

2017-2018 ASNK OFFICERS

President: Keenan Kakuda
Vice President: Ryan Beatty
Secretary: Daniel Bannon
Treasurer: George Beddoe, Nate Blanchard
Public Relations: Nicholas Cullen, Noah Wall
School Board Reps: Emily Jones, Abbey Singer

Senior Senators

Scott Lyons, Eli Machen, Race Schultz, Eunice Moran, Diane Shafer, Lisa Shafer, Rae Rosenquist

Junior Senators

Alyssa Fagan, Alaina Marcotte, Christian Castilleja, Ken Galsgaard, Alicia Goetz, Alexa Swift, Kyle Green, Greta Jagodzinske

Sophomore Senators

Junko Ketch, Cole Spadafore, Audrey Cole, Makenna Wallwork, Grace Streun

Freshmen Senators

TBD

ELECTION OF ASNK OFFICERS

Elections of the ASNK officers are held during the second semester for the next school year. The newly elected officers shall take office during the second semester. ASNK officers consist of President, Vice President, Secretary, Co-Treasurers, Public Relations School Board Representative.

SENATOR ELECTIONS

Senate elections are held during the second semester after the ASNK offices have been filled. Each class elects the senators to represent their respective classes. It is the senators' responsibility to organize class meetings and all class activities in conjunction with their advisors.



NORTH KITSAP ACADEMICS

GRADUATION REQUIREMENTS

Updated graduation requirements can be found in the counseling office based on your graduating year. Depending on graduation year, students are required to earn either 22 or 24 credits to graduate from North Kitsap High School.

REQUIREMENTS

SUBJECT	CLASS OF 2018 MINIMUM REQUIREMENTS	CLASS OF 2019 AND BEYOND
ENGLISH	4.0 CREDITS	4.0 CREDITS
VISUAL & PERFORMING ARTS	1.0 CREDIT	2.0 CREDITS
MATHEMATICS	3.0 CREDITS	3.0 CREDITS
CAREER/TECHNICAL	1.0 CREDIT	1.0 CREDIT
PHYSICAL EDUCATION/HEALTH	2.0 CREDITS (1 PE, .5 HEALTH, .5 LIFELONG WELLNESS)	2.0 CREDITS
SCIENCE	2.0 CREDITS (ONE CREDIT MUST BE A LAB SCIENCE)	3.0 CREDITS (ONE CREDIT MUST BE A LAB SCIENCE)
HISTORY & SOCIAL STUDIES	3.0 CREDITS	3.0 CREDITS
ELECTIVES	6.0 CREDITS	4.0 CREDITS
WORLD LANGUAGE	0 CREDITS	2.0 CREDITS
TOTAL CREDITS:	22 CREDITS	24 CREDITS

SOME COURSES ARE LISTED AS MEETING REQUIREMENTS IN MORE THAN ONE SUBJECT AREA. EXAMPLES: ATHLETIC MEDICINE I SATISFIES CTE OR SCIENCE, NOT BOTH. EACH COURSE CAN ONLY FULFILL ONE SUBJECT AREA REQUIREMENT. PLEASE SEE YOUR COUNSELOR IF YOU HAVE ANY QUESTIONS REGARDING THE COMPLETION OF SPECIFIC GRADE REQUIREMENTS.

HOMEWORK

The amount of homework varies with your grade level and class schedule. One to two hours of homework each night is considered to be average. In each AP class, homework is expected to take 1.5 to 2 hours per day.

MAKE UP WORK/ABSENCES

All work is due as the teacher assigns. Any scored work or mandated activities (labs, PE buy-backs, etc.) can no longer be made up after the end of the month due. *This includes work missed due to absences.* For example, a missed quiz given in class on October 22nd must be taken by October 31st or it will not be scored. Additionally, after an absence, students or their families are responsible for gathering and completing missing work *outside of classroom instructional hours.* This means before school, after school, during tutorial, or during lunches. Assignments NOT turned in on time will be scored a zero. Retakes or revisions are not considered missing work.

Final Days for Make Up/Absent Work:

Sept. 29th October 31 st	November 30 th December 15 th January 31 st	February 28 th March 29 th April 30 th	May 31 st June 8 th
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GRADING SCALE

Each student's "grade point average" will be the sum of the point values, of all the marks/grades received for all courses attempted divided by the sum of the credits for all courses attempted. The grade point value will be calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course. The numerical value of grades are:

A = 4.0 A- = 3.7 B+ = 3.3	B = 3.0 B- = 2.7 C+ = 2.3	C = 2.0 C- = 1.7 D+ = 1.3	D = 1.0 F = 0.0
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The minimal passing mark/grade is D = 1.0. Pass/fail, credit/no credit, and satisfactory/unsatisfactory marks may also be used. These non-numerical marks/grades will be clearly identified and excluded from the calculation of grade point average. C. Marks/grades for each course taken will be included in the calculation of grade point averages. Only the highest mark/grade for a class/course taken more than once to improve a mark/grade will be included in the calculation of grade point averages. Marks/grades for recurring classes will all be included in the calculation of grade points. Grade point averages will be rounded to two decimal places and reported for each trimester/semester or other term and for the cumulative credits earned for all courses attempted in high school.

HONOR ROLL / PRINCIPAL'S LIST / VIKING AWARD / HONOR CORDS

<i>Principal's List</i>	3.7 to 4.00
<i>Honor Roll/National Honor Society</i>	3.3 or higher
<i>Academic Letter (applications available in the main office)</i>	3.3 or higher

To be considered, a student must have been enrolled in at least 3 letter grade classes (A, B, C, D) that equal a minimum of 3 credits or 15 college credits and receive no "U" or "F" grades.

Honor cords are awarded to all students with a cumulative 3.3 or better at the end of the first semester senior year.

NKHS ATHLETICS & ACTIVITIES

North Kitsap High School provides a variety of activities in which students may become involved. It is hoped that you will find an area of interest and participate in activities at NKHS.

NKHS is a member of the 2A – Bremerton, Kingston, North Kitsap, North Mason, Olympic, Port Angeles & Sequim; 1A: Chimacum, Coupeville, Klahowya & Port Townsend. (More info available at Olympicleague.com) Students interested in turning out need to clear their eligibility through the athletic coordinator's office before their first turn out. In order for students to be eligible to participate in any interscholastic program you must:

- 1) Pass 5 of 6 classes during the previous semester and successfully complete bi-monthly eligibility checks throughout the season.
- 2) In season student-athletes must be passing all six classes
- 2) Have a current physical examination on file.
- 3) Have proof of insurance, emergency information and consent form.
- 4) Complete an athletic registration.
- 5) Purchase an ASB card and pay a seasonal participation fee.
- 6) Have no outstanding fines in NKSD
- 7) Must have completed sports concussion testing.

