

## **2019 - 2020 ASNK OFFICERS**

**President:** Jianna Jones

**Vice President:** Larry Obernberger

**Secretary:** Ina Antonio

**Treasurer:** Anna Ratcliff, Jaclyn Davis

**Public Relations:** Henry Beddoe, Carmella Basco

**School Board Rep:** Audrey Cole

**Senior Senators:** Ellie Kimmel, Mollie Brislin

**Junior Senators:** Elizabeth Vousboukis, Grace Zinkhon

**Sophomore Senators:** Allie Kelley

**Freshmen Senators:** Alec Ibarra

### **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 at the end of the second semester. ASNK officers consist of President, Vice President, Secretary, Co-Treasurers, Public Relations and 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.  
Students are required to earn 24 credits to graduate from North Kitsap High School.

### REQUIREMENTS

SUBJECT	CLASS OF 2020 AND BEYOND
ENGLISH	4.0 CREDITS
VISUAL & PERFORMING ARTS	2.0 CREDITS
MATHEMATICS	3.0 CREDITS
CAREER/TECHNICAL	1.0 CREDIT
PHYSICAL EDUCATION/HEALTH	2.0 CREDITS
SCIENCE	3.0 CREDITS (ONE CREDIT MUST BE A LAB SCIENCE)
HISTORY & SOCIAL STUDIES	3.0 CREDITS
ELECTIVES	4.0 CREDITS
WORLD LANGUAGE	2.0 CREDITS
<b>TOTAL CREDITS:</b>	<b>24 CREDITS</b>

**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 22<sup>nd</sup> must be taken by October 31<sup>st</sup> 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 study sessions, 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. 30th	November 29 <sup>th</sup>	February 28 <sup>th</sup>	May 29 <sup>th</sup>
October 31 <sup>st</sup>	December 20 <sup>th</sup>	March 31 <sup>st</sup>	June 11 <sup>th</sup>
	January 31 <sup>st</sup>	April 30 <sup>th</sup>	

### 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	C+ = 2.3	F = 0
A- = 3.7	C = 2.0	
B+ = 3.3	C- = 1.7	
B = 3.0	D+ = 1.3	
B- = 2.7	D = 1.0	

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>	<i>3.7 to 4.00</i>
<i>Honor Roll/National Honor Society</i>	<i>3.3 or higher</i>
<i>Academic Letter (applications available in the library)</i>	<i>3.5 or higher</i>

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 Olympic League – Bremerton, Kingston, North Kitsap, North Mason, Olympic, Port Angeles & Sequim; 1A: Chimacum, Coupeville, Klahowya & Port Townsend. (More info available at [Olympicleague.com](http://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.
- 3) No unsportsmanlike yelling is permitted.
- 4) Show respect to the game officials.
- 5) 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 Country ..... Mr. Christopher  
Debate..... TBD  
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..... TBD  
Girls’ Basketball ..... Ms. 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..... Mrs. Smaaladen  
Girls’ Track..... TBD  
Boys’ and Girls’ Golf..... TBD  
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. **REGULAR IN-SEASON ELIGIBILITY CHECKS:** On the Tuesday of the grade check week, students will be notified of their academic eligibility status. Students with F’s will not be eligible to compete the following week. They will have until the end of the grade check week to bring up their grade(s) in order to regain eligibility. Students with D’s will complete a Plan of Improvement before being eligible to compete the following week.
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 ASB PRIVILEGES :** 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
Cheer.....	Mrs. Foley
Chess Club.....	TBD
Choir.....	Ms. Cauter
Drama Club.....	TBD
Debate.....	TBD
FBLA.....	Mr. Miller
Fashion Club.....	Ms. Deerwester
FCCLA.....	TBD
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.....	Mr. Elmquist
NK Connections.....	Ms. Adame Watson
NK TableTennis.....	Mrs. Grant
PEACE Club.....	Ms. Haveman, Mr. Martin
Pokemon Club.....	Mr. Rider
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 officers are required to have an activity card as a condition of eligibility. It is recommended that all club members have an activity card as well. 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 before and 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-ograms, 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 2019.

### **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. 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. Items in lost found are intended to be returned to original owner.

