



Student and Guardian Handbook

2019 - 2020

MISSION STATEMENT

Kingston High School students will graduate college and career ready. They will be prepared to act as informed citizens in a global society and empowered to care for their community.



@kingstonhighschool



@kingstonhighbucs



@khsbucs

Welcome!

On behalf of Kingston High School staff, we would like to welcome you to the 2019-202 school year. Our goal is to provide a safe and caring environment, where ALL students experience an enriching, positive learning environment. We strongly encourage you to pursue excellence in your academic studies, become actively engaged in the co- and extra-curricular programs, and involve yourself in the activities here at Kingston High School.

This handbook includes our policies, procedures, and other important information. Please refer to it when questions arise. Best wishes for a great year!

Principal

Jack Simonson

Assistant Principal

Melissa Super-Greene

Athletic Director/Activities Coordinator

Richard Henert

Guidance Counselors

Devon Rouch

Lisa Coffman

ASB Coordinator

Robin Alberts

Buccaneer Faculty

Ajay Advani – Science Robin Alberts – Social Studies, Spanish James Andrews – Art, CTE Marja Bjarnson – CTE Jason Boyd – Social Studies Eva Bush – Math Ed Call – Athletic Med, Social Studies Chris Eaton – Science Eddie Flores – Special Education Rachel Flores – Special Education Bob Geballe – CTE, Science Rachel Gonzalez – Spanish	Lisa Gray-Fritz – Social Studies Terry Grimm – Physical Education Tom Guenther – Music, CTE Josh Haza – Engineering, CTE Amy Hoffman – Science Victoria Hohenstein – Science Theresa Holland-Schmid – English Erin Landvatter – English Jennifer McBride – CTE, Yearbook Rebecca Neeley – ASL Scott Pochop – Math Alison Roberts – Student Assistance	Katie Schmidt – English Kim Smith – Social Studies William Taylor – English, Social Studies Malauri Uhl – English Sean Yarr – Math
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Kingston High School 2019-2020 Bell Schedule

Monday/Thursday/Friday 1st Lunch		Tuesday 1st Lunch		Wednesday 1st Lunch	
Period 1	7:55 – 8:50	Period 1	7:55 – 9:20	Period 2	7:55 – 9:20
Period 2	8:55 – 9:50	Tutorial A	9:25 – 10:05	Tutorial B	9:25 – 10:05
Period 3	9:55 – 10:55	Period 3	10:10 – 11:35	Lunch	10:05 – 10:35
Lunch	10:55 – 11:25	Lunch	11:40 – 12:10	Period 4	10:40 – 12:05
Period 4	11:30 – 12:25	Study Hall	12:15 – 12:55	Period 6	12:10 – 1:35
Period 5	12:30 – 1:25	Period 5	1:00 – 2:25		
Period 6	1:30 – 2:25				

Monday/Thursday/Friday 2nd Lunch		Tuesday 2nd Lunch		Wednesday 2nd Lunch	
Period 1	7:55 – 8:50	Period 1	7:55 – 9:20	Period 2	7:55 – 9:20
Period 2	8:55 – 9:50	Tutorial A	9:25 – 10:05	Tutorial B	9:25 – 10:05
Period 3	9:55 – 10:55	Period 3	10:10 – 11:35	Period 4	10:05 – 10:35
Period 4	10:55 – 11:50	Study Hall	11:40 – 12:10	Lunch	10:40 – 12:05
Lunch	11:55 – 12:25	Lunch	12:15 – 12:55	Period 6	12:10 – 1:35
Period 5	12:30 – 1:25	Period 5	1:00 – 2:25		
Period 6	1:30 – 2:25				

2019 – 2020

Kingston High School ASB Officers

President.....Montana Thoroughman
Vice PresidentFaith Collins
Co-Secretaries Morgan Chandler/Brooke Troyer
Co-Treasurers..... Clara Kehoe/Emily Ramirez
Public Relations Officer..... Grace Hentzel

Advisors

Activities AdvisorGunnar Reinbold
Multicultural Advisor.....Garrett Sitting Dog
Green AdvisorNara Deller
Off Campus Liason Tyler Kranz

Senior Senators

Ajaelise Bovee
Matthew Worrall
Audrey Baker
Ashely Ramirez
Anastasia Horne

Sophomore Senators

Grace Epperson
Tara Advani
Tess Eckert
Brian Ramirez
Jada Williams

Junior Senators

Kate Halverson
Olivia Call
Kierstan Cashman
Delilah Sheridan-Pangburn
Celia Williams

Freshman Senators

Ava Banionis
Olivia Collins
Olivia Hammon
Julia Wheeler
Kahn Kelii

ELECTION OF ASB OFFICERS

Elections of the ASB 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. ASB officers consist of President, Vice President, Secretary, Co-Treasurers, and Public Relations Officer.

SENATOR ELECTIONS

Senate elections are held during the second semester after the ASB 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.

