions, make choices, and learn from mistakes.

**All community members  
accept personal responsibility to:**

Foster a school environment that is safe and supportive for everyone.

Be personally committed to learning, by participating in activities, meeting deadlines and fulfilling obligations.

Value and respect the rights of others, regardless of personal feelings and opinions.

Comply with school rules and procedures, whether in agreement or not.

Communicate individual needs and concerns to each other in a respectful manner.

**Understood:** Faculty and staff are responsible collectively for the health and safety, and well being of the students. Students must respectfully respond and comply with faculty and staff requests.

## STUDENT ACTIVITIES

The student activities program is Interscholastic Activities (co-curricular) and a valuable part of the overall educational experience for the students at Friday Harbor High School. Clubs, drama, student government, and athletics all afford students the opportunity to discover their talents and leadership abilities. Participation is emphasized. Interscholastic Activities are a privilege so eligibility expectations are maintained. A variety of activities to a wide range of students are offered.

### LEADERSHIP AND STUDENT GOVERNMENT

Student government consists of the student body officers and class officers. Student government meets regularly on Wednesdays to discuss and plan school activities and functions. The A.S.B. functions in accordance with its adopted constitution. The application/nomination election occurs in the spring semester.

### A.S.B. FEES

All students are expected to pay an A.S.B. fee (**required** for participation in Interscholastic Activities) for the price of \$30.00. The A.S.B. fee allows students to attend all home games free as well as many other functions (e.g., dances) at reduced prices. Income received from A.S.B. fees are deposited in a student A.S.B. account and may only be used for the financial support of Interscholastic Activities, clubs, student generated projects and student enrichment programs outside the regular curriculum.

### ATHLETICS

High school athletic teams compete in the Northwest 1A/2B League. Historically the program offerings are as follows:

- FALL - Girls' Soccer, Boys' Soccer, Girls' Volleyball, Boys' Tennis, Football, and Cheerleading.
- WINTER- Girls' Basketball, Boys' Basketball, Wrestling, Cheerleading.
- SPRING- Girls' Fast Pitch, Boys' Baseball. Girls' Tennis, Girls' Track, Boys' Track, Girls' Golf, Boys' Golf.

### Preseason Responsibilities

Although requirements differ according to the activity, the following are the responsibility of the student and parent in preparation for the athletic activities:

1. Prior to the first practice complete and have on file with the Athletic Director a complete athletic eligibility packet. This packet includes an information sheet, a concussion form, proof of insurance, Interscholastic Activities (co-curricular) form and a current physical form. (Note – Physicals are valid for two years) You may access forms from the school website <http://www.sjisd.wednet.edu> or from the high school office.
2. Prior to second week of practice – ASB fee must be paid. Pay for or provide plan to pay for athletic participation fee. Entire participation fee must be paid in full prior to end of current athletic season (Fall, Winter, Spring). Scholarship and monthly payment plan information is available at the office. Current fee is \$150 and there is a \$400 family maximum limit per year.
3. Prior to the first game – Eligibility Verified by Athletics Office, complete 10 practices (12 for football/wrestling) and Purple Emergency Card to Coach.
4. **\*\*Reminder - Participants in athletics may not practice unless a complete, current physical card is on file in the Athletic Director's office and the eligibility packet is completed.**

## CLUBS, VISUAL, AND PERFORMING ARTS

A wide variety of offerings exist in clubs, visual, and performing arts. Offerings include but are not limited to National Honor Society, Key Club, HOTS (Helping Other Teens Society), Hiking Club (\$20.00 fee each local trip, approximately \$750.00 fee Grand Canyon trip), and LEO Club (Leadership, Experience and Opportunity), S Club (Soroptimists), LatinX Club as well as theater and visual art opportunities. Community organizations not affiliated with the school also provide activities for students.

## INTERSCHOLASTIC ACTIVITIES (CO-CURRICULAR) POLICY 2151P (summary only)

The San Juan School District Board of Directors formulated a policy outlining the expectations of students choosing to participate in the Interscholastic Activities (co-curricular) program. The policy is distributed to all participants at the start of each activity (copies of the policy are distributed to students annually by their coaches and are available in the high school office). Students and parents are expected to be aware of all the provisions of the policy.

Participants in the Interscholastic Activities program are subject to all school rules and policies while participating (including travel time) in any school sponsored activity. In addition, Interscholastic Activities participants in athletics, clubs, drama, music, and student government are subject to the following expectations beginning with the first day of fall practice and ending with the last day of the school (seven days per week, twenty-four hours per day):

1. **Academic achievement** – In order to participate in Interscholastic activities students must be enrolled, during the entire time of participation, in courses earning 3.0 of possible 3.0 credits (6 of 6 classes). Seniors who are on track to graduate may be enrolled in 5 of 6 classes (2.5 of 3.0 possible). All students must be passing all course work attempted, and maintain a 1.7 (C-) grade point average during the previous grading period in order to participate in the next grading period. Ineligible students do not become eligible until the Monday of the next grading period. Grading periods are two weeks in length and will be checked on the following dates; 9/18/20, 10/2/20, 10/16/20, 10/30/20, 11/13/20, 11/27/20, 12/11/20, 1/8/21, 1/22/21, 2/5/21, 2/26/21, 3/12/21, 3/26/21, 4/9/21, 4/30/2.
2. **Attendance** – Ten accumulated periods of unexcused absence will result in suspension from the activity for 4 weeks.
3. **Controlled substances** – Students must refrain from use of alcohol, illegal drugs, and tobacco/vaping related products (see General Information for Parents and Students – Drugs, Alcohol, and Illegal substances in the Interscholastic Activities Code).
4. **Citizenship** – Students must be a positive representation of the co-curricular group, school, and community.
5. **Conduct** – Students must refrain from violating school rules and state and federal law.
6. **Personal Responsibility** – Students must complete required physical and other requirements, meet practice expectations, and take care of uniforms and other equipment.
7. **WIAA Rules** – Where applicable, students must abide by all rules of the WIAA, including transfer rules, academic rules, and rules of the activity when established by the National Federation, WIAA, district, and league.

8. **Program Expectations** – Each Interscholastic Activities will have expectations specific to that program. They include, but are not limited to, the following:
  - a. Adhering to practice or meeting times and expectations.
  - b. Lettering requirements, if applicable.
  - c. Safety expectations and warnings.
  - d. Behavioral standards and expectations.
  - e. Equipment or material requirements.
9. **Travel** – Student athletes must travel to and from “away” events on school district provided transportation unless advance permission has been granted for alternative travel. Coaches/advisors will not release students to persons other than the student’s parent or guardian unless the Athletic/Activities director has granted permission. Alternative Travel forms are located in the office and should be approved and on file at least one day prior to the trip for which alternative travel is planned. Transportation to practices, games, or other activities or events that occur on island but not on school grounds are the responsibility of the student and parent unless school district transportation is provided. Parents should emphasize safety at all times.
10. Board Policies may be accessed on the district web site [www.sjisd.wednet.edu](http://www.sjisd.wednet.edu) under school board tab.

**Violations of these expectations will result in consequences ranging from short-term suspensions from Interscholastic Activities to total loss of participation privileges.**

## **DANCES**

High school dances are usually held from 9:00 to 11:00 p.m. These general rules exist for all dances:

- Guest must be high school student or high school student in a registered home school program.
- The only exception to this rule is the Homecoming Dance and Prom. The guest must be 19 years of age or under for the Homecoming Dance and Prom.
- Middle school students are not allowed at high school dances.
- Guest must be sponsored by a Friday Harbor High School student.
- Guest sponsors must have completed a Guest Pass twenty-four (24) hours in advance of the dance including the Principal’s signature. Homecoming and Prom guest Pass must be completed forty-eight (48) hours in advance.
- School rules, including the dress code, are in effect for all dances and all attendees. Staff on duty may determine appropriate dress for the occasion.
- Students who violate the law will be turned over to the Sheriff.
- Once a student leaves a dance, he/she may not return.



## FREQUENTLY ASKED ACADEMIC QUESTIONS

### **How many credits do I need to earn in order to graduate from FHHS?**

Students graduating in 2020-2021 must complete 24.5 credits. All students must complete the culminating project and senior exhibition process. Students are expected to carry a full load every term.

### **How many credits can I earn each semester? Each year?**

A student can earn 3.25 credits each Semester. Students can also augment this 6.5 credit plan by taking additional classes outside the school day: Jazz Band in the zero hour, prior to first period; Theatre Production; and Internship or a Work or Service Learning experience which occurs outside the normal school day. Remember, a student who earns less than 6.5 credits per year, and who wishes to graduate with his/her class, must find a way to increase the number of credits earned in a year.

### **What happens if I fail a course?**

If you fail a course in a required area, that course must either be retaken or another course taken in the required area. If the course is retaken the F will remain and the credit value will be removed from the original course.

### **How can I know how many credits I have earned?**

Transcripts should be reviewed at the end of each semester and in Advisory. All students are expected to take personal responsibility for their progress. Your advisor and the counselor have copies of your transcript, EOC assessments, Smarter Balanced tests as well as other materials needed for your portfolio. If you have further questions, see your advisor or counselor. You may sign up in the Counseling, College and Career Center (CCC Center) for an appointment with the counselor, at any time.

### **How can I track my grades or progress?**

Students and parents are able to check grades and progress through the San Juan Island School District Webpage [www.sjisd.wednet.edu](http://www.sjisd.wednet.edu) (Family and Student Access). You may get your password from Debra Nickelson, Technical Services, [debranickelson@sjisd.org](mailto:debranickelson@sjisd.org). Assignments can also be checked on the web page for each teacher and class. See Technological Resources in this handbook.

### **Will I have to complete the Culminating Project Portfolio process prior to graduation as a part of my graduation requirement?**

All students will be expected to complete the Culminating Project Portfolio process, as a requirement for graduation. Components of the Culminating Project Portfolio are embedded within required classes and Advisory. See the Culminating Project Portfolio process section in this handbook.

