

# KINGSTON HIGH SCHOOL 2009/2010



**BUCCANEERS** 

## Student/Parent Handbook

### MISSION STATEMENT

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

# KINGSTON HIGH SCHOOL FACULTY

## **PRINCIPAL**

Christy Cole

## **ASSIST. PRINCIPAL**

Reese Ande  
Jackie Finckler

## **ATHLETIC DIRECTOR**

Dan Novick

## **COUNSELORS**

Floor 1 – Debbie Gurrad  
Floor 2 – Maureen Casey/Mary Brown

## **NATIVE AMERICAN EDUCATION**

Laura Roesener  
Lee Willson

## **TRAFFIC SAFETY**

Anh Tran

## **ART**

James Andrews

## **ATHLETIC MEDICINE**

Marja Larsen

## **BUSINESS**

Kyle Nielsen  
Dianna Palermo

## **CAREER CHOICES**

Ed Miller

## **ENGLISH**

Dani Boss                      Erin Landvatter  
De' MacKinnon              Jason Murray  
Allison Roberts              Vivian Youngquist

## **WORLD LANGUAGE**

Dani Boss  
Kari Denton  
Margaret Driscoll  
Beth Schoenberg  
Shelley West

## **HISTORY & SOCIAL SCIENCES**

Tim Adams                      Robin Alberts  
Margaret Driscoll              Lisa Gray-Fritz  
Laura Roesener                Kim Smith  
Kel Wilson

## **HEALTH**

Scott McKay  
Terry Grimm

## **LIBRARY**

Ian Patrick

## **MUSIC**

Adam Campagna

## **MATH**

Corey Burchill                Paula Cook  
Patty Gale                      Chris Gilbreath  
David Leinweber              Dianna Palermo  
Anh Tran

## **PHYSICAL EDUCATION**

Terry Grimm  
Scott McKay  
Dan Novick

## **SCIENCE**

Ajay Advanti  
Josh Haza  
Kathy Pavlich  
Nancy Rauch  
Shane Westby

## **SPECIAL EDUCATION**

Brian Coyle  
Helene Hatch  
Laurie James  
Delores Stroud

## **TECHNOLOGY**

David Leinweber  
Kyle Nielsen  
Dianna Palermo  
Richard Pullen

## **WORK SITE LEARNING**

Ed Miller

## **YEARBOOK**

Lisa Gray-Fritz

## 2009-2010 ASK OFFICERS

President .....Elle Sander  
Vice President ..... Tanya Hirsch  
Secretary .....Mitch Murdock/Maggie Kaiserman  
Co-Treasurers .....Madalyne Lindgren/Lelenia Moutray  
Public Relations.....Kendra Gottschalk  
Leadership Reps .....Madeline Kirstein/Kaitlyn DeVany  
Inter-High Rep .....Samantha Randall  
Service Advisor ..... Elsa Brown  
Programs Advisor ..... Sara Nash  
Activities Advisor ..... Alexandra Ekonomakis

### Senior Senators

Chris Blesie  
Rachel Burk  
Jessica Mounts  
Erica Rabura  
Travis Schriener

### Junior Senators

Ashley Clarke  
Renee Henderson  
Zane Ravenholt  
Cari Whitely  
Dana Van Wyck

### Sophomore Senators

Alexandra Cowan  
Marilyn Fick  
Tori Gerken  
Alexis Richardson  
Ashleigh Richardson

### Freshmen Senators

Addie Francis  
Valerie Kranich  
McKenzie Szerlog  
Savannah Turrieta  
Alexandra Walker

## ELECTION OF ASK OFFICERS

Elections of the ASK (Associated Students of Kingston) officers are held during the second semester for the next school year. The newly elected officers shall take office during the second semester. ASK officers consist of President, Vice President, Secretary, Co-Treasurers, Speaker of the House, Public Relations and Historian.

## SENATOR ELECTIONS

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

## ASB ACTIVITY CARD

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

## FINES & FEES

All Kingston High School students will be required to pay all district fines prior to participating in any KHS athletics or activities. All seniors must pay their fines in full before participating in the graduation ceremony. Final transcripts will also be held until fines are paid.

## YEARBOOKS

Yearbooks will be sold in the student store during lunch. The cost of the yearbook is determined on a yearly basis. Yearbooks sales will end in December. Students are encouraged to purchase their yearbook in the fall before they sell out.

