



San Juan Island School District 2023-2024 Academic Year Calendar

August						
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March						
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Make up days due to inclement weather will be determined as needed.

Holidays and Breaks

Sep 4	Labor Day
Nov 10	Veterans Day Holiday
Nov 23-24	Thanksgiving
Dec 18-Jan 1	Winter Break
Jan 15	Martin Luther King Day
Feb 19	President's Day
Feb 19-23	Mid-winter Break
April 8-12	Spring Break
May 27	Memorial Day

First/Last Days of School

Aug. 31	First day of school
June 8, FHHS Graduation	
(TBD) Griffin Bay Graduation	
June 14	Last day of school

Half Days

staff and student early dismissal*
student conferences*
final exams and report cards*
*ES - 11:10 AM, MS, HS - 11:20 AM

Early Dismissal Days

early dismissal all students:
ES - 1:30 PM, MS, HS - 1:40 PM

Academic Terms

Term 1 ends Nov. 3
Semester 1 ends Jan. 26
Term 3 ends April 5
Semester 2 ends June 14

FHHS DAILY SCHEDULES

2023-2024

DAILY SCHEDULE - Start Time – 8:15		
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	12:25 – 12:55	30 minutes
Period 5	1:00 – 1:55	55 minutes
Period 6	2:00 – 2:55	55 minutes
MS LUNCH – 11:25 – 11:55		

WEDNESDAY EARLY DISMISSAL

1:40 pm early dismissal every Wednesday – see school website for schedule <https://www.sjisd.wednet.edu/Domain/284>

ADVISORY SCHEDULE		
Period 0	7:15 – 8:10	55 minutes
Period 1	8:15 – 8:50	35 minutes
ADVISORY	8:55 – 9:35	40 minutes
Period 2	9:40 – 10:15	35 minutes
Period 3	10:30 – 11:05	35 minutes
Period 4	11:10 – 11:45	35 minutes
LUNCH	11:50-12:20	
Period 5	12:25 – 1:00	35 minutes
Period 6	1:05 – 1:40	35 minutes

HALF DAY SCHEDULE		
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 Half Day dates		

SAN JUAN ISLAND SCHOOL DISTRICT MISSION & VISION

The mission of the San Juan Island School District is to promote excellence through high expectations, superior instruction and academic content that is challenging, relevant; and to engage every student every day.

The vision of the San Juan Island School District is that our students will be prepared for life's challenges, to be productive citizens, and to be critical thinkers, who are happy, healthy and compassionate.

Board of Directors

Sarah Werling-Sandwith (Acting Chair)

Barbara Bevens

TJ Heller

John Kurtz

Brian Moore

Superintendent

Fred Woods

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Friday Harbor High School Principal

Andrea Hillman

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Friday Harbor Middle School Principal

Rod Turnbull

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Athletic Director

Brock Hauck

brockhauck@sjisd.org

Student Support Services

Hailey Henderson-Paul, School Counselor

Katie Aiello, Registrar, Office Manager

Katy Doran, Office Secretary

Janet Scheffer, CCC Assistant

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FRIDAY HARBOR HIGH SCHOOL COMMUNITY MEMBER RIGHTS AND RESPONSIBILITIES

The staff and students at 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

Extracurricular activities are a valuable part of the overall educational experience for the students at Friday Harbor High School. Clubs, theater, student government, and athletics all afford students the opportunity to discover their talents and leadership abilities. Participation is encouraged. Extracurricular 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 representatives. ASB meets regularly on Mondays to discuss and plan school activities and functions. The ASB functions in accordance with its adopted constitution. The application/nomination election occurs in the spring semester.

ASB FEES

All students are expected to pay an ASB fee (**required** for participation in Interscholastic Activities) for the price of \$30.00. The ASB fee allows students to attend all home games free as well as many other functions (e.g., dances) at reduced prices. Income received from ASB fees are deposited in a student ASB account and may only be used for the financial support of extracurricular 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 <https://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.

- **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

Offerings include but are not limited to National Honor Society, Key Club, Chess Club, Eco Club, Hiking Club (\$20.00 fee each local trip, approximately \$700.00 fee Grand Canyon trip), and GSA (Gay Straight Alliance), as well as theater and visual art opportunities. Community organizations not affiliated with the school also provide activities for students.