OLYMPIC LEAGUE SPORTSMANSHIP RULES

- 1) No artificial noisemakers or confetti.
- 2) Show respect for the visiting school and fans. No unsportsmanlike yelling is permitted.
- 3) Show respect to the game officials.
- 4) No signs other than the official school banner.

INTERSCHOLASTIC ACTIVITIES

Band..... Mr. Adams
Choir Ms. Cauter
Drama TBD
Athletic Trainer..... Ms. Leslie

FALL ACTIVITIES

Cheerleaders..... Ms. Foley
Cross CountryMr. Christopher
Debate..... Mr. Bernal
Football..... Mr. Weible
Girls’ Soccer Mr. St. Peter
Girls’ Swimming..... Mr. Braun
Volleyball Mr. French
Boys’ Tennis..... Mr. DeVries

WINTER ACTIVITIES

Boys’ Basketball Mr. Orness
Debate..... Mr. Bernal
Girls’ Basketball Mrs. Gienger
Girls’ Gymnastics Ms. Goodfellow
Wrestling..... Mr. Gomez
Boys’ Swimming Mr. Braun
Cheerleaders..... Ms. Foley

SPRING ACTIVITIES

Baseball..... Mr. Weible
Boys’ Soccer Mr. St. Peter
Boys’ Track..... Mr. Snyder
Fastpitch..... Ms. Smaaladen
Girls’ Track..... Ms. Frank
Boys’ and Girls’ Golf..... Mr. Harney
Girls’ Tennis..... Mr. Prince

ATHLETIC HANDBOOK

The NKHS Code of Conduct for Student Athletes can be found in the NKSD Athletic Handbook. Copies of the complete policy can be obtained in the Main office, Athletic office or NKSD web site.

ELIGIBILITY REQUIREMENTS

- 1. **ACADEMIC:** Must meet both WIAA and NKHS scholastic standards for participation. (See Eligibility Standards in next section.)
- 2. **Bi-MONTHLY ELIGIBILITY CHECK FORM:** This form is turned in bi-monthly with teacher signatures to show proficient academic and behavior progress in each class and determines whether there has been a violation of the school disciplinary policies.
- 3. **RESIDENCE:** Parent/Guardian must live in the North Kitsap School District and North Kitsap High School designated attendance boundaries. If they do not live in this service area, you must clear your eligibility with the West Central District Eligibility Board before participation to avoid jeopardizing the team with forfeiture of interscholastic contests.
- 4. Attended school last semester.

5. Passed five (5) full-time subjects in a six (6) period day, two (2) subjects in a four (4) period day or earned at least two credits while enrolled at least half the school day. NKSD requires students to be passing all subjects during season to be eligible for competition.
6. Are not over the age of 19.
7. Are not a professional athlete in the sport in which you wish to participate.
8. Complete the required number of practices.
9. Have attended school at least 15 weeks of the previous semester.

STUDENTS OF ASB RECOGNIZED CLUBS AND SPORTS TEAMS ARE REQUIRED BY THE ASB CONSTITUTION TO PURCHASE AN ASB STICKER: ASB card sales are the primary source of income which pays for equipment, game officials, athletic awards and entry fees for our athletic teams. Gate receipts from games are used to supplement the budgets of all athletic teams, but ASB card sales are still the number one source of income. All students should purchase a card at the beginning of the school year to take full advantage of free entry to home athletic contests and reduced prices for other ASB sponsored events.

NKHS CLUBS AND ADVISORS

Archery.....	Mr. Nelson
Astronomy.....	Mr. Goar
ASNK.....	Mr. Stanford
Athletic Medicine.....	Mrs. Leslie
Band.....	Mr. Adams
Book Keepers Club.....	TBD
Cheerleaders.....	Mrs. Foley
Chess Club.....	TBD
Choir.....	Ms. Cauter
Drama Club.....	TBD
Debate.....	Mr. Bernal
FBLA.....	Mr. Miller
Fashion Club.....	Ms. Deerwester
FCCLA.....	Ms. Ahrens
GSA.....	Ms. VanWeezendonk
Homework Club.....	TBD
Key Club.....	Mrs. Grant
Interact.....	Mrs. Comeau
LEO Club.....	Mr. Nolet
Lifesavers.....	Karen Fick
LINK/SADD.....	Karen Fick
Math Club.....	Mr. Nelson
Nat'l Honor Society.....	TBD
NK Connections.....	Ms. Smith
NK TableTennis.....	Ms. Barrett
PEACE Club.....	Ms. Haveman, Mr. Martin
Pokemon Club.....	Mr. Rider
Polynesian Dance Club.....	Mr. Stanford
Student to Student.....	TBD
World Languages Club.....	Ms. Haveman
Ukulele.....	Ms. Cauter
United Natives.....	TBD
Yearbook.....	Ms. Smallbeck

ASB ACTIVITY CARD (\$40.00)

Most student activities such as athletics, band, performance team, school improvement projects, dances, assemblies, etc., are financed by student funds. All club members are required to have an activity card as a condition of eligibility. The greatest single source of revenue comes from the ASB card. It provides admittance to all regular season football, basketball, wrestling, gymnastics, soccer, volleyball and track contests. It also gives you discounts at most dances. It makes the owner a participating member of the Associated Students of North Kitsap High School (ASNK).

FINES & FEES

All student fines are required to be paid and/or cleared prior to participating in any NKHS athletic team or ASB club or activity. Fines may be paid in the library or in the ASB Office during your lunch or after school. In order to expedite the process, textbook should be cleared in the library and fines paid at the ASB office. Students must have all fines cleared before a parking permit, dance ticket or Off Campus Pass may be purchased. Diplomas and final transcripts will also be held until fines are paid.