## KHS 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 CLUBS/ACTIVITIES AND ADVISORS

|                             |                         |
|-----------------------------|-------------------------|
| Art Club .....              | Mr. Andrews             |
| ASK .....                   | Ms. Alberts             |
| Band .....                  | Mr. Campagna            |
| Choir .....                 | Mr. Campagna            |
| Chess Club .....            | Mr. Wilson              |
| Computer Gaming.....        | Ms. Palermo             |
| Dance Performance Team..... | Ms. Moreno              |
| Debate .....                | Dr. MacKinnon           |
| Drama .....                 | Ms. Roberts             |
| FBLA .....                  | Ms. Nielsen             |
| FCA.....                    | Mr. Novick              |
| FFA .....                   | Ms. Rauch               |
| HIA Club .....              | Mr. Leinweber/Mr. Wendt |
| Interact. ....              | Ms. Roesener            |
| Key Club.....               | Ms. Lemay               |
| LDS.....                    | Ms. Cook                |
| LEO Club.....               | Ms. Johnstone           |
| Native American Club .....  | Mr. Willson             |
| Nat'l Honor Society .....   | Mr. Wilson              |
| RUAD.....                   | Ms. Jensen/Ms. Casey    |
| T.S.A.....                  | Mr. Leinweber           |
| Video Production .....      | Mr. Pullen              |
| Yearbook.....               | Ms. Gray-Fritz          |

KHS is a member of the 2A Olympic League. Bremerton, Klahowya, North Mason, Olympic, Peninsula, Port Angeles, Port Townsend, Sequim and Kingston make up the 9-school Olympic League. Students interested in turning out need to clear their eligibility through the athletic director's office before their first turn out. In order for students to be eligible to participate in any interscholastic program they must:

- 1) Pass four of six full time classes during the previous semester and successfully complete bi-weekly eligibility checks throughout the season.
- 2) Have a current physical examination on file.
- 3) Have proof of insurance and emergency information.
- 4) Complete an athletic registration.
- 5) Purchase an ASB card.
- 6) Have no fines.
- 7) Pay a seasonal participation fee.

## INTERSCHOLASTIC ACTIVITIES

|                       |               |
|-----------------------|---------------|
| Band/Choral.....      | Mr. Campagna  |
| Drama .....           | Ms. Roberts   |
| Athletic Trainer..... | Ms. Larsen    |
| Debate .....          | Dr. MacKinnon |

## FALL ATHLETICS

|                      |              |
|----------------------|--------------|
| Cheerleaders.....    | Ms. Uher     |
| Cross Country .....  | Mr. Coffman  |
| Football.....        | Mr. Novick   |
| Girls' Soccer.....   | Mr. Smith    |
| Girls' Swimming..... | Ms. Tetrick  |
| Volleyball .....     | Ms. Menne    |
| Boys' Tennis.....    | Mr. Crawford |

## WINTER ATHLETICS

|                         |                |
|-------------------------|----------------|
| Boys' Basketball.....   | Mr. Conley     |
| Girls' Basketball ..... | Mr. Strozier   |
| Girls' Gymnastics ..... | Ms. Goodfellow |
| Wrestling.....          | Mr. Reece      |
| Boys' Swimming .....    | Ms. Tetrick    |
| Cheerleaders.....       | Ms. Uher       |

## SPRING ATHLETICS

|                     |             |
|---------------------|-------------|
| Baseball.....       | Mr. McKay   |
| Boys' Soccer.....   | Mr. Smith   |
| Boys' Track.....    | Mr. Coffman |
| Fastpitch.....      | Mr. Shields |
| Girls' Track.....   | Ms. Laubach |
| Golf.....           | Mr. DeVries |
| Girls' Tennis ..... | Ms. Grimm   |

## OLYMPIC LEAGUE SPORTSMANSHIP RULES

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



## **GRADUATION REQUIREMENTS**

### **GRADUATION CREDIT REQUIREMENTS**

FOR THE CLASS OF 2010 through 2013  
students are required to earn 22 credits to graduate from Kingston High School.