INTERSCHOLASTIC / COCURRICULAR ACTIVITY POLICY 2151P (summary only)

The San Juan School District Board of Directors formulated a policy outlining the expectations of students choosing to participate in extracurricular activities. 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 extracurricular activities are subject to all school rules and policies while participating (including travel time) in any school sponsored activity. In addition, extracurricular activity 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 extracurricular 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). 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 dates will be posted at the beginning of each school year.
- 2. Attendance:** Ten accumulated periods of unexcused absence will result in suspension from the activity for 4 weeks.
- 3. Substance Use:** Students must refrain from use of alcohol, tobacco/nicotine, and other drugs (see General Information for Parents and Students – Drugs, Alcohol, and Illegal substances in the extracurricular activities code).
- 4. Citizenship:** Students must be a positive representation of the extracurricular 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 extracurricular activity 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 under the “About” tab in “District Policies”

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

DANCES

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

- Guests must be high school students or high school students 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.
- Guests must be sponsored by a Friday Harbor High School student.
- Guest sponsors must have completed a Guest Pass 24 hours in advance of the dance, including the principal’s signature. Homecoming and Prom guest pass must be completed 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, they may not return.

FREQUENTLY ASKED ACADEMIC QUESTIONS

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

Students graduating in 2023-2024 must complete 24.5 credits. 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) and Internship or a Work or Service-Learning experience. Remember, a student who earns less than

6.5 credits per year, and who wishes to graduate with their 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?

Graduation requirements should be reviewed at the end of each semester and in Advisory. All students are expected to take personal responsibility for their progress. You can access your graduation requirements in Skyward. If you have questions, see your advisor or counselor. You may sign up in the College and Career Counseling Center (CCC) for an appointment with the counselor at any time.

How can I track my grades or progress?

Students and parents can check grades and progress through Skyward, a link to which is available on the San Juan Island School District Website (Families -> Logins -> Family and Student Access). You may get your password from Debra Nickelson, Technical Services, at debranickelson@sjisd.org.

Will I have to complete the Senior Exhibition process prior to graduation as a part of my graduation requirement?

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

Do I need to pass certain assessments in order to graduate?

Students must take state exams in reading and writing (ELA), in math, and in science or approved alternate assessments for certain students in special education. Passing the state exams in ELA and math is one option for meeting a graduation pathway (detailed further under Graduation Requirements).

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 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 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 Senior Exhibition process?

Yes, you must take Washington State History and complete the 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 2nd 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 renew your plan each semester with your advisor. Remember, you cannot graduate without completing the following:

- Required Credits: 24.5
- Required Courses: See course catalog or <http://www.sjisd.wednet.edu/Page/1022>
- High School and Beyond Plan
- Senior Exhibition
- Meet a WA State Graduation Pathway. Information can be found at: <https://www.sbe.wa.gov/our-work/graduation-pathway-options>

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 9th 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 student led conferences to assess student progress, to adjust the plan, and to advise the student on steps necessary for successful completion of the plan.
2. **Senior Exhibition:** During their high school career, each student shall complete a senior exhibition. 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. Students will complete written academic reflections and deliver a 20- to 25-minute presentation.
3. **Graduation Pathway:** Students must meet one of these graduation pathway options:
 - **State Assessment:** Meet or exceed the graduation scores in the Smarter Balanced Assessments (SBA) in English language arts (ELA) and mathematics or in WA-AIM (Washington Access to Instruction & Measurement).
 - **Dual Credit:** Earn at least one high school credit in ELA and at least one high school credit in math in dual credit courses (Running Start, College in the High School, and/or Career and Technical Education dual credit courses).
 - **AP/IB/Cambridge:** For both ELA and math, earn a 3 or higher on certain Advanced Placement (AP) exams or a 4 or higher on certain International Baccalaureate (IB) exams or an E on certain Cambridge International exams, or pass the course with at least a C+.
 - **SAT/ACT:** Meet or exceed the graduation scores set by SBE in the math and ELA portions of the SAT or ACT.