SCHOOL IMPROVEMENT PROJECTS / STUDENT PRIDE

Major "School Improvement Projects" sponsored by ASNK started in 1982. The intent of these projects is to make our school a nicer place for students to attend. Students, staff, parents and administrators work together to promote NK pride, school spirit, tradition, honor and outstanding achievements. Achievements to date include honor roll certificates, athletic award certificates, pride-o-grams, gym wall graphics, the patio in front of the gym, the patio courtyard between the 100 building and office, campus landscaping, lights on the tennis courts, new baseball dugouts, sprinkler system and graphics. We have tremendous pride in our school! We hope that you will join us this year in working on improving our school by participating in a school improvement project in June 2017.

YEARBOOKS

Yearbooks are sold during lunches as well as before and after school during four separate selling periods. The cost of the yearbook is determined on a yearly basis. Yearbooks will not be sold after December. To insure you get a yearbook, you must purchase it in the Fall. We cannot guarantee they will be available after that.

GENERAL INFORMATION

BULLETIN

A weekly bulletin is issued to all teachers and students. The bulletin includes announcements of importance to students and faculty. Bulletins are read at the beginning of second period class each Tuesday. Messages to be included in the bulletin *must* be signed by the sponsoring teacher and turned in by 11:00 a.m. the day before publication.

HEALTH SERVICES

If you become ill during the day, you should report to the Main Office. If you are too ill to attend class, the attendance office will notify your parents to take you home. NKHS does not have a full time school nurse or health care center available.

LOCKERS

Locker request forms are available in the Main Office. Lockers are the property of the school district. When assigned a locker, a student shall be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked.

LOST AND FOUND

Items that are lost or found are turned in to the Main Office and Commons.

MEDICATION

School personnel cannot provide students with any medication. If you must take medication at school, you must bring an "Authorization for Administration of Oral Medication at School" form (available in the Main Office and on the school website), signed by the doctor and your parent/guardian. All medications and forms will be kept on file in the Main Office.

STUDENT CONDUCT

ACADEMIC EXPECTATIONS

Students who are low achieving academically are in violation of WAC 392-400-210, which states that "it is the responsibility and duty of each student to pursue his/her course of studies... and he or she may be subject to corrective action or punishment imposed by a school district and its agents for violation(s) of such rules."

ACADEMIC HONESTY, CHEATING AND PLAGIARISM

Honesty is a compelling principle by which we operate all aspects of student and school life. Academic honesty is valued highly at North Kitsap High School. Students should not cheat, nor should they tolerate any other student who cheats. Plagiarism, according to the Modern Language Association (MLA), is a specific form of cheating that involves the taking of "language" or "ideas or thoughts from another person or source" and "representing them as their own work." Cheating is defined as an attempt to earn credit or receive a grade for course work in a manner other than is defined by the individual teacher. Students who use plagiarized papers, either in part or in whole, alter grades, or otherwise cheat will be subject to our academic honesty policy as follows:

- 1st Offense: One day I.S.S. (In School Suspension) + assignment redone or alternative assignment given**
- 2nd Offense: Two days I.S.S. + Parent conference with teacher/administrator + assignment redone for no more than 60% credit**
- 3rd Offense: Parent conference with teacher/administrator + failure of course**

Offenses will accumulate over the course of a student's enrollment at NKHS.

*Additional consequences may include: loss of athletic eligibility, parking privileges, off-campus permits, and participation in co-curricular and extra-curricular activities.

ALCOHOL AND DRUGS

The possession or distribution of alcohol, drugs or other controlled substances, or drug paraphernalia, on any school property or at any school activity is prohibited. Law enforcement may be contacted. **Remaining in the presence of prohibited substance abuse or being under the influence of drugs or alcohol is also prohibited.** Violators will be immediately placed on Emergency Expulsion.

ASSEMBLIES

Assemblies are provided for the students' benefit. They are a part of the regular school day and are treated as a class period. Unless otherwise notified, it is expected that every student will attend school assemblies and abide by all school rules.

ATTENDANCE POLICY

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. You and your student may need to appear in Juvenile Court.

WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

EXCUSED ABSENCES: Students needing to miss school for an approved reason (see Board Policy 3122) are to have their parent or guardian contact the attendance office in advance for an excused absence. All students are to provide documentation to the attendance office **WITHIN 48 HOURS** from a parent or guardian upon return to school. Failure to provide necessary documentation may result in disciplinary action.

STUDENTS WHO MUST LEAVE SCHOOL DURING THE SCHOOL DAY MUST CHECK OUT (with parent approval prior to leaving campus) WITH THE ATTENDANCE OFFICE (500 Hall). Please give the office 1-hour minimum notice so that student and teacher may be aware of departure time by calling **360-396-3107**.

Documentation may be provided by:

- A. Calling the 24-hour attendance number: **396-3103**
- B. A written note to the attendance office.
Phone and written documentation should include:

- Student's first and last name
- Date of absence
- Parent/Guardian name and signature
- Reason

UNEXCUSED ABSENCES AND TARDINESS: Absences for reasons other than those described in board policy are unexcused unless arrangements have been **approved in advance** by following the procedures outlined below (prior arranged absence):

PRIOR ARRANGED ABSENCE:

A. PRIOR ARRANGED PERSONAL ABSENCE

This absence form (available in the attendance office) must be filled out if one or more days of absence are to be requested by the parent. The form must be completed by the student/parent and each of the student's teachers.

B. SCHOOL ABSENCE

Excused absences or absences for field trips, athletic contests, or other absences created by approved school sponsored functions have guaranteed make-up work privileges as per school policy. A student more than 10 minutes late to class is considered absent.

WARNS

Students who have an excessive number of absences may be asked to take the Washington Assessment of the Risks and Needs of Students (WARNS). According to Washington State Center for Court Research, "The purpose of the survey is to help adults at your child's school or agency to gather data to create a meaningful truancy intervention for your child."

BECCA BILL

State law requires that a juvenile court petition be filed with the Prosecuting Attorney when a student reaches seven (7) unexcused absences in a calendar month or ten (10) accumulated trancies in a school year. The court then schedules a hearing and requires the attendance of the child and the parents at the proceeding.

TARDINESS: Students arriving to class more than ten minutes late are considered ABSENT. Unexcused tardies (less than five minutes late) may be subject to disciplinary action as follows:

- 1st Offense:** Student conference with teacher – Warning
- 2nd Offense:** Student conference with teacher – Warning
- 3rd Offense:** Student conference with teacher – Warning
- 4th Offense:** Student conference with teacher – Warning
- 5th Offense:** Teacher assigns detention, Parents/Guardian contacted, enters NKDiscipline.
- 6th Offense:** Administration Intervention

Chronic tardiness/absenteeism is a safety risk and may result in an alteration of the student's schedule. This may include loss of credit for the class.