KINGSTON HIGH SCHOOL ACADEMICS

GRADUATION REQUIREMENTS

CREDIT REQUIREMENTS

SUBJECT	CREDIT REQUIREMENT
ENGLISH	4.0
MATHEMATICS	3.0
SCIENCE	3.0
SOCIAL STUDIES	3.0 (PLUS WASH. STATE HISTORY)
VISUAL AND PERFORMING ARTS	2.0 OR 1.0 WITH 1.0 PERSONAL PATHWAY
CAREER AND TECHNICAL EDUCATION	1.0
WORLD LANGUAGE OR PERSONAL PATHWAY	2.0
HEALTH	0.5
PHYSICAL EDUCATION	1.5
ELECTIVE	4.0
TOTAL CREDITS	24.0

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 are 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. *This includes work missed due to absences.* Additionally, after an absence, students or their families are responsible for gathering and completing missing work either in person or via electronic means. Assignments NOT turned in will be scored a zero.

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 values of grades are:

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

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 / BUCCANEER 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</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 3.5 or better at the end of the first semester senior year.

KHS ATHLETICS & ACTIVITIES

Kingston 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 KHS. KHS 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) 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. Guenther
Drama Ms. Holland-Schmid
Athletic Trainer..... Mr. Hormann

FALL ACTIVITIES

Cheerleading Ms. Meeker and Ms. Amezquita
Cross Country Mr. Willson
Debate Ms. Ragland
Football Mr. Grimm
Girls' Soccer Mr. Smith
Girls' Swimming..... Ms. Manix
Volleyball Mr. Call
Boys' Tennis..... Mr. DiPrete

WINTER ACTIVITIES

Boys' Basketball..... Mr. Guterson
Girls' Basketball Mr. Deam
Cheerleaders..... Ms. Meeker and Ms. Amezquita
Debate Ms. Ragland
Girls' Gymnastics Ms. Moore
Boys' Swimming Mr. VanHuis
Wrestling..... Mr. Nelson

SPRING ACTIVITIES

Baseball..... Mr. Milleson
Fastpitch..... Mr. Schiel
Boys' and Girls' Golf..... Mr. Miller
Boys' Soccer..... Mr. Smith
Tennis Ms. Grimm
Track and Field Ms. Manuguid and Mr. Wilson

KINGSTON HIGH SCHOOL ATHLETIC HANDBOOK

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

ELIGIBILITY REQUIREMENTS

1. **ACADEMIC:** Must meet both WIAA and KHS 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.

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 ASB.

FINES & FEES

All student fines are required to be paid and/or cleared prior to participating in any KHS 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. Final transcripts will also be held until fines are paid.

KHS CLUBS/ACTIVITIES AND ADVISORS

Art Club	Mr. Andrews
ASL Club	Ms. Neeley
Athletic Medicine	Mr. Call
ASB.....	Ms. Alberts
Band.....	Mr. Guenther
Debate	Ms. Ragland
Drama	Ms. Holland-Schmid
Environmental Club.....	Mr. Geballe
Gamers Club	Mr. Advani
GEMS	
GSA	Ms. Gray-Fritz
Interact.	Mr. Baze
Journalism.....	Ms. Schmidt
Junior Achievement	Ms. Smith
Key Club.....	Ms. Camp
LEO Club.....	Ms. Smith
National Honor Society.....	Ms. Darrow
Makers Club.....	
Native American Club	Ms. Jones
Ultimate Frisbee.....	Mr. Eaton
Video Production	Mr. Geballe
Yearbook.....	Ms. McBride
Yoga.....	Ms. Hermanson

If you do not see a club that interests you, **START ONE!** All it takes is a shared interest with at least one other student, a staff advisor and a meeting with Mr. Henert. Meet new people, share ideas and hobbies!



GENERAL INFORMATION

BUILDING HOURS

The school is open for all students between the hours of 7:30 am and 3:00 pm on regular school days and between 7:30 and 1:30 on Wednesdays. Please check the North Kitsap School District website and/or contact the school's front office for operating hours on any altered schedule days. 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.

BULLETIN

A bulletin is issued daily to all teachers and is read during second period; it is posted on the school website as well. The bulletin includes announcements of importance to students and faculty.

HEALTH SERVICES

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

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 Front 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 Front Office.

LOCKERS

Locker request forms are available in the First Floor 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 Front Office and Commons. Items in lost found are intended to be returned to original owner. Unclaimed items are donated to a local charity.

STUDENT STORE

The Leadership Class maintains and operates the student store for the convenience of all students. The store carries many items, as well as a variety of school supplies and snacks, including the espresso cart which is open each morning and during lunch.

YEARBOOKS

Yearbooks are sold during lunches, as well as before and after school at the student store. The cost of the yearbook is determined on a yearly basis. Students are encouraged to purchase their yearbook in the fall before they sell out.