- **Transition Course:** Pass a transition course in ELA and math (for example, a Bridge to College course) which allows a student to place directly into a credit-bearing college level course.
- **Combination:** Meet any combination of at least one ELA and one math option of those options listed in 1-5.
- **ASVAB:** Meet standard on the ASVAB (Armed Services Vocational Aptitude Battery) by scoring at least the minimum established by the military for eligibility to serve in a branch of the armed services. *
- **CTE Sequence:** Complete a sequence of Career and Technical Education (CTE) courses. *

***Note:** Students who pursue these pathways (ASVAB or CTE) do not need to meet English and math requirements separately. English and math content are embedded in both pathways—and a student who meets either the ASVAB standard or the CTE pathway requirements has met the graduation pathway requirement.

Students must complete all these requirements 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 9th through 12th 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.

REQUIRED CREDITS FOR GRADUATION

SUBJECT	CREDITS REQUIRED
English ¹	4.0
Math ² (Integrated Math I, II, & III)	3.0
Science (Biology, Chemistry, Science Elective)	3.0
Social Studies ³	3.0
Visual and Performing Arts ⁴	2.0
Technology and Life Skills ⁵	1.0
Fitness and Health ⁶	2.0
World Language ⁴	2.0
Electives/Advisory ⁷	4.5
TOTAL CREDITS	24.5

1. English 9, English 10, and one semester of Senior Analytical Writing or one year of AP English during senior year are required.
2. Integrated III (Algebra 2) can be replaced by another math class. Colleges prefer that students take math through precalculus.
3. 1.0 credit of each World History, US History, and American Government are required Social Studies classes. WA State History Requirement must be met.
4. 2.0 credits of World Language and 1.0 credit of Visual and Performing Arts can be replaced based on student's High School and Beyond Plan.
5. Includes required Community Project Class in Grade 11.
6. 0.5 credit of Exercise & Health is required (and is strongly recommended to be taken during 9th or 10th grade). "Sports Option" can be used for the remaining 1.5 credits.
7. Running Start and transfer students may substitute an elective credit for Advisory credit as appropriate.

INSTRUCTIONAL POLICIES AND PROCEDURES

LIBRARY MEDIA CENTER (LMC)

The Library Media Center will:

- Support the educational needs of students 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 with 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 Skyward 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 Exam Dates: January 24th, 25th, and 26th

Semester 2 Final Exam Dates*: June 12th, 13th, 14th

*Seniors take their final exams prior to graduation (The week of June 3rd).

TEXTBOOKS AND CLASSROOM MATERIALS

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 3.30-4.0 GPA are awarded Honors. Students who earn a 4.0 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. 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 3.84-4.0; 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 GPA, they shall be selected as co-valedictorians.
5. If more than one student is tied with the second highest GPA, 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
- English classes (books)
- Band
- Physics I and Chemistry I
- STEM Courses
- Advanced Placement exam fee must be paid by March 1st
- Field trip transportation fee
- Lunch fee
- See page 6 for Athletic fees

SJISD TECHNOLOGICAL RESOURCES AND POLICIES

School District Website: Please bookmark our school district website 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 "Skyward 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 all technology-related board policies (available online at 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 #3241 & 3241P: Student Discipline
- 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. The SJISD encourages the responsible use of computers, computer networks, 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 the 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 or staff 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 their 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 AND CAREER COUNSELING CENTER (CCC)

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 CCC 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 explore career ideas.

SCHEDULE CHANGES

Semester 1: Schedule changes must be made during the first full week of school (NOT the first two days of school prior to Labor Day Weekend). Students need to make an appointment to meet with the school counselor to make changes to their schedule. Parent or principal permission may be needed in some cases, as determined by the school counselor.

Semester 2: Schedule changes must be made prior to the first day of second semester.

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 Check Out Form and to complete an exit conference. This form requires parent/guardian and counselor 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 Check Out Form is returned to the office where a copy is made for the student to take to their new school. Unofficial copies of transcripts and health records may also be obtained.

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:

Advanced Placement Exams (AP)

Grades: 9-12

Dates: Exams take place in the first few weeks of May

Approximate Cost: \$96.00 per AP exam

Student taking an AP course are required to take the exam.