It shall be considered a truancy (unexcused) if an absence is not cleared **WITHIN 48 HOURS** upon return to school. Disciplinary action includes after-school detention, in-school suspension and/or suspension*. Continued truancy will ultimately result in withdrawal from school for the remainder of the semester, loss of semester credits, and loss of all school privileges and/or referral to the Kitsap County Juvenile Court (BECCA).

*Additional consequences may include: loss of athletic eligibility, parking privileges, off-campus permits, and participation in co-curricular and extra-curricular activities.

BUILDING HOURS

The school is open for all students between the hours of 7:30am and 3:00pm on regular school days. On Wednesday's early release, the school is open for all students between 7:30am and 2:00pm. Any student occupying the building outside of the hours outlined must be under the direct supervision of qualified school staff. Trespass letters may be issued to individuals not adhering to this rule.

CAMPUS MOVEMENT

North Kitsap is a closed campus (Board Policy 3242), and students are required to stay on campus for the school day once they arrive. Students may not leave campus or visit their cars during the passing time. Students who have a reason to leave campus during the day must have permission to do so. For medical or dental appointments, students leaving during the school day **must check out through the Attendance Office**. The absence must be verified with either written or phone permission from the parent or guardian 1 hour prior to departure. The attendance office will call home to obtain parent permission in case of illness or emergency.

Off campus passes are also considered an official excusal. Juniors and seniors *in good standing* may apply for an off-campus permit sticker, which allows them to be off campus **during their lunch period only**. Students are expected to conduct themselves in a responsible manner both on and off campus. From the school's point of view, **students who fail to behave according to the rules and regulations of the school while on campus are not responsible enough to have off campus privileges**. Off campus passes may be revoked at any time.

Parents and guardians, in signing the permission form, recognize that they are fully responsible for their student while off campus. Students are reminded that an off campus permit does not allow them to go off campus to smoke. All students are expected to follow and abide by the smoking policy that states that smoking is not allowed within sight of the school.

CELLULAR PHONES AND ELECTRONIC DEVICES

Cellular phones and electronic devices are not allowed in class, unless **DIRECTED** to for educational purposes. Students bring these devices to school at their own risk. The school assumes no liability for damage or loss. The following consequences will apply to the use of any unauthorized electronic devices:

1. 9/6 – 9/22 = Warning
2. 9/25 – 10/6 = Teacher confiscates and returns device at end of period
3. 10/9 – 10/13 = Teacher confiscates and turns in to main office to be picked up by student after school
4. After 10/8 = Teacher confiscates and turns in to main office for Administrative Intervention

COMPUTER USE

Improper use of a school computer may result in the loss of computer privileges and may be subject to disciplinary action.

CIVIL CONDUCT

Students are expected to conduct themselves in a polite and respectful manner at all times on school property and while attending school-related activities on or off campus. Students must refrain from crude or inappropriate behavior or language.

CUMULATIVE VIOLATIONS

NKHS discipline is reasonable, consistent and progressive. Cumulative violations can accrue due to either a recurrence of an act of misconduct or a different offense, as listed under the category “Aggressive Student Behavior.” Individual teachers’ expectations and rules may be more detailed and restrictive than those listed here. Students who do not respond to counseling or detention, contracts, Saturday School, in-school or out-of-school short-term suspension or parent conferences by continuing to violate school rules, or students who exhibit acute discipline problems or exceptional misconduct, will lose their privilege to attend this high school.

DANGEROUS WEAPONS ON SCHOOL PREMISES (RCW 9.41.280)

The North Kitsap School District recognizes the expectation of students, staff, parent(s) and/or guardians and patrons to be safe on school district premises and at school district activities. Accordingly, it is a violation of District policy for any person to carry on to school premises, school-provided transportation, or other facilities being used for school activities that any

- Any firearm; or
- Any dangerous instrument or weapon of any kind such as, but not limited to, a sling shot, sandclub, blackjack, billyclub, metal knuckles, any pocket knife, any double-sided knife, any spring or mechanically loaded knife such as a switch-blade, any knife having a blade which opens by force of gravity or centrifugal thrust such as a butterfly knife, any knife with a fixed blade of any length, or any saber-sword dagger or dirk; or poi socks.
- Any device commonly known as “Nunchaku sticks” consisting of a length of wood, metal, plastic, or similar substance attached to wire, rope, or other means; or laser pointers.
- Any device commonly known as “throwing stars” which are multi-pointed objects designed to embed on impact from any aspect; or
- Any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or
- Any disabling or incapacitating items such as electronic stunning/shocking devices; or any object used in a threatening manner and/or used perceived as intimidating, 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, cayenne pepper, pepper spray, mace, ice pick, scissors, straight razor or other disabling agent, or;
- Any object which looks like a weapon, such as a toy or “dummy” gun, knife or grenade.
- Laser Pointers

The Superintendent or designee must promptly notify law enforcement and the student’s parent(s) and/or guardian(s) regarding any allegation of indication of such violation. Unless otherwise provided by law, in cases involving the possession of a firearm or an air gun **the principal/designee shall, without exception, expel the student.** In cases involving other weapons, the principal/designee shall suspend the student, unless expulsion is warranted under the specific circumstances. Students, who make **threats** with or use a weapon, as described above, may be expelled indefinitely.

DISRUPTION OF THE EDUCATIONAL PROCESS

Students must obey the reasonable instructions of school district personnel. Conduct that interferes with the educational process is prohibited and may result in disciplinary action. Students who shall

willfully create a disturbance on school premises or at school activities shall be guilty of a misdemeanor (RCW 28.635.030) and will be subject to discipline, suspension or expulsion. Multiple offenses of any nature may result in suspension or expulsion. Offenses are cumulative throughout the student's secondary school years no matter what school district the student has previously attended.

DRESS CODE AND APPEARANCE

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

- A. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
- B. Create a health or other hazard to the student's safety or to the safety of others;
- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

- A. Creates a hazard to the student's safety or to the safety of others; or
- B. Will prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal will request the student to make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal will take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students will be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated will be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

FIGHTING / ASSAULT

Fighting or physical assault of any kind is prohibited at school or at school events. Threatening physical assault and statements/acts directed at others that cause them to be fearful of their personal well-being are also prohibited. A student involved in such action will be subject to disciplinary action up to and including suspension or expulsion. The matter may be referred to the police. A parent conference may be required prior to coming back to school.