BUCCANEER STUDENT CODE OF 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 Kingston 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: Parent/teacher conference + Classroom based discipline + assignment redone or alternative assignment**
- 2nd Offense: One day I.S.S. + Parent conference with teacher and administrator + assignment redone or alternative assignment**
- 3rd Offense: Parent conference with teacher/administrator + failure of course**

Offenses will accumulate over the course of a student’s enrollment at KHS. *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

Kingston 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-** 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 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.
 9. **Cyberbullying:** "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.
 - a. **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.

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 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 a 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. The guardian and student may need to appear in Juvenile Court.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine. Prepare for school the night before.
- Don't let the student stay home unless they are truly sick. Keep in mind complaints of a stomachache or headache can be a sign of anxiety and not a reason to stay home. Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans to get to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of attendance. Missing days puts a student at risk of falling behind.
- 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 (1st floor office). Please give the office 1-hour minimum notice so that student and teacher may be aware of departure time by calling **360-396-3315**.

Documentation may be provided by:

A. Calling the 24-hour attendance number: **396-3303**

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 truanies 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. **Chronic tardiness/absenteeism is a safety risk and may result in an alteration of the student's schedule.**

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.

CAMPUS MOVEMENT

Kingston High School 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/vape. All students are expected to follow and abide by the smoking/vaping policy that states that smoking is not allowed within sight of the school.

CELLULAR PHONES AND ELECTRONIC DEVICES

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.

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

KHS 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, 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.

KHS DANCE POLICY

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

- KHS students must show ASB/KHS I.D. card to purchase tickets.
- KHS students must show ASB/KHS I.D. card to gain entry to the dance.
- Approved guest passes are required for non-KHS participants.
- KHS 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, the following are violations of District policy for any person to carry on to school premises, school-provided transportation, or other facilities being used for school activities:

- 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

Student dress policy and procedure is addressed in North Kitsap School District Board Policy 3224P and reads as follows:

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 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 on 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 or designee will request the student to make appropriate corrections. If the student refuses, the student will notify the parent, if reasonably possible, and request the parent make the necessary correction. If both the student and parent refuse, the principal will take the appropriate disciplinary action. Students may be suspended, if circumstances 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.

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

Staff issued 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 JUNIORS AND SENIORS FIRST on a first come first served basis for \$40.00. Eligible sophomores will have access to purchasing any additional permits that may be available after the junior/senior purchasing period, beginning the second week of school. Parking violations are subject to a \$30.00 fine, cars being booted, and cars without permits maybe towed at owner's expense. Students may park in the main student lot and the lot adjacent to the football field. Students may not park in any staff or visitor-designated area. Repeated parking violations (more than 2) are subject to a \$50.00 fine. 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. See your Kingston 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 the trail system. The Commons is closed during class time. During lunch, pods 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 other 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 poses 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 KHS property, during and after school, and during any school activity, on or off North Kitsap School District grounds.

SKATEBOARDING

Use of scooters and skateboards are prohibited on school property. Skateboards can be checked in to the office during the school day.

STUDENT RELATIONSHIPS

Kingston High School 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 North Kitsap School District Board Policy #3240, the mission of the school district is to foster a safe, collaborative, and intentional learning environment where each student is known by name, strength, and need. 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 to submit to reasonable corrective action imposed by the school district and its agents for violation(s) of such rules.

AUTHORITY OF SCHOOL

The following rules of misconduct will apply to the extent authorized by WAC 392-400-225(2) which provides that rules that establish types of misconduct must have a real and substantial relationship to the lawful maintenance and operation of the school district including, but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process which is conducive to learning. Students at 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 appropriate disciplinary action.

SCHOOL AND 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. Misconduct includes, but is not limited to, the following:

1. **Alcohol, Drugs, and Mind-Altering Substances** – Students will not possess, use, show evidence of having consumed, distribute, sell, or solicit or facilitate the sale of alcohol, drugs, mind-altering substances, medication not prescribed by a physician and approved in writing by the student's parent/guardian, or drug paraphernalia (or any item which purports to be such). While in attendance at school or school-sponsored events, students must remove themselves immediately from any situation where alcohol or drugs are being possessed or consumed.
2. **Alteration of Records** – Students will not falsify, alter, or destroy school records or any communication between home and school.
3. **Arson** – Students will not intentionally cause a fire or explosion. Students also will not possess fire-ignition devices.
4. **Assault** – Students will not intentionally use physical force or violence on another person or threaten or attempt to use such physical force or violence, that is harmful or offensive, regardless of whether any physical injury is done to the person. Pursuant to RCW 28A.635.090, a student who interferes by force or violence with school personnel or other students will be subject to immediate suspension or expulsion and may be referred to law enforcement for investigation of criminal activity.
5. **Athletic/Activity Code Violations** – Students who participate in the interscholastic athletic program will conform to specific conduct standards established by the District, principals, athletic directors, and coaches and the rules and regulations of the Washington Interscholastic Activities Association (WIAA). A student who is found to be in violation of any athletic/activity rule is subject to removal from the team. General conduct expectations and requirements for students participating in athletics/activities, as well as the appeal process for disciplinary action, are described in Policy 2151 and Procedure 2151P.
6. **Attendance (Absences and Tardiness)** – All students are expected to attend scheduled classes and activities daily in accordance with state law and District Policy 3122 and Procedure 3122P, unless officially excused by the designated person(s) at the school building. Students are also expected to be punctual in arriving at school and to each of their classes. Excessive and/or unexcused tardiness and/or absenteeism, regardless of the reason, may result in loss of credit and/or discipline, although students will not be suspended or expelled due to tardiness or absences.
7. **Bomb Threats** – Students will not threaten to bomb or damage any District facility or property.
8. **Burglary** – Students will not enter or remain unlawfully in a District building with intent to commit a crime (including, but not limited to, theft of property) on the premises.
9. **Cheating and Plagiarism** – Students will not intentionally deceive or attempt to deceive school officials in the preparation or completion of any school assignment, assessment, examination, or project. Cheating includes knowingly submitting the work of others as a student's own work without proper attribution (i.e., plagiarism). Students are also prohibited from assisting or facilitating cheating by other students.
10. **Checking out of School** – Students will not leave school for the day unless excused by the school office.