For more information and results visit www.collegeboard.org

PSAT/NMSQT (Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test)

Grades: 9-11

Date: Wednesday, October 11, 2023

Approximate Cost: \$18.00

Students in grades 9-11 are required to take the PSAT/NMSQT. FHHS administers this exam during the school day. 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. View results online at www.collegeboard.org

Scholastic Aptitude Test (SAT) and American College Test (ACT)

Grades: Typically, 11th and 12th

Dates: see College Board website for dates and locations www.collegeboard.org

Approximate Cost*: \$55.00

*Fee waivers available for free and reduced lunch eligible students. See the school counselor for a fee waiver.

These tests can be required for 4-year college admissions.

FHHS STUDENT CODE number is 480-410.

Register for the SAT and view results online at www.collegeboard.org

Register for the ACT and view results online at www.act.org

Smarter Balanced Test

Grades: 10 (11th and 12th grade students may retake the exam)

Dates: TBD (March-June)

No Cost

The Smarter Balanced test is a required state exam. Students in grade 10 take exams in English Language Arts and Math in the spring, as well as those needing retakes. WCAS (Science) is administered to grade 11 only. Meeting the standard on the Smarter Balanced exams is one option for meeting a graduation pathway.

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

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 daily. Parents should expect a response within 24 hours (unless the teacher has been absent from school). You may also call the school at 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 voicemail, 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. PTSA
5. Class officers and supporting parent committees

Parents are asked to sign a consent form (The Federal Family Educational Rights and Privacy Act (FERPA)) during registration every year, designating permission to release student information. 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. Students' dress shall be modest, neat, clean, and in keeping with health, sanitary, and safety practices.

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.

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 pocketknife 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 15 school days. All but 5 school days of the penalty may be suspended if the student completes a drug/alcohol assessment within 5 school business days of the violation after which the long-term suspension will be converted to a short-term suspension of 5 school days without need for a request by the student. The student will be expected to then participate in an intervention program specified by the Student Assistance Professional. Additionally, students will be required to provide the results of drug/alcohol tests 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 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 their 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 substance 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 substance remains in the student's system or prove intoxication 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	www.schoolreport.org
KOMO 1000 AM – Seattle	KING TV 5 - Seattle	www.sjsd.wednet.edu
KLKI 1340 AM – Anacortes	KVOS TV 12 – Bellingham	www.sanjuanislander.com
KAFE 104.3 FM – Bellingham	KCPQ TV 13	www.sanjuanjournal.com
KGMI 790 AM – Bellingham		www.sanjuanupdate.com

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 AND RELATED ELECTRONIC DEVICES

Cell phones and related electronic devices must be turned off during class. Cell phones and related electronic devices may be used before school, at break, at lunch and after school only. Cell phones 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 are 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.

FREE AND REDUCED LUNCH

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, ASB activities 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 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, their 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.

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.**

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 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 360-370-7110 at least 24 hours in advance. All visitors must check in at the front office and obtain a visitor's lanyard. **Students are not permitted to have a peer visitor accompany them to school.**

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, slideshow, 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.

ATTENDANCE POLICY

FRIDAY HARBOR HIGH SCHOOL ATTENDANCE POLICY

It is important that 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:

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.

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 (360-370-7110) are accepted in the high school office within 48 hours of the absence for the unexcused absence to be changed to an excused absence. Parents and students are encouraged to check their students' attendance on Skyward Family and Student Access. FHHS uses a daily automated calling program to inform parents/guardians when their student has an unexcused absence during any period of the day.

For further information on our attendance policy, please see the SJISD website: sjisd.wednet.edu/Page/1491 and refer to Policy 3122 and 3122P.

PRE-ARRANGED ABSENCE

Parents are strongly encouraged to schedule trips and appointments at times when school is not in session. 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, and it must be signed by the principal.

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. **Extended absences due to vacation may impact grades, and families may be required to meet with the principal prior to departure.**

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 and assign Monday after school detention.
- **4th Tardy:** Referral to principal who will assign Monday after school detention
- Continued tardiness 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 Skyward Family and Student Access and/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 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 their medical condition permits. Students may get homework from the teacher. 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 an excused absence note will receive a maximum of 50% credit. Work handed in within 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 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. FHHS 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."

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. Refer to the Dress Code section in this handbook (p. 21).
- 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 the school counselors and your advisor's 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 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. **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).