#### **REQUIREMENTS**

| <b>SUBJECT</b>            | <b>CLASS OF 2010 &amp; 2013<br/>MINIMUM REQUIREMENTS</b> |
|---------------------------|--|
| ENGLISH                   | 4.0 CREDITS  |
| VISUAL & PERFORMING ARTS  | 1.0 CREDIT   |
| MATHEMATICS               | 3.0 CREDITS  |
| CAREER/TECHNICAL          | 1.0 CREDIT   |
| PHYSICAL EDUCATION/HEALTH | 2.0 CREDITS (1 PE, .5 HEALTH,<br>.5 LIFELONG WELLNESS)   |
| SCIENCE                   | 2.0 CREDITS (ONE CREDIT MUST BE A LAB SCIENCE)           |
| HISTORY & SOCIAL STUDIES  | 3.0 CREDITS  |
| CULMINATING PROJECT       | .5 CREDIT  |
| ELECTIVES                 | 5.5 CREDITS  |
| <b>TOTAL CREDITS:</b>     | <b>22 CREDITS</b>  |

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

#### **HOMEWORK**

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

## **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 am and 11:30 am on early release 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.

#### **BULLETINS**

A bulletin is issued daily to all teachers and is read during second period. The bulletin includes announcements of importance to students and faculty.

#### **FAMILY ACCESS:**

An exciting new option to access student information was added to the North Kitsap School District during the 2007-2008 school year. This program is an outgrowth of our School Improvement Plan, and we hope it will result in greater communication between school and home.

#### **HEALTH SERVICES**

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

## **KHS NATIONAL HONOR SOCIETY**

To become a member of the National Honor Society, a student must have a 3.3 cumulative grade point average. The goals of the KHS National Honor Society are to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Each National Honor Society student must complete a community service project during the school year.

### **HONOR ROLL**

Honor Roll..... 3.3 to 4.00 g.p.a.

To be included, 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.

### **GRADING SCALE**

The following is a standardized grading scale for KHS. Each teacher has the flexibility to set his or her own standards on how a student achieves the percentage on the scale.

|        |    |       |    |
|--------|----|-------|----|
| 100-94 | A  | 79-77 | C+ |
| 93-90  | A- | 76-74 | C  |
| 89-87  | B+ | 73-70 | C- |
| 86-84  | B  | 69-67 | D+ |
| 83-80  | B- | 66-60 | D  |
|        |    | 59-0  | F  |

### **LOCKERS**

Forms to request a locker will be available in the floor offices. Lockers are limited; therefore, students with special needs will have priority. Requests will be reviewed and students that receive lockers will be contacted personally.

### **LOST AND FOUND**

Items that are lost or found are turned in to the floor offices or the front office.

### **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 floor offices, signed by the doctor and your parent/guardian. All medications and forms will be kept on file in the floor offices.

### **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 snacks.

## **STUDENT DISCIPLINE RIGHTS AND RESPONSIBILITIES**

Copies of the complete policy can be obtained in the front office.

### **CODE OF CONDUCT**

The District and its Ad Hoc Citizen Committee, pursuant to WAC 392-400-240 and 392-400-265, have determined those offenses to be regarded as exceptional misconduct. Exceptional misconduct means misconduct other than absenteeism, which a school district judged to be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the schools as to warrant an immediate resort to short-term or long-term suspension.

### **DEFINITION OF DISCIPLINARY TERMS**

SOURCE OF TERMS: WAC 392-400-205

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

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

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

**LONG-TERM SUSPENSION** means a suspension of eleven (11) consecutive school days or more, but not to exceed ninety (90) days. A long-term suspension may carry with it a loss of credit for the semester at the secondary level.

**EXPULSION** means a denial of attendance at any single subject or class or at any full schedule of subjects or classes, for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the school district.

**EMERGENCY EXPULSION** means an immediate expulsion (see above) of a student when the superintendent or his designee believes that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process.

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

"*Emergency removal*" shall mean a staff member or an administrator may remove a student immediately from a class, subject, or activity and sent to the building principal or a designated school authority when the student's presence poses an immediate and continuing danger to the student, others, or could result in a substantial disruption to the educational process.

### **DUE PROCESS FOR EMERGENCY REMOVAL**

The principal or school authority shall meet with the student as soon as reasonably possible following the student's removal and take or initiate corrective action or punishment, pursuant to WAC 392-400-290 and district policy 3240.