### **What assessments do I have to pass prior to graduation?**

Classes of 2020 - 2021: Students must pass a state exam in reading and writing and one science end-of-course exam, state-approved alternatives or assessments for students in special education. Class of 2020-2021 must pass Smarter Balanced tests in English Language Arts and Math.

### **What is Running Start?**

Running Start is a partnership program we have with Skagit Valley Community College. Juniors or seniors can take college courses and apply the credits toward potential college degrees as well as their high school diploma here at Friday Harbor High School. Make an appointment with the high school counselor if you are interested in the program. Running Start students who wish to graduate from Friday Harbor High School are required to complete the Culminating Portfolio and Senior Exhibition process.

### **If I transfer to Friday Harbor High School from out-of-state do I have to take Washington State History and complete the Culminating Portfolio and Senior Exhibition process?**

Yes, you must take Washington State History and complete the Culminating Portfolio and Senior Exhibition process. If you have completed your state history and enroll at Friday Harbor High School during your junior or senior year, you may be able to use that for the Washington State History. You must provide proof of completion of a State History prior to 2<sup>nd</sup> semester of your senior year.

## GRADUATION REQUIREMENTS

At Friday Harbor High School, it is our goal to make sure you graduate from high school with your class. Therefore, it is critical that you pay close attention to the minimum graduation requirements. It is also important to plan and revamp your plan each semester with your advisor. Remember, you cannot graduate without completing the following:

Required Credits 24.5

Required Courses: See course catalogue or <http://www.sjisd.wednet.edu/Page/1022>  
High School CCC page.

Culminating Project Portfolio and Senior Exhibition process

Meet the State WCAS and SMARTER BALANCE standards

In addition to the minimum credit requirements, each student must complete:

1. **A High School and Beyond Plan:** Within the first year of high school enrollment, each student shall develop a plan for satisfying the state and district's high school graduation requirements and for their first year after high school completion. The plan will be developed in 9<sup>th</sup> grade English class. The plan should include how the student will satisfy the district's academic credit requirements, and the student's goals for the year following graduation. Each student plan should be reviewed annually at the beginning of the school year to assess student progress, to adjust the plan, and to advise the student on steps necessary for successful completion of the plan.
2. **A Culminating Project:** During the course of their high school career, each student shall complete a culminating project. The project shall demonstrate the student's ability to think analytically, logically and creatively and to integrate experience and knowledge to form reasoned judgments and solve problems. The project will also have a connection to the world of work in that it will demonstrate that the student understands the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities: and
3. **Earn a Certificate of Academic achievement (CAA) or Certificate of Individual Achievement (CIA).**

Students must complete all of these requirements in order to be eligible to participate in the Friday Harbor High School commencement exercises. It is important to remember that seniors who wish to participate in the graduation commencement exercises must have earned at least half of their credits from FHHS prior to senior year, unless they are an out of district transfer student, and must be enrolled as a full time student during senior year unless graduation requirements have been completed at the end of the first semester of the senior year and the student is no longer attending Friday Harbor High School

- **Special Note:** Students may file an appeal/request for special consideration and approval regarding high school credits such as: Credit Retrieval, Sports Option Credit, Alternative Learning credit, transfer of correspondence credits, college enrichment classes and upon completion of all requirements in January to graduate in June.
- Students who participate in sports may receive 1.5 credits for physical education/health under the following conditions:
  - Participate in five FHHS sport seasons in 9<sup>th</sup> through 12<sup>th</sup> grade.
  - Finish each season of the FHHS sport as "members of the team in good standing."
  - Students will be required to complete a "**Sports Option Credit**" form to receive credit after each season.
  - Students will receive a "pass" grade for P.E. sports option.

SAN JUAN ISLAND SCHOOL DISTRICT NO. 149

***GRADUATION REQUIREMENTS CLASS OF – 2020 - 2021***

SUBJECT	Class of 2020-2021 Credits Required
English •	4.0 Credits
Math (Algebra I, Geometry, Algebra II) Must take Algebra II, Pre-Calculus or sign waiver	3.0 Credits
Science	3.0 Credits
Social Studies •	3.0 Credits
Advisory ***	Included with Electives Below
Visual and Performing Arts Option for 2020: 1 credit can be waived based on 5 <sup>th</sup> year plan	1.0 Credit
Technology and Life Skills *	1.0 Credit
Fitness and Health **	2.0 Credits
Foreign Language or 2 credits based on 5 <sup>th</sup> year plan	2.0 Credits
Electives	4.5 Credits
<b>TOTAL CREDITS ****</b>	<b>24.5 CREDITS MINIMUM</b>

\* Includes required Community Project Class in Grade 11.

\*\* 0.5 Credit of Exercise & Health Science strongly required during 9<sup>th</sup> or 10<sup>th</sup> grade.

“Sports Option “can be used for 1.5 credits

\*\*\* Running Start and transfer students may substitute an elective credit for Advisory credit as appropriate.

\*\*\*\* Total credits required for each grade level is the minimum credits required for graduation. The minimum elective credits for each class must be taken. It is expected that students take additional electives to round out career or cultural interests to meet additional post-secondary college entrance requirements.

- English 9 and Senior Analytical Writing or AP English are required and contain components for the Culminating Portfolio Process.
- World History, US History, American Government are required social studies classes. WA State History Requirement must be met.

## **State Graduation Requirements**

A high school diploma is more than a rite of passage. It should signify to anyone - college admissions counselors and professors, employers and families - that a student worked hard, was challenged and is prepared for the next steps in life. All public high school graduates are expected to show they are ready for career, college and life.

The state's minimum graduation requirements, as established by the State Board of Education, represent a portfolio of a student's high school career. That portfolio, composed of the following elements is proof that the student has acquired the necessary skills to succeed both personally and professionally and in an increasingly complex world.

Students are held to the graduation requirements that are in place when they *first enter ninth grade*. The requirements do not change even if the student's graduation year changes.

### **State & Local Requirements**

School districts may have additional credit and non-credit graduation requirements, such as community service. Students and their families should be aware of all state and local graduation requirements when they begin high school.

All additional materials related to graduation may be found online at [www.k12.wa.us/Resources](http://www.k12.wa.us/Resources).

## **THE CULMINATING PROJECT PORTFOLIO PROCESS**

### **What is it?**

The purpose of the Culminating Project Portfolio Process is for students to demonstrate their skills and readiness for the next step after graduation. Students also demonstrate their ability to apply what they have learned throughout their school career. This is a final process that confirms mastery of time management, communication, problem solving, and personal planning skills. This Culminating Project concludes with a celebration, the “Spring Exhibition,” that showcases the students’ discoveries and accomplishments in a presentation of a Senior Exhibition to a panel of community and school members. The components of this project are based on Washington State’s four Learning Goals.

### **What does the Culminating Portfolio Process look like at Friday Harbor High School?**

The Culminating Portfolio Process consists of five components:

- Successful completion of one ninth grade English class entitled English 9.
- Enrollment in the Community Project Experience class which will include a twenty-hour investment in a Community Experience of “Choice” and an initial Persuasive research paper on a related topic or an I-Search Paper.
- A Five Year Plan developed in grade 8 and 9 re-visited and re-worked annually.
- Successful completion of the Senior Analytical Writing class or Advanced Placement English that will include a research paper.
- A Senior Exhibition presented to a panel of school and community members and mentors.

### **Who does it?**

All students who receive a diploma from Friday Harbor High School must complete all components of the Culminating Project Portfolio.

### **Why require a Culminating Portfolio and Senior Exhibition?**

To ensure that high school graduates have all the skills and knowledge to meet to their graduation requirements the students must demonstrate the ability to apply what they have learned, and show that they are prepared for work and or further education. In the fall, students will receive a Culminating Project Portfolio Process Notebook from their advisor that illustrates the relationship between their learning goals and the Culminating Project Portfolio Process. Culminating Portfolio Process is an opportunity for every student to demonstrate that they can think analytically, logically and creatively, and can integrate experiences and knowledge to form reasoned judgments and solve problems.

## **INSTRUCTIONAL POLICIES AND PROCEDURES**

### **LIBRARY MEDIA CENTER (LMC)**

The Library Media Center will:

- Support the educational needs of student's grades 6-12.
- Promote active learning by assisting students to access, locate, evaluate and use information that supports the curriculum.
- Emphasize the importance of ethical conduct in a society increasingly dependent on information technology.
- Emphasize the need to develop high standards of academic behavior.
- Maintain an academic atmosphere conducive for research, learning and literacy.
- Maintain a culture where behavior is governed by thoughtful and cooperative attitudes.

Using the library media center is a privilege and students using this facility must adhere to these expectations.

Library Media Center Procedures:

- All students must sign in when entering the library during school hours.
- Students coming to the library during class time are required to present a pre-printed written pass from their teacher.
- Respectful courteous behaviors toward those working in the library are the standard.
- Use the library and all its resources for academic purposes (including technology).
- Scheduled classes have priority, when space and resources are limited. (Students on passes may need to return to class.)
- School and district wide policies, as outlined in the student handbook, must be followed while using the library facility.
- The library is open 7:45am-4:30pm Monday-Friday when school is in session. The library will close at 11:20 on early dismissal days. Any change in hours will be announced.
- All printed materials are checked out for a three-week period. Lost, stolen, damaged, or items not returned will result in an appropriate fine.

## **CELEBRATION OF ACADEMICS**

Annually, students qualifying for the Honor Roll will be recognized at a Celebration of Academics ceremony. The ceremony will celebrate Honor Roll students from the previous terms. To qualify for the Honor Roll, students must have been enrolled in a minimum of five classes at Friday Harbor High School.

## **GRADING AND GRADE POINT**

In awarding grades to students and determining student grade point average, teachers follow state law and district policy. The state has established the following grade point scale:

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

The state has specified that there shall be no “A+” or “D-” grades. In determining a student’s overall grade point average, students should use this scale (convert each grade to the point value, total the points, divide by the total number of grades.) A student’s grade point average is used to determine co-curricular eligibility, Honor Roll, academic letters, honors at graduation, and college admission.