### **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:

- 1<sup>st</sup> Offense: Classroom based discipline at teacher discretion + assignment redone or alternative assignment given for full credit**
- 2<sup>nd</sup> Offense: One day I.S.S. + Parent conference with teacher/administrator + assignment redone or alternative assignment given for full credit**
- 3<sup>rd</sup> 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; there may also be opportunities for additional learning.

### **AGGRESSIVE STUDENT BEHAVIOR**

North Kitsap High School is committed to providing a safe learning environment for all students. Students who violate the codes of conduct described herein shall be subject to appropriate disciplinary action, up to and including suspension, expulsion and/or police action as per school procedures and policies.

1. **Aggressive Behavior-** Aggressive or reckless behavior, including horseplay, which jeopardizes the health, safety or welfare of other students or staff members, may be subject to discipline, such as detention, in-school suspension, Saturday School, out-of-school suspension, or other reasonable consequences.
2. **Fighting-** Fighting is defined as a physical altercation between two or more students. A student shall not intentionally cause or attempt to cause physical injury to any person. Any student involved in fighting or promoting fighting, whether initiating the fight or responding to the fight, shall be subject to disciplinary action. Fights are cumulative throughout the student's secondary school years. Fighting may constitute a crime and legal authorities may be notified. Students will be suspended for fighting.
  - a. First fight: short-term suspension (1-10 days)
  - b. Second fight: may result in long-term suspension (11 or more days)
  - c. Third fight: may result in long-term suspension (up to 90 days)
3. **Assault-** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as to cause physical injury to any person. Any student involved in an assault may be subject to short-term suspension, long-term suspension, or expulsion.
4. **Threats-** A student shall not make any remarks that cause another person to feel unsafe, either physically or emotionally. All threats will be taken seriously, whether direct or indirect. *Students threatening others in person, in writing, through electronic media, or by any other means may be subject to discipline, suspension or expulsion.*
5. **Threats or aggressive acts against teachers and staff-** Threats or aggressive acts against school staff are not confined strictly to the school grounds and/or school activities. Any threat or aggressive act committed by a student against staff, either on or off campus, during or not during, or related to a school function or activity will be subject to disciplinary action.
6. **Harassment and Bullying-** Students are encouraged to report harassment of any kind to a staff member, knowing that confidentiality will be protected if possible. Harassment, bullying, threatening statements, intimidation, coercion and verbal abuse are not allowed and violations 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.
7. **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.
8. **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.

#### **CYBER-BULLYING, SEXTING, AND HARASSMENT**

9. "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.

#### **ALCOHOL AND DRUGS**

The possession or distribution of alcohol, drugs or other controlled substances, or drug paraphernalia, including electronic devices and vape devices, 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 while investigating. Results of investigation may lead to discipline.

#### **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** or emailing [ADowden@nkschools.org](mailto:ADowden@nkschools.org).

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:

- 1<sup>st</sup> Offense:** Student conference with teacher – Warning
- 2<sup>nd</sup> Offense:** Student conference with teacher – Warning
- 3<sup>rd</sup> Offense:** Student conference with teacher – Warning
- 4<sup>th</sup> Offense:** Student conference with teacher – Warning
- 5<sup>th</sup> Offense:** Teacher assigns detention, Parents/Guardian contacted, enters NK Discipline.
- 6<sup>th</sup> 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. The building will be locked after these hours. 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. 9/4 – 9/20 = Warning
2. 9/23 – 10/4 = Teacher confiscates and returns device at end of period
3. 10/7 – 10/11 = Teacher confiscates & turns in to main office to be picked up after school
4. After 10/11 = Teacher confiscates and turns in to main office for Admin 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.

### **NKHS DANCE POLICY**

All dance attendees are subject to the rules and policies stated in the NKHS student handbook and district policy.

- NKHS students must show ASB/NKHS I.D. card to purchase tickets.
- NKHS students must show ASB/NKHS I.D. card to gain entry to the dance.
- Approved guest passes are required for non-NKHS participants.
- NKHS student sponsor must accompany his/her guest when entering the dance.
- Guests must show their own school I.D. or verification of age (driver’s license) to gain entry
- Guests must be 20 years old or under.
- Middle school students are not allowed.
- Backpacks, book bags, purses and jackets are to be checked in at the door. These items are not allowed inside the dance.
- There will be no re-entries. Once you leave, you may not re-enter
- Students will be expected to adhere to the specified dress code of each dance.
- TICKETS WILL NOT BE SOLD AT THE DOOR at formal dances. Students will need to plan accordingly.
- Students are expected to dance appropriately at school dances, whether held on or off campus.