11. Commercial Activity – Students will not sell or offer for sale goods or services on District property or at school-sponsored events unless as part of an authorized group or activity.
12. Criminal Behavior – Students who involve themselves in criminal acts on District property, off District property at school-sponsored events, or off District property when such acts have a detrimental effect upon the maintenance and operation of the schools or the District are subject to discipline by the District as well as potential prosecution under the law.
13. Damage to Property and Vandalism – Students will not intentionally cause physical damage to the property of the District, school personnel, or other students. Any student who defaces or otherwise injures school property, or property belonging to a school contractor, employee, or another student, may be suspended pursuant to RCW 28A.635.060. If a student loses or willfully cuts, defaces, or injures property of the District, a contractor of the District, an employee, or another student, the District may withhold the grades, diploma, and transcripts of the student until the student or his or her parents/guardians pay for the damages. If the student is suspended, the student may not be readmitted until the student or his or her parent/guardian has made payment or until directed by the superintendent. When the student and parent/guardian are unable to pay for the damages, the District will provide a program of voluntary work for the student in lieu of payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the student will be released. The parent/guardian of such student will also be liable for damages as otherwise provided by law.
14. Dangerous Behavior – Students will not engage in behavior which a reasonable person would know creates a risk of injury to another person or property.
15. Defiance – Students will obey the lawful instructions of school personnel.
16. Disruptive Conduct – Students will not engage in conduct that materially and substantially interferes with the educational process. Disruptive conduct may include, but is not limited to, the following examples:
 - a. Occupying a school building or school grounds in order to deprive others of its use;
 - b. Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
 - c. Preventing students from attending a class or school activity;
 - d. Blocking normal pedestrian or vehicular traffic on a school campus; and
 - e. Interfering seriously with the conduct of any class or activity.
17. Disruptive Dress and Appearance – Students will not dress or appear in a manner that presents a health or safety hazard, creates a reasonable expectation of damage to school property, or creates a material and substantial disruption of the educational process. Pursuant to Policy 3224, such dress includes clothing displaying messages determined by the building principal to be libelous, obscene, profane, or demeaning to any race, religion, sex, or ethnic group, sexual orientation, or disability, or which advocate the violation of the law.
18. Electronic Information Systems – Students will comply with the acceptable use rules in Policy 2022 when using District electronic information systems such as email, computer devices, computer networks, and the Internet. Unauthorized, illegal, or inappropriate use of the District’s electronic information systems is prohibited.
19. Explosives – Students will not possess, use, threaten to use, or attempt to possess or use objects tending or serving to explode with force or violence, including, but not limited to, firecrackers, bullets, and pipe bombs.
20. Extortion, Blackmail, and Coercion – Students will not obtain or attempt to obtain money or property by violence or threat of violence. Students also will not coerce or attempt to coerce someone to perform an action, or refrain from acting, by force or threat of force.
21. False Accusations and Defamation – Students will not make false statements about school personnel or other students, including untrue charges of wrongful conduct.
22. False Alarms and Fire Apparatus – Students will not set off false alarms, discharge or steal fire extinguishers, or damage alarm systems.
23. Fighting – Students will not quarrel with one or more other students involving physical contact. Students who are found to have promoted or incited a fight will be subject to the same discipline as those who are involved in the fight.
24. Gambling – Students will not risk or bet objects of value on the outcome of an event, a game, or chance, or assist or facilitate gambling by other students.
25. Gang Activity – Students will not engage in gang activity or display symbols of gang affiliation. A “gang” means a group that consists of three or more persons; has identifiable leadership; and on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. Gang symbols include the use of hand signals, handwriting, and/or the presence of apparel, jewelry, accessories, graffiti, or manner of grooming which by virtue of its colors, arrangement, trademark, symbol alteration, or any other attribute, denotes membership in a gang.
26. Harassment, Intimidation, and Bullying/Cyberbullying – Students will not participate in, conspire to participate in, or conspire for others to engage in “harassment, intimidation, and bullying/cyberbullying” (HIB) as defined in Policy 3207 and Procedure 3207P. In general, HIB means any intentionally written message or image, including those that are electronically transmitted (e.g. sexting), or a verbal or physical act that physically harms a student or damages his or her property; has the effect of substantially

interfering with a student's education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. HIB includes messages, images, and verbal or physical acts shown to be motivated by any characteristic in RCW 9A.36.080 (race, color, national origin including language, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability) or other distinguishing characteristics. Prohibited HIB can include, but is not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