94-100% = A	80-83% = B-	67-69% = D+
90-93% = A-	77-79% = C+	60-66% = D
87-89% = B+	74-76% = C	Below 60% = F
84-86% = B	70-73% = C-	

## **PROGRESS REPORTS**

Parents will be mailed a student progress report mid-term and the end of Semester 1 and again mid-term and the end of Semester 2. It is possible, however, for grades to drop after a progress report. A current evaluation of student progress can be accessed online through the school website [www.sjisd.wednet.edu](http://www.sjisd.wednet.edu) (Family and Student Access) at any time using your personal log in and password. Contact the counselor for assistance.

## **FINAL EXAMS**

Final exams are given in all high school classes during the last week of each semester. No visitors are allowed in classes during days in which final exams are given. Tests missed due to excused absences must be made up as soon as possible.

Semester 1 – Final Exams January 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>

Semester 2 – Final Exams June 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>

\*Seniors take their final exams prior to graduation, week of June 7th

## **TEXTBOOKS AND CLASSROOM MATERIALS**

In order to avoid unnecessary wear and damage, students should use book covers. There will be fines levied by staff members for improper care of school equipment or books. At the end of the term, students are expected to return the books that were assigned to them in the condition they were issued, allowing for normal wear. Students will be charged for the cost of replacing lost or damaged books and classroom materials or supplies. Replacement cost for textbooks vary (approximately \$25.00 - \$125.00).

## **HONOR ROLL/LETTERING**

An Honor Roll is published each semester. Students who earn a 3.30-4.00 G.P.A. are awarded Honors. Students who earn a 4.00 grade point average are awarded Principal's Honors. Students must have a minimum of 2.5 credits earned through attending classes at Friday Harbor High School to be eligible for Honor Roll. All students awarded Honors status will be recognized at the Celebration of Academics.

High school students may also earn Varsity letters for academic achievement. In order to earn a Varsity letter a student must have taken at least 2.5 credits with no incomplete grades and achieve the following grade point average: one term 3.84-4.00; two terms at 3.66-3.83; three terms at 3.48-3.65; or four terms at 3.30-3.47. Letters are awarded at the Celebration of Academics Ceremony.

## **HONOR SOCIETY**

The high school has a chapter of the National Honor Society. By achieving a cumulative grade point average of 3.4 or higher, a student is eligible to apply for membership in the National Honor Society. Each year a faculty committee reviews student applications. Criteria for selection are leadership skills, school and community service, and good character references.

## **HONOR STUDENTS**

Graduating seniors with a cumulative 3.3 G.P.A. or better will be awarded an honor cord to be worn at graduation. Graduation speakers will be selected from approximately 10% of the top honor students.

## **VALEDICTORIAN / SALUTATORIAN**

To be eligible for selection as Valedictorian or Salutatorian, the following criteria apply:

1. Students must have a minimum of seven semesters of high school in which grades of "A-F" were assigned.
2. In order for students who have transferred to Friday Harbor High School to be eligible for selection as Valedictorian or Salutatorian, they must have a minimum of five semesters, of course work sophomore through senior year at Friday Harbor High School prior to the selection date.
3. Selection of the Valedictorian and Salutatorian will take place in February, after semester one grades are posted.
4. If more than one student is tied with the first highest grade point average they shall be selected as co-valedictorians.
5. If more than one student is tied with the second highest grade point average, they shall be selected as co-salutatorians.

## **FINES AND FEES**

Students are financially responsible for school materials and equipment checked out to them. Some classes also require participation fees. Students may apply for financial aid scholarships to assist with fees based on free and reduced eligibility. Students accumulating fines for lost or damaged school property or class fees are expected to pay fees at the beginning of each semester. Payment plans are available. All seniors must have fines and fees paid prior to graduation.

### **Fees**

- Cooking and Art Course fees for supplies/labs.
- Other courses may have supply/lab fees; Auto Mechanics, English classes.
- Band
- Physics I and Chemistry I
- STEM Courses; Robotics, Digital Production Lab, Engineering, Digital Photography and Aquaculture
- Advanced Placement exam fee must be paid by March 1<sup>st</sup>
- Field trip transportation fee
- Lunch fee
- TI-84 Plus, TI Inspire, TI-84 Plus C Silver edition, or TI-84 CE graphing calculator is recommended for all math students.
- See page 6 for Athletic fees.



## SJISD TECHNOLOGICAL RESOURCES AND POLICIES

**School District Website** - Please bookmark our school district website [www.sjisd.wednet.edu](http://www.sjisd.wednet.edu) for general school information, notifications, schedules, calendars, and special events.

**Communication** - To email any teacher or staff member, please go to <https://www.sjisd.wednet.edu/staff-directory>.

**Online Grade Reports and Attendance** - To access your student's current grades and attendance, go through our school district website. This online system is password protected. If you did not receive a "Family and Student Access" instruction sheet with a Login ID and Password please contact the school office.

To use this system: Go online to the SJISD website, choose the high school from the upper dropdown menu then click on the "check mark in the box" link located on the right side of the home page or access this URL <http://family.sanjuanisland.wa-k12.net> \*generally teachers update grades on a weekly basis.

**Regulations for Use of School Computers / Student Accounts** - Students have access to many forms of technology. This is viewed as a privilege. Any misuse, tampering, or altering of systems, reprogramming, or theft of technology will not be tolerated.

*Please review the full text of any and all Tech related Board Policies*, available online at [www.sjisd.wednet.edu](http://www.sjisd.wednet.edu), including:

- Board policy #2022 - Electronic Resources and Internet Safety
- Board policy #2023 – Digital Citizenship and Media Literacy
- Board policy #3207 & 3207P - Prohibition of Harassment, Intimidation and Bullying
- Board policy #3240 & 3240P - Student Conduct Expectations and Reasonable Sanctions
- Board Policy #3245 & 3245P: Students and Telecommunication Devices

### **TECHNOLOGY ACCEPTABLE USE GUIDELINES**

The San Juan Island School District (SJISD) recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the SJISD encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the SJISD and its schools.

The District electronic network is maintained for the purpose of supporting the education of students. Expectations for students' behavior using the network are no different than face-to-face interactions. Violations of these Acceptable Use Guidelines may be cause for disciplinary action.

#### **NETWORK USE**

The district "network" used in these guidelines includes wired and wireless computers, software, and peripheral equipment, including, but not limited to handheld devices, file storage, email and Internet access.

We hold all users strictly responsible for all activity that takes place on their accounts. System logins, passwords and accounts are to be used only by the authorized user of the account for the authorized purpose. Users may not share passwords or leave an open file or session unattended or unsupervised.

Users shall not seek information on, obtain copies of, or modify files, data, or passwords belonging to other users; misrepresent other users on the network; or attempt to gain unauthorized access to any part of the network.

Inappropriate content and activities on the network, such as cyberbullying, impersonating another, hate mail, defamation, harassment, or intimidation of any kind, are prohibited.

Creating, sending, posting, or storing information on the network that could endanger others, such as bomb construction and drug manufacturing is prohibited.

Accessing, uploading, downloading, viewing, storage and distribution of obscene, pornographic, or sexually explicit or suggestive material is prohibited.

Users must not do anything that will damage technology equipment or systems.

Webpage content must be school-related.

The network constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.

Use of network for commercial solicitation is prohibited.

## **EQUIPMENT DAMAGE AND/OR LOSS**

Using SJISD technology is a privilege that can be revoked if inappropriately used or damaged via negligence.

Accidents and loss do happen; however, there is a difference between an accident and negligence. After investigation by school administration, if the electronic device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

Students must immediately report damage to their school. A verbal report must be accompanied by a Tech Damage/ Loss form (on SJISD website) of the incident that is turned in to the office secretary. In the case of accidental damage, District policies, regulations, and practices require a fine to be levied to cover the repair or replacement cost of District property. With computing devices, like Chromebooks or iPads, the cost of damage or loss can be significant.

For our Student Chromebook Take Home program, the District has developed the Chromebook Damage/Loss Program as a way for families to reduce the financial risk if a Chromebook is accidentally damaged, stolen, vandalized, or lost. Participation in this program is completely voluntary.

## **THEFT**

If the Chromebook is stolen, the San Juan Island School District will require a police report be submitted immediately and a copy must be provided to the school by the student or parent in a timely manner. A student making a false report will also be subject to disciplinary action.

## **SAFETY AND SECURITY**

Students should not reveal personal information, such as complete names, addresses and telephone numbers, about themselves or others on any electronic medium without permission.

No Student member may disclose, use, or disseminate personally identifiable information about students, including photographs, for other than legitimate educational purposes.

No student pictures or names can be published on any class, school, or district website unless the appropriate permission has been obtained according to district policy.

## **FILTERING AND MONITORING**

Filtering software is used to block or filter access to visual depictions that are obscene or contain child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material may be filtered. The determination of what constitutes "other objectionable material" is a District decision. Filtering software is not 100% effective. Everyone must take responsibility for his/her own use of the network and avoid objectionable sites.

Any attempts to defeat or bypass the district's filter or conceal activity are prohibited.

Students must make a reasonable effort to become familiar with the Internet and to monitor, instruct, and assist effectively.

## **COMPLIANCE WITH COPYRIGHT AND OTHER LAWS, POLICIES, AND PROCEDURES**

All use of the network must be in conformity with state and federal laws, network provider policies and district policies and procedures.

Users must obey all copyright laws and other laws governing intellectual property rights. Unauthorized installation, use, storage, or distribution of copyrighted software or material is prohibited.

## **PRIVACY**

San Juan Island School District is responsible for protecting and safeguarding the confidentiality of student information. Google Apps for Education is governed by detailed privacy policy and security measures. Under our Terms of Service Agreement with Google, they are obligated to comply with FERPA (The Family Educational Rights and Privacy Act of 1974) and COPPA (Children's Online Privacy Protection Act) regulations. We make every attempt to verify that all online resources comply with these regulations. No student user should have any expectation of privacy when using the district's network.

The district reserves the right for authorized personnel to review system use and file content including, without limitation, the content of any email or attachment. The district further reserves the right to disclose any electronic information to law enforcement officials or third parties as appropriate. Additionally, the district is required to notify law enforcement if illegal activity is suspected.