### **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**

In order to facilitate learning for all students, North Kitsap High School requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to change their clothing, cover up, or go home, if necessary.

The following portions of the body (front and back) must be covered in all positions (sitting, standing, bending, and reaching) while attending school.

Upper Torso: Clothing must cover stomach, back, shoulders, chest, and undergarments.

Lower Torso: Shorts, skirts and dresses must cover all undergarments.  
Feet: Footwear must be worn at all times and be appropriate to the activity.

Additional Guidelines:

- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures, writing or innuendo is prohibited.
- Any clothing worn in a manner identified as gang-related is prohibited (i.e. bandanas).
- Jewelry that can pose safety hazards is prohibited.

\*Certain exceptions to dress code standards may be made for PE or other school activities. Students should always dress appropriately for the proper occasion.

\*All dress code decisions are at the discretion of the administration.

### **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.

### **HALL PASSES**

Hall passes are required when students are in the hallways, restrooms, and outside the classroom during class time. Students without hall passes will be escorted back to class.

### **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 2019 - 2020 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 and sophomores 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 specific 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.

### **PERSONAL TECHNOLOGY POLICY**

Personal technology is to be used with permission of the teacher and for academic purposes during instructional time. This includes:

- Research at the direction of the Teacher
- Class Projects at the direction of the Teacher
- Academic Discussions Led by a Teacher
- Academic Quizzes and Games Assigned by a Teacher

Instructional time is instructional time, whether it is in the classroom or elsewhere. The Personal Technology Expectations are applicable during all instructional time, in all parts of the building, including hallways.

### **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**

If a staff member has reasonable suspicion that a search of a student will turn up evidence that the student has violated either the law or District policy, then the staff member may perform a search. The scope of the search must be reasonably related to the reasonable suspicion that led to the search.

Reasonable suspicion can be supported by a variety of means, which may include, but are not limited to:

- Report(s) made by students/staff/visitors
- Observations made by students/staff/visitors
- Being in the presence of others students that are believed to have contraband, in combination with factors that create an individualized suspicion for that student
  - Simply being in presence of another student believed to possess contraband does not create reasonable suspicion

## **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.

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 includes, 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.



## **STUDENT RELATIONSHIPS**

Students are expected to show self-control and self-restraint. Public displays of affection are not permitted and could result in discipline.

### **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.

### **TEXTBOOK RESPONSIBILITIES**

[Textbooks can be checked out and returned through the library.](#) Students are responsible for the care and return of their textbooks. Books are due at the end of the term for semester courses and the end of the year for all [others. Fines will be assessed for any type damage not associated with normal use. These costs may reach to the replacement cost of the textbook so please treat with care. Any book not returned will be marked as lost and a fine for the replacement cost will be assessed. If the book is later returned – the fine will be waived.](#) All seniors must complete a senior check-off form and pay their fines and fees before participating in the graduation ceremony. Final transcripts will also be held until fines are paid.

### **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.

## **STUDENT DISCIPLINE RIGHTS, RESPONSIBILITIES AND LIMITATIONS**

It is the goal of the North Kitsap School District to promote in all students a sense of their civic rights, and also their responsibilities. The conduct of one student should not impair the rights or opportunities of other students. The Board of Directors has adopted policies related to student conduct.

### **STUDENT RESPONSIBILITIES AND DUTIES**

According to the Washington Administrative Code (Laws of Washington) WAC 392-400-210 and North Kitsap School District Board Policy #3241, the mission of the school district is to provide learning experiences which will assist all students to develop skills, competencies and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen. It shall be the responsibility and duty of each student to pursue his/her course of studies, comply with written rules of the school district and submit to reasonable corrective action imposed by the school district and its agencies for violation(s) of such rules.

Students at school, school-sponsored events, school-sponsored off-campus events shall be governed by school district policy and regulations and are subject to the direction of school district authorities. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district authorities shall result in disciplinary action.