FORGERY AND MISUSE OF DOCUMENTS

The act of fraudulently using, in writing, the name of another person or falsifying times, dates, grades, addresses, or other data is prohibited. A student shall tell the truth, shall present oneself honestly and shall not forge any signature intended to be used in connection with the operation of the school. A student shall not open or alter official school documents and private documents, either paper or electronic.

HARASSMENT INTIMIDATION AND BULLYING

It is the policy of the San Juan Island 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 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). Turn the form in to your teacher, counselor or high school office. No one deserves to be harassed.

SJISD TIP LINE

San Juan Island School District has partnered with *Safeschools Alert*, an online incident reporting and tracking system that allows students, staff, and parents to confidentially report safety concerns to administrators. Report tips on bullying, intimidation, harassment, weapons, drugs, or other concerns. Report an incident by text, web, email, or phone. The district will track the report and respond to concerns in a timely manner. To access the system, go to the SJISD Tip Line located at <https://www.sjisd.wednet.edu/TipLine>. Together, we can ensure all students have the opportunity to be educated in a safe environment.

For the district Harassment, Intimidation, or Bullying policy and reporting procedure, contact your school or district office, or search for Policy 3207 and Procedure 3207P online at <https://www.sjisd.wednet.edu/Page/1491>

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

High school students often 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 SEXUAL HARRASSMENT

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that they must submit to unwelcome sexual conduct or communications to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision.
- 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, Becky Bell, (360) 378-4133, or beckybell@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 at:

<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. Further consequences detailed below.

	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 Violation

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 5-day short-term suspension if the student completes the assessment within 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:

1. **Arson:** the intentional setting of fire.
2. **Bomb Threats:** telephone or otherwise.
3. **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.
4. **Fire Alarms:** any false fire alarms (mechanical or voice).

5. **Fire Extinguisher:** tampering with fire extinguishers.
6. **Trespass:** being present in an unauthorized place or refusing to leave when ordered to do so.
7. **Unlawful Interference with School Authorities:** interfering with administrators, teachers, or other school staff (employees or volunteers) by force, violence, intimidation, or threat.
8. **Use, possession, and sale of alcohol, illegal drugs, and paraphernalia.**
9. **Any violation of San Juan Island School District's Electronic Resources and Internet Safety policy # 2022.**
10. **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.

1. 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.
2. Libel, obscenity, lewdness, vulgarity, profanity, and personal attacks are prohibited in all publications.
3. 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.
4. 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:

1. Handling or touching the clothing of others to cause an exposure
2. Indecent exposure as defined in RCW 9A.88.010
3. 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.

You can find our sexual harassment board policy 3205 and 3205P online at:

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

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 educational Tobacco/Vaping Educational Program administered by Student Assistance Professional. 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:

1. Any firearm, or instrument that appeared to be a firearm, in a threatening or dangerous manner
2. 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 pocketknife
3. 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
4. Any device commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect
5. 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
6. Ammunition or explosive devices
7. 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 #3241. Progressive discipline may include all or some of the following consequences for rule violations:

1. Parental notification/conference with teacher and/or administrator
2. School discipline (corrective action, punishment, after school/lunch/ Saturday detention, in-school suspension)
3. Short-term suspension (up to 10 school days)
4. Long-term suspension (up to one semester)
5. Referral to the Sheriff's Office
6. Referral to Juvenile Court
7. Emergency expulsion (exceptional misconduct)
8. Expulsion from school

Disciplinary sanctions are imposed subject to hearing provisions in board policy #3241, and WAC 392-400.

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:

Faith Knight, Civil Rights Coordinator
faithknight@sjisd.org, (360) 370-7904

Becky Bell, IX Officer
beckybell@sjisd.org, (360) 370-7911

Becky Bell, Section 504 Coordinator
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 at:
<https://www.sjisd.wednet.edu/Page/1491>

SEXUAL HARRASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

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 to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision.
- 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, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online at:

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

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

COMPLAINT TO THE SCHOOL DISTRICT

Step 1. Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint (by mail, fax, email, or hand delivery) to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days unless you agree on a different time period. If your complaint involves exceptional circumstances that

demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response unless you agree to a different time period.

Appeal to the School District

If you disagree with the School District's decision, you may appeal to the School District's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our website, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

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 at:

<https://www.sjsd.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 their 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.