Electronic records are subject to the requirements of the Public Records Act of the State of Washington.

**DISCIPLINARY ACTION** All users of the district's network are required to comply with state and federal laws, the network's and district's policies and procedures, and these Acceptable Use Guidelines. Violation of any of the conditions of use will be cause for disciplinary action.

## **COUNSELING AND GUIDANCE SERVICES**

### **COLLEGE CAREER COUNSELING (CCC) OFFICE**

The counselors are responsible for academic, personal and social counseling whether the need is planning for high school graduation, choosing a post-graduation path, resolving a personal problem, or handling class schedule conflicts.

The Counselors and staff are available to assist students to prepare for and complete college search, admission, and scholarship/financial aid processes as well as identify and explore future career interests and options. These processes begin in the ninth grade and have their culmination in the senior year. There is a sophisticated computer software program and a variety of tests available to assist students in researching their interests. Work Experience, Internships and community service opportunities are also available for students to “try out” career ideas.

### **SCHEDULE CHANGES**

Schedule changes may be made on the announced “schedule change day” during the second week of the term, only after receiving permission from the counselor, parent, and principal. Students must fill out a Schedule Change Form and make an appointment with the counselor to begin the process to drop a class. Students who have received approval to drop a class during the second week of the term will not have the course recorded on their transcript.

Students who drop a class after the second week of the term will receive an “F” on their transcript. A student must appeal for an NC which may be granted with special circumstances. Students dropped from a course for disciplinary reason, will receive an “F” grade and no credit.

### **REPEATED COURSES**

If you fail a course in a required area, that course must either be retaken or another course taken in the required area. If you retake a course the F will remain and the credit value will be removed from the original course.

### **WITHDRAWAL FROM SCHOOL**

A student planning to withdraw from school is required to meet with the counselor with their parent/guardian to obtain a Withdrawal Form and to complete an exit conference. This form requires parent/guardian and counselor’s signatures. The student takes this form to each teacher for a current grade and any charge for lost/damaged materials, or fees or fines. The student must also take this form to the library for a signature. The Withdrawal Form is returned to the office where a copy is made for the student to take to his/her new school. At this time, the student will arrange an exit conference with the Guidance Counselor or Principal. Unofficial copies of transcripts and health records may also be obtained. All outstanding fines and fees must be paid before these records will be released.

## TESTING

Various standardized tests are administered in grades 9-12. Specific information on each test is available from the Counselor or Principal. We ask that families make every effort to avoid personal schedule conflicts with the testing schedule. College admissions tests are also available on campus. Please see the following testing schedule:

### **SAT Scholastic Aptitude Test and ACT American College Test: 9-12 grade**

These are required admissions tests for 4-year colleges and universities. Students considering Playing intercollegiate sports at a community college must take the SAT or ACT. Testing dates at FHHS are listed below. FHHS STUDENT CODE number is 480-410.

SAT registration online at [www.collegeboard.org](http://www.collegeboard.org) ACT registration online at [www.act.org](http://www.act.org)  
Refer to websites for cost, results and additional information.

#### **Registration**

	<u>Location</u>	<u>Test Date/Time</u>	<u>Deadline</u>
<b>SAT</b> <b>I &amp; II</b>	Friday Harbor	Aug. 29	July 26
	High School	Sep. 26	
		Oct. 3	Sept. 4
		Nov. 7	Oct. 8
		Dec. 5	Nov. 6
		(Spring Street only) Mar. 13	Feb. 13
		May 8	April 9
	June 5	May 7	
<b>ACT:</b>	(only given at <i>Spring Street</i> )	Oct. 24 Apr. 17	Sept. 27

**PSAT/NMSQT:** Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test **11<sup>th</sup>, 10<sup>th</sup> 9<sup>th</sup> Grade Wednesday, October 14, 2020**

This test measures the verbal, math and writing skills that students have developed over the course of their education. Testing prepares student for the SAT test. (Cost - \$16.00)

**Smarter Balance Test (no cost to student) March–June, retakes in winter**

### **AP Exams: Advanced Placement Exams**

*10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grade - Students taking AP courses are required to take the AP test.*

AP Government	May 3
AP Calculus	May 4
AP US History	May 6
AP Chemistry	May 7
AP Art Portfolio Due	May 7
AP World History	May 10
AP Lang & Comp	May 12
AP Computer Science	May 13
AP Environmental Science	May 14

*(Approx. cost \$96.00 per AP exam)*

*For more information and results visit [www.collegeboard.org](http://www.collegeboard.org)*

Individual student results for the State tests and PSAT will be mailed to the parents and given to students in advisory.

## CRITICAL INFORMATION NEEDED TO SUCCEED AT FHHS

### CLOSED CAMPUS

Friday Harbor High School is a closed campus, except at lunch. Students are expected to stay on campus unless they have written permission from their parents to leave for reasons recognized as excused absences through San Juan Island School District Policy. In this case, students must sign in and out at the office when coming and going at any time other than lunch. **Students are not to leave campus during the break.**

### COMMUNICATING WITH SCHOOL STAFF

Contacting a staff person is relatively easy. All school staff members have an email address. All email addresses use the staff person's first name and their last name, followed by sjisd.org. (i.e. staffperson@sjisd.org). All staff members read their email in the morning and before they leave school at the end of the day. Parents should expect a response within 24 hours (unless the teacher has been absent from school).

Also, you may call the school (360-370-7110). If possible, we will attempt to connect the caller with the teacher immediately. If the staff person is teaching a class or unavailable, you may leave a voice mail or we will take a message and see that the staff person receives it. Phone calls should be returned within 24 hours.

### CHANGE OF ADDRESS OR TELEPHONE

Please inform the high school office of any change of address, phone number or emergency contact information. Unlisted phone numbers should be given to the Registrar, and will be kept confidential.

### DIRECTORY INFORMATION

Washington State laws and school district policy provide for directory information to be provided by schools to appropriate agencies. Directory information is defined as:

1. Student's name and telephone number
2. Date of birth
3. Major field of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Degrees and awards received
8. The most recent school or institution attended by the student

The school may also release photographs of individual students for public information purposes. The school routinely releases directory information to:

1. Selective Service System
2. Military recruiters
3. Registrar of Voters
4. P.T.S.A.
5. Class officers and supporting parent committees

Each year, parents are asked to sign a consent form (The Federal Family Educational Rights and Privacy Act, FERPA) during registration designating permission to release student information to colleges and/or the military. On this form, parents may stipulate that directory information not be released to military recruiters or to colleges. **If you would like to exclude your student from all directory information, please contact the high school office at 370-7110.** See the "Directory Information" section at the end of this handbook for more information

## **DRESS CODE**

The purpose of the Friday Harbor High School Dress Code is to foster a professional, safe and respectful environment at school. We take pride in our students and their appearance. The dress code is an important part of creating a positive learning environment for all students. It is to be understood that the school standard for appearance will likely be different from the standard outside of school time. This code sets a tone for personal and professional pride in teaching and learning environment.

**The dress code is in effect from the time that students arrive on campus on a school day until they leave campus in the afternoon or evening. The dress code applies to field trips, site visits, and academic internships and when attending other school related activities representing Friday Harbor High School, unless the supervising adult informs the students otherwise.**

School administrators, staff and district personnel reserve the right to determine whether a student's attire is professional, safe and respectful of the school environment. Individual teachers may require specific attire with special consideration for the occasion, for safety or cleanliness, or for reinforcement of course curriculum.

Students' dress shall be modest, neat, clean, and in keeping with health, sanitary, and safety practices.

### **Consequences of violation of the dress code include:**

- First violation – a student inappropriately dressed will receive a warning and be expected to find or be given alternative clothing for the rest of the day.
- Second violation – parents will be called and the student will be sent home to change.
- Third violation - will be considered insubordinate behavior, and appropriate discipline will be applied.

## **DANGEROUS WEAPONS AND OR FIREARMS**

The possession, use, transmission, or transporting of any object that could reasonably be considered a firearm or a dangerous weapon; and the possession of any exploding item or device that would be capable of producing bodily harm, damage to property, disruption of the educational process. (Possession of a firearm on school property will result in a one year mandatory expulsion, subject to appeal with notification to parents and law enforcement. RCW 28A.600.420). A pocket knife is considered a dangerous object, and therefore, not allowed on school campus. Possession of such may lead to disciplinary action including but not limited to suspension. A knife that has a blade longer than three inches is considered a dangerous weapon.

## **DRUGS, ALCOHOL OR DRUG PARAPHERNALIA—POSSESSION, USE**

A student shall not use any substance legal or illegal, used to induce mood or behavior changes. A student shall not possess, constructively possess, use, be under the influence of any narcotic drug(s), alcoholic beverage, legend drugs, anabolic steroids, hallucinogenic drug(s), amphetamine, barbiturates, marijuana, or any substance purported to be one of the above-described substances. Students shall not possess, or constructively possess any drug paraphernalia.

*The first violation of possession (including drug paraphernalia) or consumption of alcohol, or being under the influence of alcohol or controlled substances will result in a Long-Term Suspension from school for fifteen (15) school days. All but five (5) school days of the penalty may be suspended if the student completes a drug/alcohol assessment within five (5) school business days of the violation after which the Long-Term suspension will be converted to a Short-Term*

*Suspension of five (5) school days without need for a request by the student. The student will be expected to then participate in a program of therapy specified by the student's assistance counselor. Additionally, students will be required to provide the results of drug/alcohol monthly. If the student fails to participate in a program the Short-Term Suspension will be amended again to become a Long-Term Suspension of fifteen (15) school days, the unserved balance of which shall be immediately imposed upon the student. A second violation may result in expulsion from the San Juan Island School District. Re-admission shall be upon the approval of the Superintendent of schools or his/her designee*

Proof of consumption, regardless of location where consumption occurred, shall be considered proof of possession when the interval between consumption and alleged possession at school or school activity is, in the opinion of an administrator, a period during which some level of alcohol will remain in the student's system. A breathalyzer test or other quantitative test is not required to prove consumption. The administration need not prove a particular percentage of alcohol remains in the student's system or prove intoxication in order to prove consumption.