### **SCHOOL OFFENSES DEFINED**

1. Use, possession or distribution of any alcoholic beverage;
2. Use, possession or distribution of any illegal chemical substance or opiate as defined in Chapter 60.50 RCW (including, without limitation, any narcotic drug, hallucinogenic substance, or marijuana, or any controlled substance not prescribed by a physician for such possessor or user or substance that purports to be an illegal drug or controlled substance), or any material purporting to be such;
3. Use, possession or distribution of drug paraphernalia, intended or designed for use, storage, or distribution of any illegal chemical substance, except to the extent authorized by a physician for such a possessor or user;
4. Abuse by inhalation, ingestion, or otherwise of any substance for its intoxicating effect;
5. Being under the influence of any intoxicant, including, but not limited to, an alcoholic beverage, illegal chemical substance, opiate, or controlled substance;
6. Use, possession, or distribution of tobacco or tobacco products, including any device which is capable of being used to consume tobacco or nicotine;
7. Use, possession, or distribution of:
  - a. A gun,
  - b. A bomb, or other explosive device, or substance,
  - c. A weapon other than a firearm,
  - d. Fireworks or other incendiary device
  - e. Any other dangerous object
  - f. A look-a-like of any gun, bomb, or other weapon
  - g. A knife of any size
8. Threatening damage to persons or property from a bomb or other explosive device;
9. False activation of a fire alarm
10. Tampering with a fire extinguisher;
11. Arson;
12. Damage or destruction to school property or property belonging to another;

13. Theft of school property or property belonging to another;
14. Disruptive conduct; conduct which materially interferes with the educational process including, but not limited to, the use of abusive, foul or insulting language to a teacher or other person;
15. Refusing to follow reasonable directions (non-compliance) of school administrators, teachers, or other staff members;
16. Refusing to identify oneself to the proper school authorities, upon request, in school buildings, on school grounds or at school-sponsored events;
17. Lewd conduct; lewd, obscene, vulgar, indecent, or profane language, gestures, act, expression, or materials;
18. Assault of another student, staff member, or other person;
19. Participation in a fight with another student or other person;
20. Engaging in threats, verbal abuse, or fighting words;
21. Harassment including, but not limited to, the intimidation of another student or staff member, or any other malicious act which may harm the physical or mental health of another;
22. Extortion or intimidation of another student or staff member;
23. Cheating/altercation of records;
24. Trespass: presence in an unauthorized place or at an unauthorized place or at an unauthorized time;
25. The commission of any criminal act as defined by law;
26. Non-attendance (truancy); Daily attendance is required in accordance with State Law and District Policy. Students will attend regularly scheduled classes unless officially excused. State law requires written excuse from parent/guardian;
27. Violation of building rules which have been promulgated to the students attending that schools including, but not limited to, dress and appearance standards;
28. Use or possession of laser pointers;
29. Participation in gang activity or association including, but not limited to, intimidating or coercive activities and placing gang graffiti or symbols on papers, books, clothing, or any school property;
30. Cyberspace bullying, harassment, threats, profane, lewd and obscene language, conduct, or images are prohibited in e-mail, text messaging, and other electronic communications.

### **CRIMINAL OFFENSES DEFINED**

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 falls under the district's authority as defined in WAC 392-400-225(2) quoted above regardless of whether or not criminal charges result.

**ARSON** - The intentional setting of fire.

**ASSAULT** - Physical threats or violence to persons.

**BOMB THREAT** - Threatening damage to persons or property from exploding bombs, whether real or imagined.

**BURGLARY** - Entering with the intent to steal school or personal property.

**DAMAGE OR THEFT OF PROPERTY** - If a student damages or steals school property, the Superintendent or designee shall seek restitution from the student or his/her parents or guardians as permitted by law.

**DRUGS, ALCOHOL AND OTHER CONTROLLED SUBSTANCES** - Use, possession or distribution of drugs, alcohol, or other controlled substances, and items that purport to be, is prohibited.

**EXCEPTIONAL MISCONDUCT** - Misconduct other than absenteeism which a school district has

judged (in consultation with an ad hoc citizens committee) to be of frequent occurrence, after attempts to control such misconduct as to warrant immediate short or long term suspension. Examples of exceptional misconduct are indicated with a (\*) in the “school offenses defined” section of this document.

**EXPLOSIVES** - Possession or use of explosive substances that could cause injury or damage are prohibited on school property unless written authorization from the district is received in advance and the explosive is part of an instructional lesson.