27. Hazing – Students will not participate in, conspire to participate in, or conspire for others to participate in acts that injure, degrade, or disgrace—or tend to injure, degrade, or disgrace—other people. Hazing may also constitute prohibited harassment, intimidation, and bullying/cyberbullying (HIB), as discussed above and in Policy 3207 and Procedure 3207P.
28. Identifying Self – Students will, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school-sponsored events.
29. Inappropriate Display of Affection – Students will not engage in overt displays of affection or sexually oriented actions that violate standards of acceptable social conduct.
30. Inappropriate Language or Conduct – Students will not engage in vulgar, profane, or obscene language or conduct. In addition, students will not engage in expression that constitutes a material and substantial disruption of the orderly operation of the school, as discussed in Policy 3220.
31. Lasers and Similar Devices – Students will not possess or use lasers and similar devices without prior authorization from appropriate school officials.
32. Littering – Students will not throw, drop, deposit, or discard litter on public property.
33. Loitering – Students will leave the school campus at the official close of the school day unless permission to remain has been granted by an appropriate school official.
34. Motor Vehicle Violations – Students who choose to drive motor vehicles to school must: (a) observe all rules of safe driving on and around school property; (b) park in the area designated by school officials; and (c) comply with any registration procedures that may be required by school officials. Refusal to adhere to these conditions may result in the loss of the privilege of parking on school property and/or other discipline.
35. Robbery – Students will not steal from a person by force or threat of force.
36. Theft – Students will not wrongfully obtain or exert unauthorized control over the property of the District or another person (i.e., steal).
37. Tobacco, Nicotine Products, and Delivery Devices – Students will not possess, use, distribute, sell, or solicit or facilitate the sale of tobacco products, nicotine products, and delivery devices, in accordance with Policy 4215. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices (i.e., e-cigarettes), and vapor products.
38. Trespass – Students will not enter District buildings or property where students or members of the public are not allowed or refuse to leave such areas when ordered by school officials.
39. Violation of Suspension – Students will not enter upon any real or personal property that is owned, leased, rented, or controlled by the District during the terms of any suspension from school without the prior express approval of an appropriate school official.
40. Weapons and Other Dangerous Devices – Students will not possess, use, display, or transmit any object that is or reasonably appears to be a dangerous weapon or related device. Such objects include, but are not limited to: firearms, ammunition, incendiary or explosive devices, clubs, knives with blades of at least three (3) inches in length, other cutting or stabbing instruments brought or possessed with the intent to cause bodily harm or to instill fear and/or intimidate by their mere presence on school property or at school-sponsored events, chemical inhalants, metal knuckles, and look-alike items or replicas displayed or represented as real weapons. Any exception to this rule requires explicit permission from an appropriate school official.
Pursuant to RCW 9.91.160, persons over eighteen (18) years of age, and persons between fourteen (14) and eighteen (18) years of age who have written parental permission, may possess personal protection spray devices (i.e., mace or pepper spray) on school property. No one may deliver such a spray device to anyone under fourteen (14), or to anyone between fourteen (14) and eighteen (18) who does not have written parental permission. Personal protection spray devices may only be used in self-defense as defined by state law. Possession, transmission, or use of a spray device under any other circumstances will be treated as a violation of the District's rule prohibiting weapons.
Pursuant to RCW 9.41.280, any student who possesses a dangerous weapon (as defined in that statute) on school premises, District transportation, or areas of facilities while being used exclusively by public schools may be immediately expelled. Law enforcement and parents will be notified.
In addition, pursuant to RCW 28A.600.420, any student who is determined to have carried a firearm onto, or to have possessed a firearm on, school premises, District transportation, or areas of facilities while being used exclusively by public schools will be

expelled from school for not less than one year, unless the superintendent modifies the expulsion on a case-by-case basis. For purposes of this rule, “firearm” means a firearm as defined in 18 U.S.C. § 921 and RCW 9.41.010. In addition, a student may be suspended or expelled for up to one year if the student acts with malice and displays an instrument that appears to be a firearm on school premises, District transportation, or areas of facilities while being used exclusively by public schools. This paragraph does not apply to any student while engaged in military education authorized by school authorities in which rifles are used but not other firearms; involved in a convention, showing, demonstration, lecture, or firearms safety course authorized by school authorities in which the rifles of collectors or instructors are handled or displayed but not other firearms; or participating in a rifle competition authorized by school authorities

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.