## **DRUGS OR ALCOHOL SALE OR DELIVERY**

Students shall not distribute and/or sell alcoholic beverages, unlawful drugs, legend drugs, controlled substances, hallucinogens, or any substance, legal or illegal, used to induce mood or behavior changes, or other drugs, medications, or items that purport to be any of the preceding, during school time, on school premises, or during school-sponsored activities, including field trips.

Penalties for sale or distribution range from a Long-Term Suspension of no less than 15 days for the sale or distribution of alcohol or legend drugs to regular Expulsion from school for up to the remainder of the school year for sale or delivery of drugs classified in the Uniform Controlled Substances Act (Chapter 69.50 RCW) schedules (dangerous drugs). The offense includes the sale or delivery of imitation controlled substances (Chapter 69.52 RCW). For definitions of distribution & delivery see RCW 69.50.010(f) & (j) and for imitation drugs, see RCW 69.52.020 (2).

## **EXCEPTIONAL MISCONDUCT**

The behaviors listed below are considered by the San Juan Island School District, its Board of Directors, and community to be detrimental to its students, staff, and overall operation of its schools. Each of them is labeled as exceptional misconduct and will be grounds for immediate removal from school by emergency expulsion pending investigation of the incident. As appropriate, the Sheriff's Office will be notified and applicable criminal charges will be filed. Subject to investigation and due process measures, a student may receive a long-term suspension or expulsion regardless of whether the exceptional misconduct is a first offense.

The District Curriculum Council serves as the district's committee to review school discipline rules and process, and to define "exceptional misconduct". The council has deemed that due to their serious nature and disruptive effect upon the operation of the school(s), consideration should be given by administrators for an immediate sanction of long-term suspension or expulsion for the following acts:

- Assault
- Possession of a firearm or other dangerous weapon
- Possession, sale, distribution or being under the influence of alcohol or other illegal drugs
- Sexual harassment
- Sexual misconduct
- Harassment, intimidation, bullying or threats
- Disrupting the educational process
- Gang activity
- Cumulative violations of school rules
- Refusing to follow reasonable directions from staff
- Any other violations considered criminal acts under San Juan Island School District Regulations or Washington State law (RCW Title 9)

## EMERGENCY SCHOOL CLOSURE

School will be closed if road travel becomes hazardous due to poor weather conditions or if the school experiences a significant power failure. The following stations and websites will carry school closure announcements:

KISM 92.9 FM – Bellingham	KOMO TV 4 – Seattle	<a href="http://www.schoolreport.org">www.schoolreport.org</a>
KOMO 1000 AM – Seattle	KING TV 5 - Seattle	<a href="http://www.sjisd.wednet.edu">www.sjisd.wednet.edu</a>
KLKI 1340 AM – Anacortes	KVOS TV 12 – Bellingham	<a href="http://www.sanjuanislander.com">www.sanjuanislander.com</a>
KAFE 104.3 FM – Bellingham	KCPQ TV 13	<a href="http://www.sanjuanjournal.com">www.sanjuanjournal.com</a>
KGMI 790 AM – Bellingham		<a href="http://www.islandguardian.com">www.islandguardian.com</a>

## FIRE DRILLS AND OTHER EMERGENCY PROCEDURES

Emergency procedures are outlined in the school district crisis manual. This manual provides for safe and efficient evacuation of students during emergencies. Manuals and evacuation maps are visible in each classroom. Teachers are expected to discuss procedures with students at intervals during the school year. Drills are to be taken seriously. Students are expected to maintain appropriate classroom conduct throughout the entire drill and to become informed of the exit route for each of their classrooms. Upon evacuation, students line up with their Advisory group on the Athletic Field and remain with their Advisor throughout the drill.

Any student involved in setting a false alarm will be subject to both school and criminal actions. Such action may result in suspension or expulsion from school. Tampering with fire extinguishers is defined as a criminal act under the laws of the State of Washington.

## CELL PHONES, I-PODS, MP3 PLAYERS AND RELATED ELECTRONIC DEVICES

Cell phones, I-Pods, MP3 players and related electronic devices must be turned off during class. Cell phones, I-Pods, MP3 players and related electronic devices may be used before school, at break, at lunch and after school only. Cell phones, I-Pods, MP3 players and related electronic devices may be confiscated if these guidelines are not followed. Repeat offenses may result in but are not limited to parental notification, detention, short-term suspension, and/or loss of privileges.

## FOOD AND DRINK

All spaces where food and drink is not allowed will have signs posted – NO FOOD AND DRINK. This includes carpeted areas such as the library, band room, office, and classrooms where food and drink may be damaging. Water is allowed in classrooms. Healthy snacks and lunches are strongly encouraged.

## INJURY OR ILLNESS

All accidents or injuries to students should be reported immediately to the supervising teacher or the office. In the case of illness, the teacher will assist the student and report the matter to the office so that a parent may be contacted. In the case of an injury, first aid will be administered. If the injury is serious, a parent or guardian will be contacted. **Students are not allowed to leave the school grounds for medical attention without first notifying their teacher and the high school office.** Teachers are required to file a written accident report.

## INSURANCE

The school does not provide medical insurance for students. A private insurance provider offers a variety of programs at a minimum cost. Brochures detailing coverage and costs are available in the high school office. When purchasing a policy, parents are cautioned to read the brochure carefully and pay particular attention to exclusions and limitations. All injuries should be directed to the company, not the school.

All students participating in athletics are required to have some form of medical insurance coverage. Parents must complete the insurance part of the physical card.



## **LOST AND FOUND**

Throughout the school year, all unclaimed articles of clothing are kept in a bin next to the Hall Gym. Twice a year unclaimed items are donated to a San Juan Island charity. Unclaimed cell phones, tech items and jewelry are kept in the office until claimed. At the end of the school year these items are donated to a San Juan Island charity.

## **LUNCH, FREE AND REDUCED**

The district, under provisions of the National School Lunch Act, offers free and reduced price lunches to students from eligible families. Families who qualify for the free or reduced lunch program are also eligible for fee reductions on the PSAT, SAT, AP tests and other benefits. Information and applications are given to all students and are available in the office.

## **MEDICATION**

Medications, including over-the-counter drugs, are prohibited at school unless stored at the office to be administered by trained office personnel. The school contracted nurse will facilitate with the parents the following stipulations:

1. A doctor's prescription must accompany the medication.
2. A note of instruction from parents must accompany the medication.
3. Medication must be in its original container.

## **PERSONAL PROPERTY AND THEFT REPORTS**

All personal items should be properly marked with the student's name. Students should NOT bring valuables or large sums of money to school. Electronic devices such as cell phones are to be kept in backpacks during class and only used during lunch and break. All students will be issued a locker to store items (\$8.50 fee for lost school or P.E. lock). The school is not responsible for loss of items kept in lockers, backpacks, purses or vehicles.

In the case of lost or suspected theft of personal property, students should report the incident at the high school office and complete a theft report with any and all pertinent details. Students should also file a police report as appropriate.

**The law specifies that the school administration or its designee is allowed to search a student, his/her possessions, locker or vehicle on campus whenever a staff member has a reasonable belief that a student has violated a law or a school rule, or that there is a health or safety concern.**

## **YEARBOOK AND SENIOR PICTURES**

Individual pictures are taken for Identification cards and the yearbook. Students or parents who wish to purchase pictures may pay at the time the pictures are taken. All students will have a picture taken at no charge for the yearbook and for identification. Senior graduation wall, newspaper, slide show and yearbook pictures are collected early in the year (October). Plan early to get a senior picture appointment. The cost to purchase a yearbook is approximately \$60.00.

## **SIGNING IN AND OUT TO GO OFF CAMPUS**

Students are required to sign in and out at the high school office with permission from their parents (either through note, email, text, phone call or permission slip) in order to complete important personal or school related business. Students are not to leave campus during breaks without written permission from their parents, except at lunch.

**Friday Harbor High School is a closed campus except during lunch break.**

## **SUBSTITUTE TEACHERS**

Substitute teachers are to be considered guests and treated accordingly by students. The regular classroom teacher and principal will review violations of classroom expectations. Disrespect or defiance of a substitute will result in immediate removal from class and referral to the principal. Suspensions may occur

## **TELEPHONE USE BY STUDENTS**

Except in cases of illness or injury, use of any phone is restricted to before and after school and non-class time. Messages for students will be delivered only in cases of emergencies.

## **VISITORS & GUESTS**

Parents are welcome to visit the school. If a parent wishes to visit classrooms, please contact the high school office, at 370-7110 at least 24 hours in advance. All Visitors must check in at the front office and obtain a visitor's lanyard.

**Students are permitted to have a visitor accompany them to school on a pre-arranged one-day basis only.** It is expected that visitors will not create disturbances or interfere with the learning. No visitors are allowed in classes during days in which final exams are given. Visitors must be currently enrolled in a high school and be visiting during a school holiday from their school. A student who wishes to host a visitor is required to complete a "Visitor Request Form", signed by all teachers, his or her parents or guardian, and then approved by the principal at least one day prior to the visit. Teachers and/or the Principal have the right to refuse student visitors in their classroom. **All visitors are required to sign in and out at the office.**

## ATTENDANCE POLICY

### FRIDAY HARBOR HIGH SCHOOL ATTENDANCE POLICY

It is important that our FHHS students take charge of their lives and be responsible for their own work habits and behaviors related to personal growth and improvement. An excellent attendance habit has always been an important and critical practice needed in the adult world. At Friday Harbor High School we are committed to having all our students enter the adult world with the skills, values, and commitments required to actively participate in our civic and economic community.

To implement Friday Harbor High School expectations regarding attendance, two categories of absences have been established:

1. Excused absences – documented absences due to illness or a health condition: a religious observance, event or holiday when requested by a student’s parent (s); school approved activities such as field trips and school sponsored athletic events; and as required by law, disciplinary actions or suspensions shall be classified as excused absences.