**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.

**FALSE FIRE ALARMS** - Setting off false alarms.

**FORGERY** - Fraudulent imitation of a signature or document.

**MALICIOUS MISCHIEF** - Damage or destruction of school or personal property.

**TOBACCO/NICOTINE PRODUCTS & DELIVERY DEVICES** - Use or possession is prohibited.

**TRESPASS** - Presence in an unauthorized place or refusing to leave when ordered to do so.

**UNLAWFUL INTERFERENCE WITH SCHOOL AUTHORITIES** - Interfering with administrators or teachers by force or violence, or threat of force.

**WEAPONS** - Firearms, knives, and 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. A student expelled for a firearm violation is also expelled from all public schools in the state of Washington for a period of one calendar year.

#### **SEARCH AND SEIZURE**

General searches of school property, including lockers and desks, may be conducted at any time by school authorities. The following rules shall apply to an individual search of school property assigned to students (locker, desk, etc.) or to a student’s property and the seizure of items in their possession:

1. Prior to searching an area where a student has a right to privacy, there must be reasonable cause for school authorities to believe that the student or property has contraband or materials relating to a violation of school rules.
2. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others or pertinent to a possible violation of school rules may be seized by the school administration.
3. Items which are used to disrupt or interfere with the educational process may be removed.

#### **DEFINITION OF DISCIPLINARY TERMS**

SOURCE OF TERMS: WAC 392-400-025

**IN-SCHOOL SUSPENSION** means a short-term suspension in which the student remains under school supervision.

**SUSPENSION** means a denial of attendance (other than for the balance of the immediate class, subject or activity period for discipline purposes) for any single subject or class, or full schedule of classes or subjects for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

**SHORT-TERM SUSPENSION** means a suspension for any portion of a school day up to and not exceeding ten (10) consecutive school days. Students will have the opportunity to complete work missed while suspended.

**LONG-TERM SUSPENSION** means a suspension of eleven (11) school days or more. A long-term suspension may carry with it a loss of credit for the semester at the secondary level. A long-term suspension cannot be imposed beyond the school year in which the alleged misbehavior occurs.

**EXPULSION** means a denial of attendance for a period of time up to, but not longer than, one calendar year from date of removal. The superintendent may authorize an extension of an expulsion beyond one calendar year in response to a petition by a school. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the school district.

**EMERGENCY EXPULSION** means an immediate removal of a student when the superintendent or designee believes 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. Emergency Expulsions must end or be converted to another form of corrective action within 10 school days of the date of the emergency removal from school. If the Emergency Expulsion is converted to another form of corrective action, notice and due process rights appropriate to the new corrective action must be provided.

#### **STUDENTS WITH DISABILITIES**

Removal of students eligible for services under the IDEA or Section 504 will be conducted in accordance with those statutes. See district policy 2161. Staff should consult with the student's case manager at the time of removal.

#### **EMERGENCY REMOVAL FROM A CLASS, SUBJECT, OR ACTIVITY**

A student may be removed immediately from a class, subject, or activity by a teacher or an administrator and sent to the building principal or a designated school authority when the student's presence poses an immediate and continuing danger to the student, others, or an immediate and continuing substantial disruption to the educational process.

The principal or school authority shall meet with the student as soon as reasonably possible following the student's removal, and not later than the commencement of the next school day and take or initiate corrective action. The removal shall continue only until the danger or threat ceases or until the principal or designee imposes corrective action.

#### **DUE PROCESS (DISCIPLINE, SUSPENSION, EXPULSION, APPEALS)**

Constitutionally and legally sound procedures of due process, as outlined below and specified in WAC 392-400, will be followed in the administration of discipline in the North Kitsap School District. A complete text of student discipline procedures is available in WAC 392-400.

1. Discipline authority shall be exercised with fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent(s) or guardian(s).
3. In cases of the application of discipline (all forms of corrective action or discipline other than suspension or expulsion) the student, parent(s), or guardian(s) shall have the right to an informal conference with the building principal or his designee for the purpose of resolving the grievance. Subsequent to the building level grievance meeting, the student, parent(s), or guardian(s), upon two business days prior notice, shall have the right to present a written and/or oral grievance to the Superintendent or his/her designee. If the grievance is not resolved the student, parent(s), or