STUDENT RECORDS

North Kitsap School District policy relating to student records (3231) states: A student’s official record is available to school personnel who have a legitimate educational interest in the records. The official record is also available to parents and adult students by appointment during regular school hours, unless other arrangements can be agreed upon. The review will normally occur within 5 school business days.

STAFF MEMBER AND ADMINISTRATOR AUTHORITY

Staff members are required by law to maintain a suitable environment for learning and have the authority to discipline students in order to carry out this responsibility. School administrators, likewise, have the authority to discipline students, as well as suspend or expel them. Failure of students to comply with the rules and regulations of the district will result in appropriate action.

DISCIPLINE

“*Discipline*” shall mean all forms of corrective action used in response to behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.

DEFINITION OF DISCIPLINARY TERMS

SOURCE OF TERMS: WAC 392-400-023

Behavioral Violation — A student’s behavior that violates the District’s rules for student conduct stated in Procedure 3240P.

Classroom Exclusion — Exclusion of a student from a classroom or instructional or activity area for behavioral violations for all or any portion of the balance of the school day, provided that the student remains at school. Classroom exclusion does not include actions that result in missed instruction for a brief duration when: (1) a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and (2) the student remains under the supervision of the teacher or other school personnel during such brief duration.

Discipline — Any action taken by the District in response to behavioral violations.

Disruption of the Educational Process — The interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.

Emergency Expulsion — Immediate removal from school for up to 10 consecutive school days because the student’s presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.

Expulsion — A denial of admission to the student’s current school placement in response to a behavioral violation for no longer than the length of one semester or trimester

In-School Suspension — A short-term suspension for up to 10 consecutive school days in which a student is excluded from his or her regular educational setting but remains in his or her current school placement.

Long-Term Suspension — A suspension in which a student is excluded from school for more than 10 consecutive school days but for no longer than the length of one semester.

Other Forms of Discipline — Actions used in response to behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion, including exclusion from transportation or extra-curricular activities.

Parent — In accordance with WAC 392-172A-01125, a biological or adoptive parent of a child; a foster parent; a guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the student, but not the state, if the student is a ward of the state; an individual acting in the place of a biological or adoptive parent including a grandparent, stepparent, or other relative with whom the student lives, or an individual who is legally responsible for the student's welfare; a surrogate parent appointed per state regulations; or an adult student whose rights have transferred to him or her pursuant to state regulations.

School Business Day — Any calendar day except Saturdays, Sundays, and federal and state school holidays, upon which the office of the superintendent of the District is open to the public. School business days will be concluded upon the closure of the superintendent's office for the calendar day.

School Day — Any day or partial day that students are in attendance at school for instructional purposes.

Short-Term Suspension — A suspension in which a student is excluded from school for up to 10 consecutive school days.

Suspension — Denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions.

Academic Term — One semester, which numbers approximately 90 school days. One trimester, which numbers approximately 60 school days.

STUDENTS WITH DISABILITIES Removals 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 any removal.

CLASSROOM EXCLUSIONS - A teacher (or other authorized school personnel) may exclude a student from a classroom or instructional or activity area for behavioral violations that disrupt the educational process while the student is under the teacher's immediate supervision, subject to the requirements of WAC 392-400-330 and -335. A classroom exclusion may be administered for all or any portion of the balance of the school day in which the student was excluded. The teacher or other school personnel must first attempt one or more other forms of discipline to support the student in meeting behavioral expectations, unless the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.

The student will be provided the opportunity to make up any assignments and tests missed during the classroom exclusion. The student's parents will also be notified of the classroom exclusion as soon as reasonably possible.

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 corrective action in the North Kitsap School District. A complete text of student discipline procedures is available in 3241P.

PROCEDURES FOR CONTESTING DISCIPLINE

Grievance Procedure for Classroom Exclusion and Other Forms of Discipline

A student or parent who disagrees with the imposition of classroom exclusion or other form of discipline under this procedure (including exclusion from transportation or extra-curricular activities) may request an informal meeting with the principal or designee for the purpose of attempting to resolve the grievance. This grievance procedure does not apply to suspensions, expulsions, or emergency expulsions, which have separate appeal procedures, described below. The student or parent must request the meeting within two (2) school business days of imposition of the classroom exclusion or other form of discipline at issue. The request must be made in person at the office of the principal or by email to the principal's District email address. The employee whose action is being grieved may be notified of the initiation of such a grievance and given the opportunity to participate in the meeting. During the meeting, the student and parents may be subject to questioning by the principal or designee and will have an opportunity to share the student's perspective and explanation regarding the behavioral violation. The principal or designee will issue written notice of his or her decision in person, by mail, or by email no later than five (5) school business days after the meeting. The classroom exclusion or other form of discipline will continue during the grievance procedure unless the principal or designee elects to postpone the action.