FOOD, BEVERAGES AND LITTER

Having food and beverages in classrooms is at the discretion of the individual classroom teacher. Students are expected to pick up their litter and leave the areas clean.

GANG ACTIVITY OR ASSOCIATIONS

A gang is defined (RCW 28A.600.455) as a group which: (a) Consists of three or more persons; (b) has identifiable leadership; (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.

Student behavior, dress, signing or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school-sponsored events. These symbols change from time to time and include such items as chain ornaments, clothing colors and styles, use of hand signals, and symbols of affiliation. Other attributes that denote membership in a gang may include the presence of types of apparel, jewelry, accessories, graffiti, grooming, and tattoos. Behavior on or about school premises or at school-sponsored events that creates conflict or an atmosphere of intimidation, or creates a clear and present danger, or disrupts the orderly operation of school is prohibited. When an issue of concern is present, student(s) involved will be notified and asked to remove and not to display such symbolism again. Subsequent violation of this policy will result in discipline, suspension or expulsion. Such decisions will be based upon knowledge of current practices and trends.

HARASSMENT AND BULLYING

Students are expected to refrain from conducting themselves in a manner that would endanger the physical and emotional welfare of others. Also, students are encouraged to report harassment of any kind to a staff member, knowing that confidentiality will be protected. Harassment, bullying, threatening statements, intimidation, coercion and verbal abuse are considered violations to a safe campus and will result in disciplinary action and possible police referrals. Harassment, intimidation, or bullying means any intentional written, verbal, or physical act, including, but not limited to those that are reasonably perceived as being motivated either by any actual or perceived characteristic in RCW 9A.36.080, or other distinguishing characteristics, when the intentional written, verbal or physical act:

- (a) Physically harms a student or damages the student's property; or
- (b) Has the effect of substantially interfering with a student's education; or
- (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (d) Has the effect of substantially disrupting the educational process.

CYBER-BULLYING, SEXTING, AND HARASSMENT

"Cyber-bullying," is defined as bullying through the use of technology or any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communication, instant message, text message or facsimile. Cyber-bullying includes (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation is a violation under the law. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more person, if distribution or posting is a violation of the law.

SEXTING

Sexting means sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer or other electronic means during school hours or school activities on or off campus; while on school district property, during any recess, lunch or leave periods on or off school district property; or beyond the

hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate or efficient operation of the school; or the educational process or experience.

MALICIOUS HARASSMENT

Malicious harassment is a class C felony. Overt acts of prejudice or harassment related to a person's race, color, ancestry, national origin, religion, gender, culture, ethnicity or mental, physical or sensory handicap will result in immediate and serious consequences which may include long term suspension.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination and occurs when a person is subjected to unwelcome behavior, language, or an environment that is sexual in nature. Unwelcome sexual advances, requests for sexual favors, or unnecessary physical contact is inappropriate, harmful, and against the law.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

IDENTIFICATION CARDS

Identification cards are required and must be on your person at all times while on campus and at school events.

LUNCH

Students may eat in the Commons, outside and other approved areas. Students are expected to pick up their litter following lunch and leave their area clean. Halls to classrooms are closed to eating lunch. The campus is closed for all freshman and sophomores during lunch. Juniors and seniors may, with an off-campus permit on file and the off-campus sticker on their ID card, leave campus for lunch. They are expected to conduct themselves in accordance with school rules and behavior codes while off-campus, and their arrival and departure must not interfere with the orderly conduct of classes and school. A student's off-campus permit may be revoked if he/she fails to maintain good attendance.

PARKING LOT / STUDENT PARKING

All students who park in school designated parking areas must have a current high school parking permit displayed and visible. **Cars without permits are towed at owner's expense.** Please note that prior to parking permits being issued for the 2015-2016 school year, student fines must be paid in full. Permits are sold to SENIORS FIRST on a first come first served basis for \$40.00. Eligible juniors will have access to purchasing any additional permits that may be available after the senior purchasing period, beginning the second week of school. Parking violations are subject to a \$20.00 fine, cars being booted, and cars without permits maybe towed at owner's expense. Students may park in the main

student lot, the student gravel lot, North of the tennis courts or Strawberry Field. Students may not park in any staff or visitor-designated area. These include in front of the Main Office, Technology Building, Pool and any spaces behind the Language/Math wing and or Gym Buildings. Students are not to be in the parking lot during the school day. A search of a motor vehicle may be made based on reasonable suspicion when related to a possible school violation. Adjacent city streets are considered an extension of the school parking lot and campus and are therefore subject to the Search and Seizure policy when related to a possible school violation as stated in this handbook. See your North Kitsap High School Student Parking Permit Contract for more restrictions and responsibilities.

PERSONAL PROPERTY

Students who bring personal items such as laptop computers, cellular phones, cameras, CD/DVD players, headphones or tablets to school do so at their own risk. The District will assume no liability for loss or damage.

POSTERS

An administrator or the activities coordinator must approve all posters. Posters should be in good taste, adding to the environment in a positive way. Keep posters off painted surfaces. No staples.

PROFANITY

Profane, obscene, vulgar, lewd or offensive language or gestures are not permitted. Students who engage in profanity may be disciplined up to and including expulsion.

RESTRICTED AREAS

Students are expected to be on campus during school hours. Once they arrive at school, they must remain on the campus for the remainder of the day. Students are not to loiter in the parking lot after they have arrived, or to visit the parking lot during the school day. Other restricted areas include, athletic fields and dugouts, and Poulsbo Middle School. The Commons is closed during class time. During lunch, hallways are closed.

SEARCH

School officials have authority to maintain order and discipline in schools and to protect students from exposure to illegal drugs, weapons and contraband. The principal, the assistant principals and other staff designated by the principal, shall have the authority to conduct a search if reasonable grounds exist to suspect evidence of a violation. The search may include (but not limited to): a student's clothing, personal effects, backpack, desk, locker, assigned storage area or automobile.

SMOKING AND USE OF TOBACCO PRODUCTS/INCENDIARY DEVICES

The North Kitsap School District fully enforces RCW 28A.210.310 that states students of any age are prohibited from smoking or using tobacco products. In addition, students are not to have tobacco products, lighters, matches or incendiary devices in their possession at any time during the school day or at any school sponsored activities. Before or after school, students are not to use tobacco products on or adjacent to the school grounds and/or visual distance of any school grounds.