- guardian(s), upon two school business days prior notice, shall have the right to present a written and/or oral grievance to the School Board at a regularly scheduled meeting, unless otherwise notified. The School Board will notify the student, parent(s), or guardian(s) of its decision within ten school business days after the date of the meeting. The discipline action shall continue notwithstanding the implementation of the grievance procedure, unless the principal or his designee elects to postpone such action.
4. Prior to the imposition of a short-term suspension, a conference will be conducted with the student. During this conference, the student must receive notice of the alleged misconduct and the rule of conduct alleged to have been violated, an explanation of the evidence in support of the allegations, an explanation of the corrective action which may be imposed, and an opportunity to present his/her explanation. In cases of short-term suspension, the parent(s) or guardian(s) of the student shall be notified of the reason for the student's suspension and the duration of the suspension, orally and/or by letter. The notice shall inform the parent(s) or guardian(s) of the right to an informal conference with the building principal or his designee. During this conference, the student, parent, or guardian shall be subject to questioning by the principal or designee and shall be entitled to question school personnel involved in the matter being grieved. Subsequent to the building level grievance meeting, the student, parent(s) or guardian(s), upon two school business days notice, shall have the right to present a written and/or oral grievance to the Superintendent or his/her designee. If the grievance is not resolved, the student, parent(s), or guardian(s), upon two school business days prior notice, shall have the right to present a written and/or oral grievance to the School Board at the Board's next regularly scheduled meeting. The short-term suspension shall continue notwithstanding the implementation of the grievance procedure, unless the principal or his designee elects to postpone such action.
  5. In cases of long-term suspension or expulsion, the student and his/her parent(s) or guardian(s) shall be notified of the alleged misconduct and the rule of conduct alleged to have been violated, the proposed corrective action and its duration, and the opportunity for a hearing. This notification will be in writing and will be delivered by certified mail or in person by a certified employee. If the student and/or parent/guardian predominantly speaks a language other than English, the notice shall be provided in that language, in accordance with Title VI of the Civil Rights Act of 1964. The notice will also indicate that a written or oral request for a hearing must be received by the school district hearing officer, Mr. Craig Berry or his office at the District Office on or before the third school business day after receipt of the notice of opportunity for a hearing. If such a request is not received within that time, the right to a hearing is waived and the long-term suspension or expulsion shall commence. A student may remain in school during the appeal to the district hearing officer unless an emergency expulsion is issued. Appeals from decisions rendered by the district hearing officer may be made to the School Board. Appeals must be requested within three (3) school days after the receipt of the decision of the hearing officer. The notice of appeal must be in writing. If the request is not received within this three-day period the right to a hearing will have been waived.
  6. In cases of emergency expulsions the same procedure will be followed as for a long-term suspension or expulsion, with these exceptions:
    - a. Notification of the expulsion will be made to the parent(s) or guardian(s) within twenty-four hours. This notice must specify the alleged reasons the emergency expulsion standard is met and the beginning and end date for the emergency expulsion, and must include notice of hearing rights.
    - b. Student is immediately removed from school.
    - c. The hearing will be held by the district hearing officer, "as soon as reasonably possible," but no later than the second business day following receipt of request for the hearing.
    - d. A hearing decision must be made within one school business day after the hearing.