Appeal of Short-Term and In-School Suspensions

Submission of Appeal: A student or parents may appeal a short-term suspension (including an in-school suspension) to the superintendent or designee. Such appeal may be made orally (in person or by phone) or in writing (by hand-delivery, mail, or email) to the superintendent's office within five (5) school business days from the date the District provides written notice of the short-term suspension to the student and parents. The superintendent or designee will provide the student and parents the opportunity to share the student's perspective and explanation regarding the behavioral violation orally or in writing.

Decision: The superintendent or designee will deliver a written appeal decision to the student and parents in person, by mail, or by email within two (2) school business days after receiving the appeal. The written decision will include:

The decision to affirm, reverse, or modify the suspension; The duration and conditions of the suspension, including the dates on which the suspension will begin and end; The educational services the District will offer to the student during the suspension; and Notice of the student's and parents' right to request review and reconsideration of the appeal decision, including where and to whom to make the request.

Appeal of Long-Term Suspensions, Expulsions, and Emergency Expulsions

Request for Appeal: A student or parents may appeal a long-term suspension, expulsion, or emergency expulsion to the superintendent or designee. Such appeal request may be made orally (in person or by phone) or in writing (by hand-delivery, mail, or email) to the superintendent's office. **Time Limits:** An appeal request must be received by the District within the following periods: For long-term suspensions and expulsions, within five (5) school business days from the date the District provides written notice of the long-term suspension or expulsion to the student and parents. For emergency expulsions, within three (3) school business days from the date the District provides written notice of the emergency expulsion to the student and parents. **Notice of Hearing:** Within one (1) school business day after receiving the appeal request, unless otherwise agreed to by the student and parents, the superintendent or designee will provide the student and parents written notice in person, by mail, or by email of the following: The time, date, and location of the appeal hearing; The name(s) of the official(s) presiding over the appeal; The students' and parents' rights to inspect the student's education records described in Section 7.b, below; The student's and parents' rights to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing; The student's and parents' rights described in Section 8, below; and For long-term suspensions and expulsions only (but not emergency expulsions), whether the District will offer to hold a reengagement meeting before the appeal hearing.

Reengagement Opportunity: For long-term suspensions and expulsions only (but not emergency expulsions), before the appeal hearing, the student, parents, and District may agree to hold a reengagement meeting and develop a reengagement plan. The student, parents, and District may mutually agree to postpone the appeal hearing while participating in the reengagement process.

Appeal Hearing: The District will hold an appeal hearing within the following periods, unless otherwise agreed to by the student and parents: For long-term suspensions and expulsions, within three (3) school business days from the date the superintendent or designee received the appeal request. For emergency expulsions, as soon as reasonably possible, but within two (2) school business days after the date the superintendent or designee received the appeal request.

Presiding Official: A hearing officer (who may be a District employee or contractor) will hear and decide appeals. The hearing officer may not be involved in the student's behavioral violation or decision to long-term suspend, expel, or emergency expel the student and will be knowledgeable about state discipline rules and the District's discipline policies and procedures.

Evidence and Witnesses: Upon request, the student, parents, and District may inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the appeal hearing. The District, student, or parents must make the information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.

Upon request, the student and parents may review the student's education records. The District will make the records available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.

If a witness for the school district cannot or does not appear at the appeal hearing, the hearing officer may excuse the witness' nonappearance if the District establishes that: (i) the District made a reasonable effort to produce the witness; and (ii) the witness' failure to appear is excused by fear of reprisal or another compelling reason.

Student and Parent Rights: During the appeal hearing, the student and parents have the right to:

Be represented by legal counsel;

Question witnesses;

Share the student's perspective and provide explanation regarding the behavioral violation; and

Introduce relevant documentary, physical, or testimonial evidence.

Hearing Record: The appeal hearing will be recorded by manual, electronic, or other type of recording device. The District will provide the recording to the student or parents upon request.

Appeal Decision: The hearing officer will base the decision solely on the evidence presented at the hearing. The hearing officer will provide a written decision to the student and parents in person, by mail, or by email within the following time limits: for long-term suspensions and expulsions, within three (3) school business days after the appeal hearing; and for emergency expulsions, within (1) school business day after the appeal hearing. The written decision will include:

Findings of fact;

For long-term suspensions and expulsions only (but not emergency expulsions):

A determination whether: the student's behavior violated the rules of student conduct described in Procedure 3241P; the behavioral violation reasonably warrants the suspension or expulsion and the length of the suspension or expulsion; and the suspension or expulsion is affirmed, reversed, or modified.

The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end;

Notice of the opportunity to participate in a reengagement meeting and the contact information for the person who will coordinate scheduling of the reengagement meeting.

For emergency expulsions only:

A determination whether the student's presence continues to pose: an immediate and continuing danger to students or school personnel; or an immediate and continuing threat of material and substantial disruption of the educational process.

Whether the District will end the emergency expulsion or convert it to a suspension or expulsion. If the District converts the emergency expulsion to a suspension or expulsion, the District will provide the student and parents notice and due process otherwise required by this procedure for the type of suspension or expulsion imposed.