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

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

1. Discipline authority shall be exercised with fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent(s) or guardian(s).
3. In cases of the application of discipline (all forms of corrective action or discipline other than suspension or expulsion) the student, parent(s), or guardian(s) shall have the right to an informal conference with the building

principal or his designee for the purpose of resolving the grievance. Subsequent to the building level grievance meeting, the student, parent(s), or guardian(s), upon two school business days prior notice, shall have the right to present a written and/or oral grievance to the Superintendent. If the grievance is not resolved the student, parent(s), or guardian(s), upon two school business days prior notice, shall have the right to present a written and/or oral grievance to the School Board at a regularly scheduled meeting, unless otherwise notified. The School Board will notify the student, parent(s), or guardian(s) or its decision within ten school business days after the date of the meeting. The discipline action shall continue notwithstanding the implementation of the grievance procedure, unless the principal or his designee elects to postpone such action.

4. In cases of recommended short-term suspensions [ten (10) consecutive school days or less] that exceed any portion of a calendar day, the parent(s) or guardian(s) of the student shall be notified of the reason for the student's suspension and the duration of the suspension, orally and/or by mail. The notice shall inform the parent(s) or guardian(s) of the right to an informational conference with the building principal or his designee. Subsequent to the building level grievance meeting, the student, parent(s) or guardian(s), upon two school business days notice, shall have the right to present a written and/or oral grievance to the Superintendent. If the grievance is not resolved, the student, parent(s), or guardian(s), upon two school business days prior notice, shall have the right to present a written and/or oral grievance to the School Board at a regularly scheduled meeting, unless otherwise notified. The short-term suspension shall continue notwithstanding the implementation of the grievance procedure, unless the principal or his designee elects to postpone such action.
5. In cases of recommended long-term suspension (those exceeding short-term suspension) and in cases of expulsion (indefinite periods of time), the student and his/her parent(s) or guardian(s) shall be notified of the reason for the student's suspension or expulsion, the duration of the suspension, and the opportunity for a hearing. This notification will be in writing and will be delivered by certified mail or in person by a certified employee. The notice will also indicate that a written request for a hearing must be received by the school district hearing officer in the school district office on or before the third school business day after receipt of the notice of opportunity for a hearing. If such a request is not received within that time, the right to a hearing is waived and the long-term suspension or expulsion shall commence. A student may remain in school during the appeal to the district hearing officer. Appeals from decisions rendered by the district hearing officer may be made to the School Board. This must be done within three (3) school days after the receipt of the decision of the hearing officer. The notice of appeal must be in writing. If the request is not received within this three-day period the right to a hearing will have been waived.
6. In cases of emergency expulsions the same procedure will be followed as in the long-term and regular expulsion cases, with these exceptions:
  - a. Notification of the expulsion will be made to the parent(s) or guardian(s) within twenty-four hours.
  - b. Student is immediately removed from school.
  - c. There is a ten school business day appeal period.
  - d. The hearing will be held by the district hearing officer "as soon as reasonably possible," but no later than the third business day following receipt of request for the hearing.
  - e. A hearing decision must be made within one school business day after the hearing. (There is no specified time for decision in long-term and regular expulsions.)
7. If a hearing is requested by the student or his/her parent(s) or guardian(s), the following procedural guidelines will govern the hearing:
  - a. The parent(s) or guardian(s) will be present at the hearing.
  - b. The student and his/her parent(s) or guardian(s) have the right to inspect in advance any evidence the school district intends to introduce at the hearing.
  - c. The designee(s) of the school district assigned to present the case shall have the right to inspect in advance any evidence the student or his/her parent(s) or guardian(s) intend to introduce at the hearing.
  - d. The student has the right to be represented by legal counsel.
  - e. The student may present his/her explanation of the alleged misconduct.
  - f. The hearing officer shall not be a witness and the guilt or innocence of the student shall be determined solely on the basis of evidence presented at the hearing.
  - g. Either a tape recorded or verbatim record of the hearing shall be made.
  - h. A written decision setting forth the findings of fact, conclusions, and the punishment to be imposed, if any, shall be provided to the student and his/her parent(s) or guardian(s).