7. If a hearing is requested by the student or his/her parent(s) or guardian(s), the following procedural guidelines will govern the hearing:
  - a. The student and his/her parent(s) or guardian(s) have the right to inspect in advance any evidence the school district intends to introduce at the hearing.
  - b. The designee(s) of the school district assigned to present the case shall have the right to inspect in advance any evidence the student or his/her parent(s) or guardian(s) intend to introduce at the hearing.
  - c. The student has the right to question and confront witnesses, unless a school district witness does not appear and the nonappearance of the witness is excused by the hearing officer based on evidence of good reason for doing so. The evidence must establish either that the district made a reasonable effort to produce the witness and has been unable to do so, or that it is not advisable for a student to appear due to an expectation and fear of retaliation against the student.
  - d. The student has the right to be represented by legal counsel.
  - e. The student may present his/her explanation of the alleged misconduct and make relevant showings by way of witnesses and the introduction of documentary and other physical evidence.
  - f. The hearing officer shall not be a witness and the final decision regarding the imposition of corrective action shall be determined solely on the basis of evidence presented at the hearing.
  - g. Either a tape recorded or verbatim record of the hearing shall be made.
  - h. A written decision setting forth the findings of fact, conclusions, and the corrective action to be imposed, if any, shall be provided to the student and his/her parent(s) or guardian(s) and legal counsel.
8. Appeals from decisions rendered by the district hearing officer may be directed to the School Board. The following guidelines govern this procedure (Policy 3241 and WAC 392-400-315):
  - a. Oral or written requests for appeal from the student, parent(s), or guardian(s) shall be provided to the district hearing officer or superintendent within three school business days after receipt of the hearing officer's decision.
  - b. If an appeal is not received within the three school business day period, the suspension or expulsion will be imposed. If an appeal is received, the student may be removed from school pursuant to the long-term suspension or expulsion for up to ten school days or until the School Board issues a final decision, whichever occurs first.
  - c. If an appeal is received by the School Board, following the appropriate procedure, the Board shall schedule and hold a meeting to review the matter within ten school business days after receipt of the appeal notice. The purpose of this meeting shall be to meet and confer with the individuals involved in order to decide upon the most appropriate means of handling the appeal. At that time the involved parties shall be given the opportunity to be heard.
  - d. At this meeting the School Board shall decide on one of the following courses of action:
    1. Render a decision within ten school business days.
    2. Schedule a special meeting to hear further arguments and render a decision within fifteen school business days after the date of the initial meeting.
    3. Schedule and hold a meeting within ten school business days after the date of the initial meeting for the purpose of hearing the case de novo.
9. An appeal to a decision by the School Board, related to the affirmation of the imposition of a long-term suspension or an expulsion, shall be to superior court. The appeals to the court must be within thirty days of the receipt of the School Board's final decision.
10. Any student who has been placed on a long-term suspension or an expulsion may make a written application to be readmitted to school. The application is to be made through the district superintendent of schools or his designated representative.
11. If corrective action is imposed upon a student subject to compulsory attendance, the school district must:



- a. Provide notice to the student’s parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s), that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;
  - b. Schedule a conference or conferences with the parent(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student’s absence, and to determine whether the student should be made a focus of concern for placement in special programs designed for his or her educational success; and
  - c. Take steps to reduce the student’s absence which include, where appropriate in the judgment of local school officials) and where possible, discussed with the student, parent(s), or guardian(s), adjustments of the student’s school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the causes for the student’s absence from school.
12. A student’s academic grade or credit may be adversely affected by reason of absence or tardiness only if:
- a. Attendance or participation is related to the instructional objectives or goals of the particular course;
  - b. Attendance or participation has been identified by the teacher pursuant to the policy of the district as a basis for grading in the particular subject or course; and
  - c. The circumstances pertaining to the student’s inability to attend have been taken into consideration, including whether the absences or tardiness are directly related to a disability.
13. Students given a long-term suspension for disciplinary infractions which have been ascertained to have been related to drug/alcohol use may have the suspension reviewed at any time following the tenth day of the suspension provided suspension was for use and/or possession not sale or distribution and if the student can provide evidence of having completed an assessment by a state certified drug/alcohol agency which meets the North Kitsap School District’s criteria for assessment, and evidence of having taken steps to follow the recommendations based on the assessment. After the review, the student may be readmitted on a probationary basis for the balance of the suspension period or the student’s educational opportunities may be continued in some other appropriate way. In order to return to school on a probationary basis, students may also be required to state where and how they obtained the drug or alcohol.

**REENGAGEMENT**

**REENGAGEMENT MEETING** must be convened when a long-term suspension or expulsion is issued. The purpose of this meeting is to discuss a reengagement plan with the student and parent. A reengagement meeting must be convened within 20 days of a long-term suspension or expulsion, and no later than five days before the student’s reentry or reenrollment.

**REENGAGEMENT PLAN** is a written plan developed between a school district, student, and parent to aid the student in taking necessary steps to remedy the situation that led to the corrective action and return the student to an educational setting as soon as possible.

**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, may lose their privilege to attend this high school.

### **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:
  - Freedom of speech and press,
  - Peaceably assemble
  - Petition the government and its representatives for a redress of grievances,
  - The free exercise of religion and to have their schools free from sectarian control or influence, and
- 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 will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on sex, race, creed, religion, color, national origin, immigration status, 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 Rachel Davenport, Executive Director, [rdavenport@nkschools.org](mailto:rdavenport@nkschools.org) (360) 396-3003 and /or the ADA and 504 Coordinator, Courtney O'Catherine, Assistant Director of Special Education, [COCatherine@nkschools.org](mailto:COCatherine@nkschools.org) (360) 396-3023; 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.