Parents are strongly encouraged to schedule trips and appointments at times when school is not in session. In order for a long term absence related to a family trip to be excused, the student should complete the “Prearranged Absence Form” signed by the administration and all the teachers. The student must turn in all required assignments as noted in the “Make-up of Missed Work Policy”. Failure to do so will result in a recording of “unexcused absences” for the period of time the student is away. (Pre-arranged Absence Forms are required for three or more days of a family absence). Extended absences due to vacation may impact grades. There are classroom activities that cannot be completed unless present.

2. Unexcused absences – Any absence that is not excused. Unexcused absences may occur as a whole day, or in a single period. Excuse notes, emails and phone calls (370-7110) are accepted in the high school office within 48 hours of the absence in order for the unexcused absence to be changed to an excused absence. Parents and students are encouraged to check their students’ attendance on Family and Student Access on the web site [www.sjisd.wednet.edu](http://www.sjisd.wednet.edu). FHHS uses a daily automated calling program to inform parents/guardians when their student has an unexcused absence during any period of the day.

*If the combined excused and unexcused absences in a given class during a semester exceeds twelve (12), the student may be denied credit and may be required to appeal for credit.*

*Looking at your student’s attendance record....*

**U = absence unexcused**

**T = tardy**

**U-AU = verified truancy**

**E-SA = school business excused**

**T-AE = tardy excused**

**E-AE = absence excused**

**(E- is considered an**

**excused absence.)**

**FRIDAY HARBOR HIGH SCHOOL**  
**ATTENDANCE APPEAL FOR CLASS CREDIT GUIDELINES**

*If the combined excused and unexcused absences in a given class during a semester exceeds twelve (12), the student may be denied credit and may be required to appeal for credit. Students appeal for credit prior to the end of the semester.*

1. Excused and unexcused absences count toward the 12 absence limit as follows:
  - Excused absences include documented absences due to illness or a health condition: a religious observance, event or holiday when requested by a student's parent (s); school approved activities such as athletic events, and prearranged family trips. Athletes and other students who will be predictably and regularly absent from class for school related reasons are encouraged to use school breaks and vacations for medical appointments and family trips. Students must be aware that excessive excused absences do affect course performance and may affect the student's grades.
  - Unexcused absences for any reason do count toward the 12 absence limit. Each set of three tardies equal one unexcused absence per class, after the first 3 tardies in each class.
  - If the 12 or more absences have been caused by long-term extenuating circumstances or an extended chronic health condition, as listed on a documented 504 Plan or IEP Plan, or has been pre-approved by an administrator, the student or parent/guardian should produce the appropriate documents. In cases where a student has unexcused absences, the student may need to appeal for credit.
  - Discipline suspensions (YC – juvenile offense, SO – out of school suspension, SI – in school suspension) do not count as part of the 12 absences. RCW 13.34.300 and WAC 392-400-235, 392-400-260)
2. In any semester or term, after a student accumulates 12 absences in any combination of excused or unexcused absences, the student may receive a "NC" (no credit). Students have the right to appeal this "NC," or loss of credit, as follows:
  - Students who have exceeded the 12 absence limit with excused absences only (have no unexcused absences on record), and are receiving passing grades in all classes will be waived from the appeal process and given credit for the course. However, students must be aware that excessive excused absences do affect course performance and may reduce the student's grades.
  - Students who have exceeded the 12 absence limit with a combination of excused and unexcused absences will receive a "NC" (no credit) and have the right to appeal for loss of credit. Unexcused absences may also result in one or more of the following consequences: student conference, after school detention, parent conference, and/or as necessary, legal action (Becca Bill).
  - Students with 12 or more absences will remain in classes and be allowed to go through the appeal process if they are receiving a passing grade at the time of the appeal request. When a student reaches the 12-absence limit, it is their responsibility to remain in the class and continue making progress toward a passing grade prior to the appeal.
3. The Attendance Appeals Committee will thoughtfully consider the appropriateness and circumstances of each absence record. Students and parent/guardians should note that unexcused absences would reflect negatively in the appeal process.
4. If the credit appeal is denied, an "NC" (no credit) will be assigned to the transcript. If the appeal is approved, the student's final grade for that class will be entered on the transcript.

## **ATTENDANCE APPEAL PROCEDURES AND PROCESS**

It is the goal of the Friday Harbor High School Attendance Policy to keep students and parents aware of accumulated time spent out of class. Letters will be sent to all students who are in danger of exceeding the twelve (12) absence limit for classes. An attendance printout and an Attendance Appeal Form will be attached to the letter.

- Students who are not receiving credit due to excessive absences in a class must complete the Attendance Appeal form. Take the Attendance Appeal Form and the attendance printout to the teacher for comments and signatures. Obtain comments and signatures of your parent and/or guardian and advisor. Only classes with passing grades can be appealed for credit.
- Turn in the completed Attendance Appeal Forms, attendance printout for each class affected to the high school office before the appeal appointment dates listed on the letter. After all completed forms are turned into the high school office the student may schedule an appeal conference on appeal appointment dates.
- The student must attend the scheduled conference and bring to the appointment a grade printout, and any doctor's notes or other pertinent information explaining the special circumstances of the absences. You may also arrange for your parent or guardian, and/or any teacher/advisor to attend the conference with you for purposes of aiding you in your appeal.
- Each student will appear before the Committee on the assigned date and time with the documentation and/or persons that might aid in helping the committee understand the special and extenuating circumstances that caused the student's excessive absences. The Attendance Appeal Committee is composed of an administrator and a counselor.
- The Attendance Appeal Committee will notify students of its decision within 1-3 days of the Appeals Hearing. If you fail to take the above actions by the appointment dates you will forfeit your chance to appeal.
- If the credit is denied or your fail to complete an appeal with in the appointment dates, an "NC" (no credit) will be assigned to the transcript. If the appeal is approved the student's final class grade (including the final exam) will be entered on their transcript

## **PRE-ARRANGED ABSENCE**

When a family determines that they will be taking their student out of school for three or more consecutive days for a planned family activity, the student must ask for a "Pre-Arranged Absence Form" from the office. The form is presented to each teacher who may assign class work for the time that will be missed.

On returning to school, the student must check with each teacher to determine whether additional work was assigned during the time missed. The student is expected to complete and turn in all work assignments within the allowable time frame (see Make up of Missed Work Policy). Remember, class participation in performance based classes and project learning activities are very difficult to make up after the fact.

## **TARDY POLICY**

When the school bell rings at the start of class students are to be sitting at their desks in the classroom ready to learn. If students walk in the classroom after the bell rings, they are considered tardy. Unless the student has an excused tardy the list below will be followed.

- 3 tardies... Referral to principal who will make it clear that tardiness is not acceptable, assign Monday after school detention.
- 4<sup>th</sup> tardy... Referral to principal who will assign Monday after school detention
- Continued tardies will result in further appropriate discipline.

## **SCHOOL ACTIVITIES**

Participation in a co-curricular program activity or school-sponsored field trip is considered school business and is an excused absence. Work due on the day of the co-curricular activity must be handed in prior to leaving for the activity, the same day the work was due. Students are expected to complete the next day's class work during the co-curricular or school-sponsored activity (usually during the ferry ride). Students who do not complete the assigned class work or do not turn in work to the teacher on the next class day will receive 50% credit for late work.

1. It is the student's responsibility to know what work was assigned during an absence.
2. Every student should use the student planner provided to them by the ASB.
3. Teachers may post class work for the week on their "whiteboards" at the beginning of each week, and post their homework assignments on "Family and Student Access" or Google Classroom. See Technology Resources for more information in this handbook.
4. Keep in mind that some teachers do award daily participation points for being in class and for working diligently. These participation activities are often very difficult to make-up.
5. Work handed in late will receive 50% credit.
6. Major assignments posted in advance (unit tests, reports, and long term projects) must be turned in when the student returns to school in order to receive full credit.

## **CATASTROPHIC ILLNESS OR INJURY**

During the course of the semester, any student who contracts a serious illness or suffers an incapacitating injury which keeps the student out of school for three or less weeks is expected to complete the work missed when his or her medical condition permits. Students may get homework from the teacher or the school website. If a student misses more than three weeks of school because of a medical condition, parents or guardians should contact the Counselor or Principal to discuss additional options.

## **MAKE-UP OF MISSED WORK POLICY**

The single most important factor in successful school achievement is regular daily attendance. The staff at Friday Harbor High School expects students to make-up all missed class work, whether a student was excused or unexcused. Following are the guidelines for making up missed work:

1. It is the student's responsibility to know what work was assigned during an extended absence (3 days or more) and complete a prearranged absence form (located in the high school office).
2. When an absence is due to illness, off island appointments, etc., it is the student's responsibility to contact teachers by email to request class work.
3. Every student should use the daily planner, provided to them by the ASB.
4. Students are expected to complete all assigned work whenever absent, excused or unexcused.
5. Work handed in late without excused absence note will receive a maximum of 50% credit. Work handed in within three (3) days following an excused absence will receive full credit, unless prior arrangements have been made with teachers.
6. Major assignments posted in advance (unit tests, reports, and long term projects) must be turned in when the student returns to school in order to receive full credit.

## **BEHAVIORAL EXPECTATIONS**

In addition to establishing safe, orderly classrooms, Friday Harbor High School has the responsibility to maintain a safe and orderly environment in all aspects of the school programs and activities. Friday Harbor High School has the responsibility to establish guidelines to accomplish this goal, communicate those rules to students and parents verbally and in writing, and enforce these guidelines. In life, consequences will follow negative behavior and problematic decision-making. Everyone within the FHHS community who makes mistakes "cleans up their messes" and begins with a "fresh start." "Fresh starts" are very important for everyone at Friday Harbor High School, after taking care of issues or problems.

## **EXPECTATIONS:**

Treat all staff with respect and follow directions given.

Always sign in and out at the office to leave campus after checking in with an office assistant, except at lunch.

Maintain good attendance. Bring notes and check attendance often on school website.

Wear appropriate clothing that meets the standards of a business and educational environment. Clothing should meet standards and language on shirts should be appropriate. Undergarments should be covered. Refer to the "Dress Code" section in this handbook.

Use the acceptable public standard for young adults for showing affection to one another on campus and at all school events.

Use appropriate public language in the halls and at classroom events and activities.