8. Appeals from decisions rendered by the district hearing officer, concerning long-term suspensions or expulsions, may be directed to the School Board. The following guidelines govern this procedure (Policy 3241 and WAC 392-400-315):
  - a. Written notice of the appeal from the student, parent(s), or guardian(s) shall be provided to the district hearing officer or superintendent within three school business days after receipt of the hearing officer's decision.
  - b. If an appeal is not received within the three school business day period, the suspension or expulsion will be imposed. If an appeal is received, the student may be removed from school pursuant to the long-term suspension or expulsion for up to ten school days or until the School Board issues a final decision, whichever occurs first.
  - c. If an appeal is received by the School Board, following the appropriate procedure, the Board shall schedule and hold a meeting to review the matter within ten school business days after receipt of the appeal notice. The purpose of this meeting shall be to meet and confer with the individuals involved in order to decide upon the most appropriate means of handling the appeal. At that time the involved parties shall be given the opportunity to be heard.
  - d. At this meeting the School Board shall decide on one of the following courses of action:
    1. Render a decision within ten school business days.
    2. Schedule a special meeting to hear further arguments and render a decision within fifteen school business days after the date of the initial meeting.
    3. Schedule and hold a meeting within ten school business days after the date of the initial meeting for the purpose of hearing the case de novo.
  
9. An appeal to a decision by the School Board, related to the affirmation of the imposition of a long-term suspension or an expulsion, shall be to superior court. The appeals to the court must be within thirty days of the receipt of the School Board's final decision.
  
10. Any student who has been placed on a long-term suspension or an expulsion may make a written application to be readmitted to school. The application is to be made through the district superintendent of schools or his designated representative.
  
11. LONG-TERM SUSPENSION AND EXPULSION limitations for students under the compulsory school attendance law. No student subject to compulsory attendance (28A.27 RCW) shall be expelled by reason, in whole or part, of one or more unexcused absences unless the school district has first:
  - a. Provided notice to the student's parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) (when possible) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;
  - b. Scheduled a conference or conferences with the parent(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence; and
  - c. Taken steps to reduce the student's absence which include, where appropriate (in the judgment of local school officials), adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the causes for the student's absence from school.
  
12. Students given a long-term suspension for disciplinary infractions which have been ascertained to have been related to drug/alcohol use may have the suspension reviewed at any time following the tenth day of the suspension *provided suspension was for the use and/or possession not sale or distribution* and if the student can provide evidence of having completed an assessment by a state certified drug/alcohol agency which meets the North Kitsap School District's criteria for assessment, and evidence of having taken steps to follow the recommendations based on the assessment. After the review, the student may be readmitted on a probationary basis for the balance of the suspension period or the student's educational opportunities may be continued in some other appropriate way. In order to return to school, students may also be required to state where and how they obtained the drug or alcohol.

### **ACADEMIC HONESTY, CHEATING AND PLAGIARISM**

Honesty is a compelling principle by which we operate all aspects of student and school life. Academic honesty is highly valued at Kingston High School. Students do not cheat, nor should they tolerate any other student who does.

Therefore, students do not receive credit for work that is not their own. Plagiarism is the taking of language, ideas or thoughts from another person or source, and representing them as one's 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 a reduction in grades and/or discipline, suspension.

### **ACADEMIC EXPECTATIONS**

Students who are low achieving academically are in violation of WAC 392-400-210, which states that "it is the responsibility an 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."

### **AGGRESSIVE STUDENT BEHAVIOR**

We are committed to providing a reasonable and orderly learning environment for the majority of 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, will be subject to discipline, Saturday School and/or suspension.
2. **Assault**- a student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as to reasonably cause physical injury to any person. Any student involved in an assault may be subject to long-term suspension or expulsion.
3. **Fighting**- fighting is defined as a physical altercation, between 2 or more students, causing a disruption of the educational process. A student shall not intentionally cause or attempt to cause physical injury to any person. Any student involved in fighting or promoting fighting, whether they threw the first punch or responded by hitting, 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)
4. **Threats**- a person shall not communicate to any person any action he/she shall take to punish or harm another person. All threats will be taken seriously, whether direct or indirect. Students threatening others 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 not during or related to a school function or activity will be subject to disciplinary action.

### **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. **Remaining in the presence** of prohibited substance abuse or being under the influence of drugs or alcohol is also prohibited. Violators will be suspended from school for a **minimum of 20 days**. Immediate police action may be taken.

### **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**

The most successful students are those who attend school regularly. The KHS staff encourages all students to be in class daily.