RCW 70.155.080 will also be enforced, whereby, a person under the age of eighteen who purchases or attempts to purchase, possesses, or obtains or attempts to obtain cigarettes or tobacco products commits a Class 3 civil infraction under Chapter 7.80 RCW and is subject to a fine as set out in Chapter 7.80 RCW or participation in up to four hours of community restitution, or both. The court may also require participation in a smoking cessation program.

The legislative intent and language upgrades the seriousness of tobacco possession and calls for police intervention. While municipal and district courts within the state have jurisdiction for enforcement of this section, the school district may impose sanctions.

The use or possession of tobacco in any form, lighters, matches or any incendiary device is not permitted on school property, at school events, or within the area surrounding the school grounds. Violation of this rule constitutes a serious offense and will result in suspension from school. Students will be disciplined for smoking within sight of NKHS property, during and after school, and during any school activity, on or off North Kitsap School District grounds.

INAPPROPRIATE OBJECTS

North Kitsap High School recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, “vapor pens,” non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances, and any other smoking equipment, device, material or innovation.

Drug paraphernalia or items resembling drug paraphernalia are also subject to school discipline.

SKATEBOARDING

Use of scooters and skateboards are prohibited on school property. Hacky sacks are not allowed in the building.

STUDENT TRANSPORTATION IN PASSENGER VEHICLES

Many programs offered by school districts necessitate transportation in vehicles other than school buses. School-To-Work programs require large numbers of students to attend work sites at varying locations. Some sports teams, such as golf, may not have enough athletes to need a school van or bus to transport students. School districts may not have enough buses or vans available during peak seasons to accommodate field trips or other extra-curricular activities. Extended sports seasons for athletic playoffs are another scenario that sometimes creates transportation issues for school districts. Specialized programs, such as Skills Centers, where many students from different schools attend, may create unique transportation problems. All of these situations create liability exposures.

District Drivers in District Vehicles

Due to strict safety standards regarding bus manufacturing and driver’s training, school bus transportation remains the safest means of transportation available to school districts. However, when occasions arise where the district must provide student transportation in district-owned passenger vehicles, the best alternative to bus transportation is district vehicles driven by district staff members for the following reasons:

- The district has liability coverage for the vehicle and employees
- The district maintains the vehicle
- The staff member has successfully completed the screening requirement

District Drivers in Private Vehicles

If an employee provides student transportation in the employee’s private vehicle, documentation of the following will be ensured:

- Driver is at least 21 years of age
- Driver has a valid Washington State Driver's license
- Driver meets Type II recommendations regarding moving violations and accidents
- Vehicle has Minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate combined single limits (or \$100,000/\$300,000 Bodily injury; \$50,000 Property Damage) and uninsured/underinsured motorist coverage
- Signed acknowledgement that the employee's personal automobile insurance is primary, and that in case of an accident, any claims will be tendered to the employee's personal automobile insurance company
- Acknowledgement that the vehicle has no physical or mechanical defects that would interfere with the safety of driver and/or passengers
- Seatbelts are available for the driver and each passenger, and wearing of them is enforced
- If vehicle has dual airbags, children under 12 or small persona will not be seated in front passenger seat
- The vehicle has a rated capacity of ten passengers or less
- Parent permission slips are obtained for all students

Volunteer Drivers

The Risk Management Pool discourages use of volunteer drivers for student transportation, although there are instances where use of volunteer drivers is necessary. If volunteer drivers are used to transport students in their own private vehicles, a "Volunteer Driver Checklist" form will need to be completed. Remember that school districts are required by law to perform background checks for any adult who has regularly scheduled unsupervised access to students.

Student Drivers

When school district transportation is **not** available, parents will be informed before the activity.

- Specific directions to the destination will be given.
- Parents will be informed that it is their responsibility to make transportation arrangements.
- Students may **not** drive other students.

The district will require high school students to obtain written parent permission slips to drive their personal car to school and to obtain parking lot permits.

VANDALISM

Intentional or unintentional vandalism may result in disciplinary action including suspension from school, police referral, and/or restitution. Damaged equipment, altering any computer or software program, graffiti on buildings and/or vehicles, are all considered vandalism and/or malicious mischief.

DISCIPLINE AND CORRECTIVE ACTIONS

SCOPE OF AUTHORITY

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or
- In school-provided transportation, or any other place while under the authority of school personnel.

DISRUPTIVE CONDUCT

A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on district-provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel by;
- Disobedience of reasonable requests, instruction, and directives of school personnel;
- Refusal to leave an area when instructed to do so by school personnel;
- Refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
- Refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation (see Board Policy 3241);
- Harassment of others;
- Inappropriate dress or appearance (see Board Policy 3224);
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Preventing students from attending class or school activities;
- Use or possession of tobacco;
- Using any object in a dangerous manner;

- Intentionally defacing or destroying the property of another.

EXCEPTIONAL MISCONDUCT

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension. Exceptional misconduct includes the following:

- Any violation of RCW 28A.600.420: Firearms on school premises, transportation, or facilities
- Arson;
- Assault, if the assault involves o Injury to another; o Bodily fluids; or o A weapon;
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff; *
- Cumulative violations;
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, airguns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 4210.
- Any violation of RCW 28A.210.310 Prohibition of tobacco products on school property
- Possessing protective spray in violation of RCW 9.91.160

CRIMINAL OFFENSES

The acts listed below are among those defined as criminal offenses under the laws of the State of Washington and Kitsap County. Students involved in criminal acts are subject to prosecution whether these acts occur in the community, at school or at school-related functions. Appropriate action may be taken by school authorities if the incident is school related, regardless of whether or not criminal charges result.

1. **Arson**- the intentional setting of fire.
2. **Assault**- physical threats or violence to persons.