Notice of the student's and parents' right to request review and reconsideration of the appeal decision, including where and to whom to make the request;

Language Assistance: The District will ensure that the notice, appeal proceedings, and decision are provided in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency.

Pending Appeal

If the student or parents request an appeal of a long-term suspension or expulsion, the District may temporarily continue to administer the suspension or expulsion during the appeal period subject to the following requirements:

The District may temporarily continue to administer the suspension or expulsion for no more than ten (10) consecutive school days from the initial hearing or until the appeal is decided, whichever is earlier;

Any days that the student is temporarily suspended or expelled before the appeal is decided will be applied to the term of the student's suspension or expulsion and may not extend the term of the student's suspension or expulsion;

If the student who is temporarily suspended or expelled returns to school before the appeal is decided under this section, the District will provide the student an opportunity to make up assignments and tests missed during the suspension or expulsion upon the student's return.

Review and Reconsideration

Review and Reconsideration of Suspensions and Non-Emergency Expulsions

Request for Review: The student or parents may request that the Board of Directors review and reconsider the hearing officer's decision. The student or parents may request the review orally or in writing.

Time Limit: The appeal must be received by the superintendent's office within ten (10) school business days from the date the District provides the written appeal decision to the student and parents.

Review Procedure:

In reviewing the hearing officer's decision, the Board will consider all documentary and physical evidence related to the behavioral violation, any records from the appeal, relevant state law, and the District's discipline policy.

The Board may request to meet with the student or parents, the principal, witnesses, or school personnel to hear further arguments and gather additional information.

The decision of the Board will be made only by members who were not involved in the behavioral violation, the decision to suspend or expel the student, or the hearing officer's decision.

Decision: The Board will provide a written decision to the student and parents in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision will identify:

Whether the Board affirms, reverses, or modifies the suspension or expulsion;

The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end; and

For long-term suspensions or expulsions only, notice of the opportunity to participate in a reengagement meeting.

Language Assistance: The District will ensure that any review proceedings and decision are in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency.

Review and Reconsideration of Emergency Expulsions

Request for Review: The student or parents may request that the Board of Directors review and reconsider the hearing officer's appeal decision. The student or parents may request the review orally or in writing.

Time Limit: The appeal must be received by the superintendent's office within five (5) school business days from the date the District provides the written appeal decision to the student and parents.

Review Procedure:

In reviewing the hearing officer's decision, the Board will consider all documentary and physical evidence related to the behavioral violation, any records from the appeal, relevant state law, and the District's discipline policy.

The Board may request to meet with the student or parents, the principal, witnesses, or school personnel to hear further arguments and gather additional information.

The decision of the Board will be made only by members who were not involved in the behavioral violation, the decision to suspend or expel the student, or the hearing officer's decision.

Decision: The Board will provide a written decision to the student and parents in person, by mail, or by email within five (5) school business days after receiving the request for review and reconsideration. The written decision will identify: Whether the Board affirms or reverses the District's decision that the student's presence posed an immediate and continuing danger to students or school personnel or an immediate and continuing threat of material and substantial disruption of the educational process. If the emergency expulsion has not yet ended or been converted, whether the District will end the emergency expulsion or convert the emergency expulsion to a suspension or expulsion. If the District converts the emergency expulsion to a suspension or expulsion, the District will provide the student and parents notice and due process otherwise required by this procedure for the type of suspension or expulsion imposed.

Language Assistance: The District will ensure that any review proceedings and decision are in a language the student and parents can understand, which may require language assistance for students and parents with limited-English proficiency.

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. The reengagement plan will be culturally sensitive, culturally responsive, and tailored to the student's individual circumstances to support the student in successfully returning to school. In developing a reengagement plan, the District will consider the factors listed in WAC 392-400-710(2).

Complete Discipline Procedure can be found on the NKSD website under board policies. 3241P

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.

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 Rachel Davenport, Director of Human Resources, rdavenport@nkschools.org Address: 18360 Caldart Ave NE, Poulsbo, WA 98370. Phone: 360 396-3001

DISCRIMINATION

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Civil Rights Compliance-Title IX/RCW 28A.640-ADA Compliance Officer Rachel Davenport, Executive Director of Human Resources, rdavenport@nkschools.org (360) 396-3003

Title IX/RCW 28A.640 Officers Craig Barry, Director of Secondary Schools, cbarry@nkschools.org (360) 396-3093

Tim Garrison, Director of Elementary Schools, Curriculum and Instruction, tgarrison@nkschools.org (360) 396-3020

504 Compliance Coordinator, Lori Buijten, Director of Special Education, lbuijten@nkschools.org (360) 396-3072; address - 18360 Caldart Ave NE, Poulsbo WA 98370.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: [NKSD Non Discrimination](#)

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

<http://www.nkschools.org/common/pages/UserFile.aspx?fileId=10583545>

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

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

your concerns.

Complaint to the School District

Step 1. Write Our Your Complaint

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

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

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

Complaint to OSPI

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

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

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

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

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

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

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