**EXCUSED ABSENCES:** Approved reasons for absence include illness, doctor/dental appointments, religious observance and emergency. Students needing to miss school are to have their parent or guardian contact the



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.**

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

### 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.

### CRIMINAL OFFENSES

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

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

### 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, Saturday School, in-school or out-of-school

short-term suspension or parent conferences by continuing to violate school rules, or students who exhibit acute discipline problems or exceptional misconduct, may will lose their privilege to attend this high school.

### **Dangerous Weapons on School Premises (RCW 9.41.280)**

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

- Fire 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
- Any device commonly known as “Nunchaku sticks” consisting of a length of wood, metal, plastic, or similar substance attached to wore, rope, or other means; or
- 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.

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 violate the firearms provision of District Policy 3246 and RCW 9.41.280 are subject to a minimum of one calendar year expulsion, with possible case-by-case modifications by the Superintendent, and notification of parent/guardian and law enforcement.

### **KHS DANCE 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.
- 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.
- No Freak Dancing

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

## DETENTION

Lunch detention will be offered Monday - Thursday during both lunches. Lunch detention will not be offered on Friday.

|        |              |                   |                    |
|--------|--------------|-------------------|--------------------|
| TIMES: | First Lunch  | M/T 11:03 – 11:33 | W/TH 10:39 – 11:09 |
|        | Second Lunch | M/T 12:02 – 12:32 | W/TH 12:17 – 12:47 |

## 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 during school hours 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

Students are expected to be clean, covered and appropriately dressed in a fashion that is non-disruptive to the learning environment, and must not present a health or safety problem. Items of apparel and jewelry that are not allowed include, but are not limited to the following:

1. Headgear
2. Bare feet
3. Any gang attire or insignia that is identified by local police as gang-related
4. Articles of clothing of a profane, sexual or violent nature or including any reference to drugs, alcohol or tobacco products
5. Jewelry with spikes, long wallet chains
6. Low cut tops or pants and bare midriffs

At all times, attire should be within the bounds of good taste; no undergarments may be showing. See-through, excessively tight clothing and/or excessively short skirts, or bare midriffs are inappropriate for the school environment. Strapless tops are also inappropriate. Skirts and blouses are to fall 2 inches below the waistline. Shorts and skirts are to be below the longest finger while standing up straight. Headgear is not allowed at anytime while in either building at Kingston High School. This includes before and after school.

Students may be asked to adjust their attire or change into appropriate clothing. This may include calling parents or guardians. If suitable clothing cannot be obtained, the student may be excluded from classes and/or sent home for the remainder of the day. Repeated violations could result in disciplinary action in accordance with school policy and procedures. Students should make an appointment with the administration office at the high school for exception to this policy.

## ELECTRONIC DEVICES

The use of electronic devices, such as cell phones and i-pods will only be allowed before school, during passing and at lunch. Failure to follow these guidelines may result in the following consequences:

- Step 1:** Student's electronic device will be confiscated and given to the floor office where the student will be allowed to pick it up after school.
- Step 2:** A second violation will result in the student's electronic device being confiscated and taken to the floor office. The student will not be allowed to pick up the electronic device. The device will only be returned to a parent. All violations beyond step one will result in the same action.

## FIGHTING / ASSAULT

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

## **FOOD, BEVERAGES AND LITTER**

Food and drink is not permitted in classroom areas, with the exception of water. Students are expected to pick up their litter and leave the areas clean.

## **GANG ACTIVITY OR ASSOCIATIONS**

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

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

## **HALL PASSES**

Hall passes are required when students are in the halls during class time. Students without hall passes will be escorted back to class.

## **HARASSMENT AND BULLYING**

Students are expected to refrain from conducting themselves in a manner that would endanger the physical welfare of others. Also, 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.

## **CYBERSPACE HARASSMENT AND BULLYING**

Bullying, harassment, threats, profane, lewd, and obscene language, conduct, or images are prohibited in e-mail, text messaging, and other electronic communications.

## **MALICIOUS HARASSMENT**

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

## **SEXUAL HARASSMENT**

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

## **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 approved areas, providing they do not disrupt classes in session. Students are expected to pick up their litter following lunch and leave their area clean. Halls to classrooms may be closed during each lunch session. 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.