3. **Bomb threat**- threatening damage to persons or property from exploding bombs, whether real or imaginary.
4. **Burglary**- entering with the intent to steal school or personal property.
5. **Damage or theft of property**- if a student damages or steal school property; the District may seek restitution from the student or his/her parents or guardians, as permitted by law.
6. **Drugs, alcohol and other controlled substance** use, possession or distribution of drugs, alcohol or other controlled substances is prohibited.
7. **Explosives-possession or use of explosive substances** that could cause injury or damage is prohibited on school property unless written authorization from the district is received advance of the explosive as part of an instructional plan.
8. **Extortion, blackmail or coercion**- obtaining money or property by violence or forcing someone to do something against his/her will by force or threat of force.
9. **False fire alarms**- setting off fire alarms.
10. **Forgery**-fraudulent imitation of a signature or document.
11. **Malicious mischief**- damage or destruction of school or personal property.
12. **Tobacco products**- use or possession of tobacco products and/or incendiary devices by students is prohibited on school grounds and within sight of the school.
13. **Trespass**- being present in an unauthorized place or refusing to leave when ordered to do so.
14. **Unlawful interference with school authorities** interfering with administrators, teachers, or staff by force or violence, or threat of force.
15. **Weapons firearms, knives or other types of weapons** are prohibited on school property unless written authorization from the district is received in advance and the weapon is part of an instructional lesson.

DEFINITIONS

- **Discipline** means all forms of corrective action other than emergency removal, suspension or expulsion. Discipline includes the exclusion of a student from any type of activity conducted by or on behalf of the school district and exclusion of a student from a class by a teacher or administrator for a period of time that does not exceed the balance of the immediate class period, provided the student is in the custody of a school district employee for the balance of such period.
- **Discretionary discipline**, under RCW 28A.600.015 refers to any form of corrective action taken in response to student misconduct that violates the rules, policies, or procedures adopted by the board of directors, other than the misconduct listed in one or more of the categories in this procedure set forth below in the section entitled “Suspension, Expulsions, and Discretionary Discipline.” Discretionary discipline cannot include long-term suspension or expulsion.
- **Emergency removal** means a student’s immediate removal from a class, subject or activity by a certificated teacher or an administrator or a school bus driver and sending of that student to the building principal or designee, when the teacher or administrator has good and sufficient reason to believe that the student’s presence poses an immediate and continuing danger to the student, other students or school staff or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process.
- **Suspension** means the denial of attendance for any single subject or class or for any full schedule of subjects or classes for a stated period of time. Suspension may also include denial of admission to, or entry upon, real and personal property that is owned, leased, rented or controlled by the district.
 - o **Short-term suspension** means suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days.
 - o **Long-term suspension** means a suspension that exceeds ten (10) consecutive school days. A long-term suspension may not exceed the length of an academic term as defined by the school

board and may not be imposed as a form of discretionary discipline except for the offenses listed below in the section entitled “Suspension, Expulsions, and Discretionary Discipline.”

- **Emergency expulsion** means an emergency removal from school for up to, but not exceeding, ten (10) consecutive school days from the student’s current school placement by the superintendent or designee. An emergency expulsion requires the superintendent or designee to have good and sufficient reason to believe that the student’s presence poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion must end or be converted to another form of corrective action within ten (10) school days from the date of the emergency removal from school. If the district converts the emergency expulsion to another form of corrective action, it must provide notice and an explanation of due process rights to the student and parent/guardian.

- **Expulsion** means a denial of attendance for a period of time up to but no longer than length of an academic term (as defined by the board of directors) from the time the student is removed from his/her current school placement by a school district superintendent or designee. An expulsion may not be for an indefinite period of time and may not be imposed as a form of discretionary discipline except for the offenses listed below in the section entitled “Suspension, Expulsions, and Discretionary Discipline.” An expulsion may be extended beyond the length of an academic term if: 1) the school petitions the superintendent for an extension; and 2) the superintendent authorizes the extension pursuant to the superintendent of public instruction’s rules adopted for this purpose (see Petition for Extension of Length of Expulsion below). An expulsion may also include a denial of admission to, or entry upon, real or personal property that is owned, leased, rented or controlled by the district.

- **School business day** means any calendar day except Saturdays, Sundays and any federal and school holidays upon which the office of the superintendent is open to the public for business. A school business day concludes upon the closure of the superintendent’s office for the calendar day.

- **School day** means a calendar day except school holidays on which enrolled students are engaged in educational activity which is planned, supervised and conducted by or under the supervision of certificated staff and on which day all or any portion of enrolled students participate in such educational activity.

- **Reengagement meeting** means a meeting held between the district and the student and parent/guardian to discuss how to return a long-term suspended or expelled student to an educational setting as soon as possible.

- **Reengagement plan** means a culturally sensitive and culturally responsive written plan developed between the district and a student and his/her parent or guardian designed to aid the student in taking the necessary steps to remedy the situation that led to the student’s suspension or expulsion and to return the student to the educational setting as soon as possible. Parents or guardians of students must have access to, provide meaningful input on, and have the opportunity to participate in the student’s reengagement plan.

SUSPENSIONS, EXPULSIONS, AND DISCRETIONARY DISCIPLINE

Suspensions (including long-term suspensions) and expulsions may be imposed for any of the following student behaviors:

- A. Any violation of RCW 28A.600.420; Firearms on school premises, transportation, or facilities
- B. Any of the following offenses listed in RCW 13.04.155, including:
 1. any violent offense as defined in RCW 9.94A.030, including a. any felony that Washington law defines as a class
 - a. felony or an attempt, criminal conspiracy, or solicitation to commit a class a felony;
 - b. manslaughter;
 - c. indecent liberties committed by forcible compulsion;