Keep skateboard and bicycle use off campus.

Resolve conflicts appropriately in a non-violent, constructive manner. Use guidance counselors and your advisors assistance as needed.

Refrain from the use of tobacco, smoking/vaping related products, snuff, alcohol and other illegal substances on campus and at all school activities.

Follow the law and WIAA standards related to the possession or sale of illegal substances such as tobacco, smoking/vaping related products, drugs or alcohol, or possession of firearms or other weapons.

Refrain from threatening behaviors and language or other acts of violence.

Adhere to the cell phone and/or musical device guidelines as well as the Acceptable Use Policy for Computer Conduct.

## **CONSEQUENCES FOR ACTIONS NOT ADHERING TO THE EXPECTATIONS LISTED ABOVE.**

Infractions may result in one or more of the following consequences: conference, detention, suspension, and or expulsion, depending on the nature of the violation and the severity of the offense. The San Juan Co. Sheriff's Office will be notified in all cases related to violations of Washington State Law.

### **BLATANT INSUBORDINATION**

Blatant insubordination results automatically in a conference or detention or a suspension. All faculty, staff and students at Friday Harbor High School should receive fair and courteous treatment and respect and be valued as members of the community.

Therefore, an individual who refuses to follow instructions given by a staff member will be suspended for one or more days. Those who direct profanity toward a staff member will be suspended for three or more days.

### **PLAGIARISM AND CHEATING**

Friday Harbor High School recognizes the need for students to challenge themselves visually and intellectually and learn to perform tasks related to gathering facts, processing information, correlating data, describing issues, developing conclusions and approaching solutions in an individual, critical and thoughtful manner. This is the essence of learning. **Cheating and plagiarism will result in no credit and will be subject to disciplinary action.**

Sources must be cited for all the visual arts and for all written work. As professionals, we cannot condone cheating or plagiarism under any conditions. Cheating and/or plagiarism will be considered grounds for a disciplinary action, detention or suspension, as the situation dictates. Credit will be revoked for affected assignment (written, visual or digital).

## **HARASSMENT POLICY**

It is the policy of the San Juan Public Schools to maintain a learning and working environment that is free from harassment. No employee or student of the district shall be subjected to any form of harassment, particularly sexual. It shall be a violation of this policy for any member of the staff to harass another staff member or student through conduct or communications. It shall also be a violation of this policy for students to harass other students or staff. Violations of this policy or procedure will be cause for disciplinary action. The legal standard to determine whether a behavior is harassment is: "Would a reasonable person of the gender, ethnicity, or religious affiliation referred to consider the behavior offensive?"

The staff of Friday Harbor High School would like to resolve problems as soon as possible to minimize negative impacts on students. For that reason, we have a process for handling problems and concerns.

### **What to do if you are being bullied / harassed?**

If you feel safe, tell the harasser that their behavior is bothering you and to stop it.

If it doesn't stop, report the harassment to a teacher, counselor, administrator, parent/guardian and/or adult. (If the offense is severe, fill out form immediately found in high school office and on school district website [www.sjisd.wednet.edu](http://www.sjisd.wednet.edu)). If it doesn't stop after you tell an adult, fill out a complaint form (found in the high school office and school district website [www/sjisd.wednet.edu](http://www/sjisd.wednet.edu)). Turn the form in to your teacher, counselor or high school office. If the harassment doesn't stop after you file a form, keep filling out the forms until it does stop. No one deserves to be harassed.

San Juan Island School District has teamed up with *Safeschools Alert*, a new online incident reporting and tracking system that allows students, staff, and parents to confidentially report safety concerns to administrators 24/7/365. Report tips on: Bullying, Intimidation, Harassment, Weapons, Drugs, other.

Here's how it works. If you need to report an incident, you have four avenues for reporting: by text, by web, by email, and by phone. The District will track the report and respond to concerns in a timely way. Please see the information provided at [www.safeschools.com](http://www.safeschools.com) for general information. To access the system please go to our website for the *Safeschools Alert* link on our homepage at [www.sjisd.wednet.edu](http://www.sjisd.wednet.edu) in the left hand column.

Working together we can ensure all students have the opportunity to be highly educated in a safe environment.

## **STUDENT / TEACHER PROBLEM SOLVING**

If a problem occurs between a student and a teacher, we encourage the student to first discuss it with the teacher, and then seek advice from the counselor, advisor, or the administration. If the problem continues or the discussion between the student and the teacher is less than satisfactory, the parent may call the school and arrange to meet with the teacher. Going directly to the person involved solves most problems.

However, if the meetings are not satisfactory, please contact the principal immediately. The principal will review the situation and determine a course of action. The principal is committed to working with staff, students, and parents to find acceptable solutions in all cases.

## **STUDENT / STUDENT PROBLEM**

Often high school students try to handle problems with another student by ignoring it or by responding physically. Ignoring harassment simply encourages the harasser to continue. Responding physically results in escalating the problem. We encourage students to report problems they are having with other students to their advisor, counselor, teacher or principal. Generally, if we are given the opportunity, we can resolve problems before they become serious.

## **PROCEDURES**

Any person who alleges harassment by a staff member or student in the school district may use the procedures detailed in the San Juan Island School District Grievance Procedures or may report directly to the principal or district superintendent (who serves as the Title IX coordinator). The right to confidentiality will be respected, consistent with the school district's legal obligations and necessity to investigate allegations of misconduct and take corrective action. Please request the student complaint form from the high school office to report harassment issues.

## **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING: SJISD Board Policy 3207**

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an 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.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

### **Behaviors/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

### **Training**

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers.

### **Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

### **Students with Individual Education Plans or Section 504 Plans**

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

**SJISD Board Policy 3205: Prohibition of Sexual Harassment** – Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, Superintendent Fred Woods, (360) 378-4133, or fredwoods@sjisd.org. You also have the right to file a complaint. For the district sexual harassment policy and reporting procedure, contact your school or district office, or search for Policy 3205 and Procedure 3205P online here: <https://www.sjisd.wednet.edu/Page/1491>

Every report of sexual harassment will be investigated in a sensitive manner. In determining whether the alleged conduct constitutes sexual harassment or the more severe sexual misconduct, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be investigated. Sexual harassment may be treated as a criminal act.

**Retaliation and False Allegations**

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

**APPENDIX:**

**SCHOOL DISTRICT RULES**

**Alcohol, Illegal Drugs or Substances, Paraphernalia Possession** - Use, Sale, Distribution, Trade and/or Transfer - A student shall not possess drug paraphernalia, nor possess, sell, distribute, trade or transfer, nor be under the influence of alcoholic beverages or illegal drugs or substances. A student shall also not possess, sell, distribute, trade or transfer substances purporting to be alcoholic beverages or illegal drugs or substances.

Students shall not transfer or sell medically prescribed drugs to another individual.

Use of any common products/substances (e.g. gasoline, aerosols) which results in achieving an altered perception or drug-like state is also prohibited.

Consequences: Possession of alcohol, illegal and/or other mind altering drugs, or substances and/or paraphernalia shall be reported to the Sheriff's Office and...

	Elementary School	Middle/High Schools
Possession/Use 1st Offense	Up to 5 Day Suspension	15 Day Long Term Suspension
Possession/Use 2nd Offense	Up to 10 Day Suspension	Up to 90 day Long Term Suspension (loss of credit)
Possession/Use 3rd Offense	Up to 10 Day Suspension	Expulsion from School
Sale/Distribution 1st Offense	Up to 10 Day Suspension	Up to 90 day Long Term Suspension (loss of credit)
Sale/Distribution 2nd Offense	Up to 10 Day Suspension	Expulsion from School

Alternative Corrective Action: Student Assistance Program for Possession/Use Violations. Students who have been suspended from school and who wish to re-enter school prior to completion of the suspension penalty may choose to be evaluated by a state-accredited substance abuse treatment agency (Pursuant to WAC 275-19). The penalty may be reduced to a five (5) day short term suspension if the student completes the assessment within five (5) school business days of the violation, and a recovery plan is recommended that is acceptable to the District. The student will be expected to then complete the treatment plan as recommended by the agency. In all cases, if the health care recommendations are not followed the original penalty will be reinstated. Verification of compliance with the treatment plan must be provided at least monthly.

**Assault, Fighting, or Causing Physical Injury** – A student shall not physically threaten or attack another person causing threatening physical injury. A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person.

**Criminal Acts – The following actions are among those defined as criminal under the laws of Washington State or San Juan County:**

- a. Arson - the intentional setting of fire.
- b. Bomb Threats - telephone or otherwise.
- c. Extortion, Blackmail or Coercion - obtaining money or property by violence or threat of violence or forcing someone to do something against one's will by force or threat of force.
- d. Fire Alarms - any false fire alarms (mechanical or voice).
- e. Fire Extinguisher - tampering with fire extinguishers.
- f. Trespass - being present in an unauthorized place or refusing to leave when ordered to do so.
- g. Unlawful Interference with School Authorities - interfering with administrators, teachers or other school staff (employees or volunteers) by force, violence, intimidation, or threat.
- h. Use, possession, and sale of alcohol, illegal drugs, and paraphernalia.
- i. Any violation of San Juan Island School District's Electronic Resources and Internet Safety policy # 2022.
- j. Any other act which violates any State or County law.

**Cumulative Violations of School Rules** – Students who consistently violate various school policies, rules, and regulations will be subject to suspension regardless of seriousness of the current violation.

**Dangerous Articles** – Possession and Use – Articles that either affect or have the potential to negatively affect the learning environment or student safety are prohibited.

**Destruction of School Property** – Injuring or defacing property belonging to a school, contractor, employee, or another student is prohibited. In addition to disciplinary action, a student, if suspended, may not be readmitted to school until restitution is made in full.

**Disruption of the Educational Process** – A student shall not engage in willful disobedience or disruptive conduct which materially or substantially interferes with the educational process.

A student shall not by use of noise, coercion, threat, intimidation, disrespectful action (including gestures), passive resistance, gang activity including hand signals, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall a student urge other students to engage in such conduct for the purpose of causing the substantial and material disruption nor obstruction of any lawful mission, process or function of the school if such a disruption or obstruction is reasonably certain to result.