## 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.** Parking permits will be sold only to students who have 98% positive attendance and no more than one "F" at any grading period. Permits are sold to SENIORS FIRST on a first come, first served basis for \$40.00. Eligible juniors will have access to purchasing any additional permits that may be available after the senior purchasing period, beginning the second week of school. Parking violations are subject to a \$20.00 fine, and/or towing 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. 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.

## PERSONAL PROPERTY

Students who bring personal items such as laptop computers, cellular phones, cameras, CD/DVD players, headphones, or iPods to school do so at their own risk. North Kitsap School 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 suspension.

## STUDENT RELATIONSHIPS

The display of public affection and the manner in which this attraction publicly manifested in a school or at school events is often a source of embarrassment to fellow students and visitors. Kingston High School students are expected to show self-control, self-restraint, and respect for the reputation of another. Specifically, kissing is not allowed. Disregarding these guidelines will result in discipline and a mandatory parent conference.

## RESTRICTED AREAS

Students are expected to be in the central core of the 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, woods, bus turn around and any area outside the fence or across the bridge. Students must stay on this side of the bridge during school hours.

## SATURDAY SCHOOL

Saturday School will be offered on the following dates:

|                |                |               |
|----------------|----------------|---------------|
| October 10, 24 | January 9, 23  | April 10, 24  |
| November 7, 21 | February 6, 20 | May 1, 15, 29 |
| December 5, 12 | March 6, 20    | June 5        |

## SEARCH

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

## SMOKING AND USE OF TOBACCO PRODUCTS

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, or matches 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 or matches 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 skateboards is prohibited on school property. All skateboards must be check in at the office upon arriving to school. Keeping your skateboard in your locker or backpack is unacceptable.

## TARDY POLICY

| OFFENSE NO. | MINIMUM CONSEQUENCES                                 | MAXIMUM CONSEQUENCES  |
|-------------|--|-----------------------|
| 1           | Student conference with teacher                      |                       |
| 2           | Teacher assigns detention and makes a parent contact |                       |
| 3           | Teacher assigns detention and makes a parent contact |                       |
| 4           | Teacher assigns Saturday School                      |                       |
| 5           | Teacher assigns two Saturday Schools                 |                       |
| 6           | Teacher assigns two Saturday Schools                 | Short Term Suspension |

## 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

## 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.

# **KHS CODE OF CONDUCT FOR STUDENT ATHLETES - ATHLETIC HANDBOOK**

Copies of the complete policy may be obtained in the Athletic office.

## **ELIGIBILITY REQUIREMENTS**

1. **ACADEMIC:** Must meet both WIAA and KHS scholastic standards for participation. (See Eligibility Standards in next section.)
2. **Bi-WEEKLY ELIGIBILITY CHECK FORM:** This form is turned in bi-weekly with teacher signatures to show proficient academic and behavior progress in each class and determines whether there has been a violation of the school disciplinary policies. An athlete receiving a "P" would be eligible only if the athlete attends Study Hall twice per week.
  - a. **STUDY HALL:** all athletes whose Grade Point Average for the previous semester was below 3.0 (B average) will be assigned to two days of Buccaneer Athletic Study Hall (BASH) per week until the first grade check. If their GPA is above a 3.0 at the first grade check, they are no longer required to attend BASH. Study Hall will be offered four days per week (Monday-Thursday) from 7:25-7:55 am. Athletes may not play in a game unless they have met this requirement.
3. **RESIDENCE:** Parent/Guardian must live in the North Kitsap School District. 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. Pass four (4) 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.
5. Not over the age of 19.
6. Not a professional athlete in the sport in which you wish to participate.
7. Complete the required number of practices.
8. Attended school at least 15 weeks of the previous semester.

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

## **FINES & FEES**

All KHS students will be required to pay all district fines prior to participating in any KHS athletic team or ASB club or activity.

## **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 drivers 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 persons 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.

## **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 believes in fostering respect and recognition of cultural diversity, human dignity and individual rights. In this regard, the district complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, age, gender, sexual orientation, religion, marital status, or qualified individuals with disabilities. This holds true for all students who are interested in participating in educational programs and/or extra curricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW28A.640 Compliance Officer Chris Willits (360) 770-8710, Section 504 Coordinator Dixie Husser (360) 394-2601, and/or ADA Coordinator Nancy Moffatt (360) 779-8783 North Kitsap School District, 18360 Caldart Avenue NE, Poulsbo, WA