- d. kidnapping;
 - e. arson;
 - f. assault in the second degree;
 - g. assault of a child in the second degree;
 - h. robbery;
 - i. drive-by shooting; and
 - j. vehicular homicide or vehicular assault caused by driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner;
2. any sex offense as defined in RCW 9.94A.030, which includes any felony violation of chapter 9A.44 RCW (other than failure to registered as a sex offender in violation of 9A.44.132), including rape, rape of a child, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, and any felony conviction or adjudication with a sexual motivation finding;
 3. inhaling toxic fumes in violation of chapter 9.47A RCW;
 4. any controlled substance violation of chapter 69.50 RCW;
 5. any liquor violation of RCW 66.44.270;
 6. any weapons violation of chapter 9.41 RCW, including having a dangerous weapon at school in violation of RCW 9.41.280;
 7. any violation of chapter 9A.36 RCW, including assault, malicious harassment, drive-by shooting, reckless endangerment, promoting a suicide attempt, coercion, assault of a child, custodial assault, and failing to summon assistance for an injured victim of a crime in need of assistance;
 8. any violation of chapter 9A.40 RCW, including kidnapping, unlawful imprisonment, custodial interference, luring, and human trafficking;
 9. any violation of chapter 9A.46 RCW, including harassment, stalking, and criminal gang intimidation; and
 10. any violation of chapter 9A.48 RCW, including arson, reckless burning, malicious mischief, and criminal street gang tagging and graffiti;
- C. Two or more violations of the following within a three-year period
1. criminal gang intimidation in violation of RCW 9A.46.120;
 2. gang activity on school grounds in violation of RCW 28A.600.455;
 3. willfully disobeying school administrative personnel in violation of RCW 28A.635.020; and defacing or injuring school property in violation of RCW 28A.635.060; and
- D. Any student behavior that adversely affects the health or safety of other students or educational staff.
- E. Harassment/intimidation/bullying of others
- F. Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc
- G. Sexual misconduct on school grounds, at school activities, or on school provided transportation
- H. Threats of violence to other students or staff
- I. Theft on school grounds, at school activities, on school provided transportation, or of school property at any time
- J. Any violation of RCW 28A.210.310 Prohibition of tobacco products on school property
- K. Possessing protective spray in violation of RCW 9.91.160 Unless otherwise required by law, school administrators are not required to impose a long-term suspension or expulsion for the misconduct listed above, and whenever reasonable school administrators should first consider alternative sanctions. For student behaviors—including specific offenses contained in Policy 3240 and procedure 3240P—that do not fall within one or more of the categories listed above, schools may only impose discretionary discipline as defined in this procedure. Schools may not impose

long-term suspension or expulsion as a form of discretionary discipline, but may impose other sanctions up to and including short-term suspension in a manner consistent with this procedure.

GRIEVANCE AND APPEAL PROCESS FOR STUDENT DISCIPLINE

Any parent/guardian or student who is aggrieved by the imposition of discipline will have the right to an informal conference with the principal for the purpose of resolving the grievance. The employee whose action is being grieved will be notified of the grievance as soon as reasonably possible.

At such conference the student and parent/guardian will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved.

After exhausting this remedy, the parent/guardian and student will have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the superintendent or designee.

If the grievance is not resolved, the parent/guardian and student, upon two (2) school business days' prior notice, have the right to present a written or oral grievance to the board during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The board will notify the parent and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The disciplinary action will continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

Alternatively, the board may delegate its authority to hear and decide discipline and short-term suspension grievance appeals to a school district disciplinary appeal council established pursuant to WAC 392-400-310(1).

CONTINUATION OF EDUCATIONAL SERVICES

The district will not suspend the provision of educational services during a period of short-term suspension and will provide the student the opportunity to receive such services. Educational services may be provided in an alternative setting, provided that such setting is comparable, equitable, and appropriate to the regular educational services a student would have received in the absence of a short-term suspension. Examples of alternative setting may include, but not be limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning.

Upon a student's return, the student will be provided the opportunity to make up assignments and tests that may have been missed during the suspension if the assignments or tests have a sub The principal will notify special education staff of any short-term suspensions to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that short-term suspensions may cumulatively or consecutively exceed ten school (10) days, (see Board Procedure 2161P, Special Education and Related Services for Eligible Students, Discipline section) the principal will notify relevant special education staff so that the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

STUDENT RIGHTS

In addition to individual rights established by law and district policies, students served by or on behalf of North Kitsap High School will have the right to:

- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability;
- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district; • Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:
 - o Freedom of speech and press,
 - o Peaceably assemble
 - o Petition the government and its representatives for a redress of grievances,
 - o The free exercise of religion and to have their schools free from sectarian control or influence, and
 - o Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them, including the periodic review and update of discipline rules, policies, and procedures;
- Establish appropriate channels to voice their opinions in the development of curriculum;
- Representation on advisory committees affecting students and student rights;
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies;
- Consult with teachers, counselors, administrators and other school personnel at reasonable times;
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization;
- Free election of their peers in student government and the right to hold office;
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;
- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and
- Annual information pertaining to the district's rules and regulations regarding students, discipline and rights.

TRANSGENDER STUDENTS

The district is required to provide an educational environment that is safe and free of discrimination for all students, regardless of sex, sexual orientation, gender identity or gender expression. Please refer to the student's counselor and/or refer to Board Policy 3211P for more information. Some worth noting here include:

Schools may change a student's official gender designation upon parent or student request pursuant to the Office of the Superintendent of Public Instruction's (OSPI's) process found at <http://www.k12.wa.us/cedars/CEDARSDataFormQA.aspx>. To the extent that the District is not legally required to use a student's legal name and biological sex on school records or documents, the District should use the name and gender by which the student identifies. In situations where school employees are required by law to use or report a student's legal name or gender, such as for standardized testing, school staff should adopt practices to avoid the inadvertent disclosure of the student's transgender or gender nonconforming status.

Restroom Accessibility Students will be allowed to use the restroom that corresponds to the gender identity they assert at school. No student will be required to use a restroom that conflicts with his or her gender identity.

Locker Room Accessibility Use of locker rooms by transgender or gender nonconforming students will be assessed on a case-by-case basis, with the goal of maximizing transgender or gender nonconforming student social integration, providing an equal opportunity to participate in physical education classes and athletic opportunities and ensuring the student's safety. In most cases, the district should provide the student access to the locker room that corresponds to the gender identity they assert at school. Reasonable alternatives to locker room conditions include, but are not limited to:

- use of a private area (e.g., nearby restroom stall with a door, an area separated by a curtain, an office in the locker room, or a nearby health office restroom);
- a separate changing schedule (i.e., utilizing the locker room before or after the other students).

Any alternative to locker room conditions will be provided in a manner that allows the student to keep his or her transgender or gender nonconforming status private. No student, however, will be required to use a locker room that conflicts with his or her gender identity.

NONDISCRIMINATION

The North Kitsap School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Questions or complaints of alleged discrimination can be directed to the district's Title IX/RCW 28A.640 Compliance Officer Chris Willits, Assistant Superintendent, cwillits@nkschools.org (360) 396-3003 and /or the ADA and 504 Coordinator, Lori Kingery, Assistant Director of Special Education, kingery@nkschools.org (360) 396-3072; address - 18360 Caldart Ave NE, Poulsbo WA 98370.

PESTICIDE NOTIFICATION

The North Kitsap School District applies pesticides (herbicides, fungicides, insecticides) as needed throughout the year by district employees and licensed contractors. District employees responsible for applying pesticides are required to attend annual pesticide application training.

The District shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, "Notice: Pesticide Application," and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests; viruses, bacteria, algae, and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.