Neither shall a student fail to obey the lawful instruction of school district personnel or representative. Nor shall a student fail to comply with a reasonable request of a staff member.

Neither shall a student singly nor in concert with others, interfere by force, language, or violence with any administrator, teacher, classified employee, person under contract with the school or school district, or student who is in peaceful discharge or conduct of his or her duties or studies.

**Forgery** – A student shall not act fraudulently by using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data.

**Identification of Self** – All persons must, upon request, identify themselves by name to any school district personnel or authorities in the school building, on or adjacent to school grounds, at school-sponsored events, or on school buses.

**Matches and Lighter Use** – Possession and/or ignition of matches or lighters is not permitted when not a part of the instructional program.

**Publication and Distribution of Materials** – Students are entitled to express in writing their personal opinions. The distribution of such material shall not interfere with or disrupt the educational process. Such written expressions must be signed by the authors.

- a. Students who edit, publish, or distribute hand-written, printed, or duplicated matter among their fellow students on school property must assume responsibility for the content of such publication.
- b. Libel, obscenity, lewdness, vulgarity, profanity, and personal attacks are prohibited in all publications.
- c. All publications intended to be distributed on school property must be submitted first to the building principal for approval and regulation regarding time, place, and manner.
- d. Commercial solicitation will not be allowed on school property at any time unless authorized by the building principal.

**Sexual Misconduct** – Any exploitive act with or to another student including indecent exposure or other lewd acts and not limited to the following:

- Handling or touching the clothing of others to cause an exposure;
- Indecent exposure as defined in RCW 9A.88.010;
- Sexual contact, i.e., intentional touching of the sexual or other intimate parts of a student;

Sexual misconduct will be investigated in a sensitive manner. In determining whether the alleged conduct constitutes sexual misconduct, the totality of the circumstances, the nature of the conduct and the context in which the alleged incidents occurred will be investigated. Sexual misconduct may be treated as a criminal act.

**Speech and Assembly** – Students are encouraged to verbally express their personal opinions in such a manner and at such times as does not disrupt or interfere with the educational process or with the freedom of others to express themselves. The use of obscenities, lewdness, vulgarity, profanity, or personal attacks is prohibited. All student meetings on school property may function only as scheduled and regulated by school authorities.

**Theft/Possession of Stolen Property** – A student shall not steal school property or personal property. Nor shall a student be in possession of stolen school property or stolen personal property.

**Tobacco/Vaping Products Possession and Use** – The following steps will be implemented whenever a student violates the District's prohibition against the use and/or possession of tobacco/vaping related products (Board Policy #4215). Evidence of such violation may include but is not limited to facts and circumstances showing that a particular student or group of students is/are in the possession of, or has used tobacco/vaping products on or adjacent to school property during or while traveling to or from any school-sponsored event, on any private, public or school site. Such facts and circumstances may include, but are not limited to smelling of or visual evidence of tobacco/vaping product use on the student's breath or person. Such facts and circumstances may also constitute a legal search of a student and their belongings based on reasonable, particularized suspicion.

Students using or possessing tobacco/vaping products shall be required to have a parent conference with the principal, and will be referred to the Tobacco/Vaping Diversion Program administered by San Juan Community Health Department. Subsequent violations are subject to progressive discipline and possible referral to the San Juan County Sheriff's Department.

**Transfer Students** – Transfer students accepted in the San Juan School District may be withdrawn for violating the rules listed in this policy.

**Trespass** – Students are not permitted to be on campus unless they are enrolled in classes or have the permission of an administrator to be on campus. Students may not be present in an unauthorized place, or enter an unauthorized place without permission.

**Weapons** – As per board policy #4210, a student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or instrument that may create a danger to self or others, or cause a disruption of the learning environment.

In accordance with RCW 9.41.280, it is unlawful for a person to carry onto public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:

- a. Any firearm or instrument that appeared to be a firearm, in a threatening or dangerous manner; or
- b. Any dangerous weapon as defined in RCW 9.41.250; such as, but not limited to, sling shot, hand club, metal knuckles, spring blade knife or pocket knife; or
- c. Any device commonly known as "nun chuck sticks", consisting of two or more lengths of wood, metal plastic or similar substance connected with wire, rope, or other means; or
- d. Any device commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect; or
- e. Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or
- f. Ammunition or explosive devices; or
- g. Any object used in a threatening manner and/or used as a weapon, which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon, such as a starter pistol, flare gun, laser device, cayenne pepper, ice pick, elongated scissors, or straight razor.

Any weapons violation by elementary or secondary school students constitutes grounds for expulsion from the state's public schools in accordance with RCW 28A.600.015. However, any firearms violation by an elementary or secondary school student shall result in expulsion for not less than one year under RCW 28A.600.420. An appropriate school authority shall promptly notify law enforcement and the student's parents or guardian regarding any allegation or indication of such violation.

## **GUIDELINES FOR SCHOOL SANCTIONS**

The following sanctions may, based on severity of violation, be imposed for the violations described above, and in accordance with board policy #3240. Progressive discipline may include all or some of the following consequences for rule violations:

- a. Parental notification/conference with teacher and/or administrator
- b. School discipline (corrective action, punishment, after school/lunch/ Saturday detention, in-school suspension)
- c. Short-term suspension (up to 10 school days)
- d. Long-term suspension (up to one semester)
- e. Referral to the Sheriff's Office
- f. Referral to Juvenile Court
- g. Emergency expulsion (exceptional misconduct)
- h. Expulsion from school

Disciplinary sanctions are imposed subject to hearing provisions in board policy #3240, and WAC 392-400.

## SJISD Board Policy 3210: Nondiscrimination

San Juan Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender 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:

**Cynthia McVeigh, Civil Rights Coordinator**  
[cynthiamcveigh@sjisd.org](mailto:cynthiamcveigh@sjisd.org), (360) 370-7904

**Fred Woods, IX Officer**  
[fredwoods@sjisd.org](mailto:fredwoods@sjisd.org), (360) 370-7905

**Becky Bell, Section 504 Coordinator**  
[beckybell@sjisd.org](mailto:beckybell@sjisd.org), (360) 370-7911

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or district office or search for Policy 3210 and procedure 3210P online here:  
<https://www.sjisd.wednet.edu/Page/1491>

### **Reporting Complaints of Discrimination and Discriminatory Harassment**

**Informal Process for Resolution** Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the district must notify complainant of their right to file a formal complaint.

**Formal Process for Resolution Level One: Complaint to District** The complaint must set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date at the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction. The decision of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the district has failed to comply with anti-discrimination laws; 3) if non-compliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant's right to appeal to the school board and the necessary filing information. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. Any corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

**Level Two – Appeal to the Board of Directors** If a complainant disagrees with the superintendent’s or designee’s written decision, the complainant may appeal the decision to the district board of directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response. The board shall schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant’s right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

**Level Three - Complaint to the Superintendent of Public Instruction** If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.

1. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors’ decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.

2. A complaint must be in writing and include:

- 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws;
- 2) The name and contact information, including address, of the complainant;
- 3) The name and address of the district subject to the complaint;
- 4) A copy of the district’s complaint and appeal decision, if any; and
- 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

3. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed. All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance. A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

**Level Four - Administrative Hearing** A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW. Mediation At any time during the discrimination complaint procedure set forth in WAC 392-190- 065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the discrimination complaint process deadlines in order to pursue mediation. The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be sued to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not:

- 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or
- 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

**For a copy of the district's nondiscrimination policy and procedure, contact your school or district office or search for Policy 3210 and procedure 3210P online here:**

<https://www.sjisd.wednet.edu/Page/1491>



## **Family Educational Rights and Privacy Act (FERPA): SJISD Board Policy 3231**

### Student Records

Board Policy and Procedure #3231 govern the management of student records. **Parents and students have the right to inspect and review student records.** In addition, the Family Educational Rights and Privacy Act affords parents and students certain rights with respect to student's educational records:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the district records custodian a written request that identifies the record(s) they wish to inspect. The records custodian will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, hearing officer, 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 education record in order to fulfill his or her professional responsibility.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is, Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605.

#### Release of Student Information (Directory Information)

Written consent of the parent is required prior to the release of student information *except* in the case of “Directory Information.” The district may release directory information publicly without consent upon the condition that the parent or adult student be notified annually of the school’s intention to release such information and be provided the opportunity to indicate that such information is not to be released without prior consent. The district will not release directory information for commercial reasons. The district has designated the following as directory information (The district may select from the following list, but is not required to include all or any of the following types of information: the student’s name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received and the most recent previous school attended.) The actual residential addresses of participants in the state Address Confidentiality Program will not be available for release as directory information. Social Security numbers, student identification numbers (with authentication factors such as a secret password or personal identification number) or other personally identifiable information is not considered directory information. The primary purpose of directory information is to allow the District to include this type of information from your child’s education records in certain school publications such as yearbooks, playbills, honor lists, news releases, etc. Directory information can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include companies that manufacture class rings or publish yearbooks, youth service organizations, and military recruiters. ***The District limits the release of information to only that which is necessary for a particular purpose approved by the District.***

#### Release of Student Information to Other Districts

***Parents are advised that student records will be released to another school where the student has enrolled or intends to enroll.*** Other districts shall be provided with records upon official request from the district, unless the student has an outstanding fee or fine. In those instances the enrolling school shall be provided with the student’s academic, special placement, immunization history and discipline records within two school days, but the official transcript shall be withheld until the fee or fine is discharged. The enrolling school district shall be notified that the transcript is being withheld due to an outstanding fee or fine. At the time of transfer of the records, the parent or adult student may receive a copy of the records at his/her expense if requested and shall have an opportunity to challenge the contents of the records.

#### **Application of Pesticides on School Property: SJISD Board Policy 6895**

As per State law, all school districts in the State of Washington must post notice prior to the application of any pesticides at least 48 hours prior to the application. We will post in a prominent place in the building and, upon request, provide notification to parents. See San Juan Island School Board policy 6895, Pesticide Notification, Posting and Record, for full text.