

TABLE OF CONTENTS

WELCOME	2	STUDENT CLUBS	11
EQUAL ED. OPP.	2	ASB CARDS	11
BHS STAFF ROSTER	3	ASB DANCES	11
CLASS SCHEDULES	4	SPORTS PARTICIPATION	11
CAFETERIA INFORMATION	5	WIAA INTER. COMPETITION	11
BHS ACADEMIC PROCEDURES	5	ACADEMIC ELIGIBILITY FOR BHS	11
COUNSELORS/GUIDANCE	5	SPORTSMANSHIP	12
ACADEMIC HONESTY	5	SPORT TEAMS & SEASONS	12
GRADING	5	STUDENT CONDUCT	12
SKYWARD ONLINE PROGRAM	5	ASSAULT	12
PERMANENT RECORD	6	BUS REGULATIONS	12
RECORD ACCESS	6	CLOTHING & DRESS STAND.	13
REPORT CARDS	7	DAMAGE TO SCHOOL OR PRIVATE PROP.	13
REPEATING COURSES	7	DISRUPTION OF SCHOOL	13
STUDENT SCHEDULES	7	HARRASSMENT/SEX. HARR.	13
ATTENDANCE GUIDELINES	7	ELECTRONIC DEVICES	15
EIGHTEEN YEAR OLD EX. ABS.	8	PERSONAL COMPUTERS	16
ILLNESS & INJURY	9	RESP. OF PERSONAL. COMP.	16
MAKE-UP WORK	9	NARCOTICS / ALCOHOLIC BEV.	
REQUEST FOR HOME ASSIGN.	9	& STIMULANTS	16
GENERAL INFORMATION	9	PARKING	17
CONCERNS / COMPLAINTS	9	SKATEBOARDS	17
EARTHQUAKES	9	SMOKING//VAPING POLICY	17
EMERGENCY EVACUATION	9	WEAPONS	17
FINES	9	CLASSROOM MAN, CORR. ACT/SANCT.	17
HEALTH SERVICES	10	ANNUAL NOTICES	19
LIBRARY	10	NONDISCRIMINATION STATE.	19
LOCKERS	10	INT. PEST MANAGEMENT	19
LOST AND FOUND	10	ASBESTOS INFORMATION	20
VISITORS	10	HARRASSMENT STATEMENT OF UNDER	23
WASTE MANAGEMENT / RECY.	10		

WELCOME TO BAINBRIDGE HIGH SCHOOL

The staff and administration at Bainbridge High School welcome you to BHS for the 2019-2020 school year. We are delighted you will be a member of our student body. Our primary goal is to provide a nurturing environment for you to work and learn, and to have a very positive high school experience.

The material in this Student Handbook section of your new Daily Planner is to provide you and your parent with information that will assist you in having a successful year at BHS. Please take the time to review the information in the sections that follow and become familiar with its contents. As a student, you will be responsible for being aware of the information contained here.

In order to assist you with your personal organization, we provide all underclassmen with this Daily Planner. Planners are available to upperclassmen upon request. Here you can keep track of your classroom assignments, activities, and due dates for homework and other events. We hope you begin to use it immediately, and continue to do so throughout the year.

We truly hope this will be a wonderful year for you, one filled with much success and great memories. If there is anything we can do to help you throughout the school year, please let the administrative staff in the office know. The office is in the 200 building in the main entry area, and we would love to see you at any time. Stop by and say "Hello."

EQUAL EDUCATIONAL OPPORTUNITY

Attending the schools of Bainbridge Island is recognized as a right and responsibility for those who meet the requirements prescribed by law. No student shall be deprived of the right to an equal educational opportunity in whole or in part without due process of law.

No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of race, creed, religion, color, national origin, age, sex, sexual orientation, marital status, parental status, or physical, sensory or mental disabilities.

A student who believes that he/she has been unlawfully discriminated against because of national origin, race, religion, economic status, gender, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap should report the alleged discrimination within sixty (60) days to the principal, assistant principal, or school counselor. If this informal complaint is not resolved to the satisfaction of the complainant, a formal complaint may be filed.

The district will protect the rights of all persons involved in the complaint process including persons against whom the complaint has been filed, witnesses, and individuals who register discrimination complaints. All inquiries should be directed to the Bainbridge Island School District, Human Resources department.

The complete Student Handbook will be reviewed with students during the first week of the school year and may also be viewed on the BHS website.

BAINBRIDGE HIGH SCHOOL STAFF ROSTER

ADMINISTRATION

Haizlip, Kristen	780-1250	Principal
Power, Joe	780-1270	Associate Principal A - K
Read, Warren	780-1280	Associate Principal L - Z
Eaton, Sean	780-1263	Director of CTE

COUNSELORS

D'Amico, Lauren	780-1292	Counselor Me-R
Pal, Krista	780-1293	Counselor I-Mc
Tebo, Cara	780-1269	Counselor S- Z
Ward, Adam	780-1259	Counselor A-C, Running Start
Wescott, Nicole	780-1291	Counselor D-H

OFFICE STAFF

Bullock, Sarah	780-1254	Athletics/Office Support
Cannestra, Cris	780-1253	Registrar
Colley, Jill	780-1252	Office Manager
Hughes, Rilla	780-1251	Counseling
Mar, Stephani	780-1256	Attendance
Spray, Sarah	780-1255	Accounting

SPECIALTY STAFF

DeFoe, Carrie	780-1289	Speech/Lang. Path.
Elliott, Howard	780-1370	Head Custodian
McKay, Heidi	780-1386	School Nurse
Parker, Brian	855-0400	Kitchen Manager
Peato, Christina	780-1887	Indian Education
Rau, Jennine	855-0414	Autism Specialist
Zaneski, Milo	780-1285	Psychologist

CLASS/BELL SCHEDULES

Regular Bell Schedule (may be subject to change after publishing)

All Classes Meet on Monday

Periods 1,3,5 meet Tuesday and Thursday

Periods 2,4,6 meet on Wednesday and Friday

MONDAY EARLY RELEASE SCHEDULE	TUESDAY-FRIDAY SCHEDULE
Period Zero 7:45 – 8:40AM Period 1 8:45 – 9:25AM Period 2 9:30 – 10:10AM Break 10:10 - 10:20AM Period 3 10:20 – 11:00AM Period 4 11:05 – 11:45AM 1st Lunch Lunch 11:45AM – 12:15PM Period 5 12:20 – 1:00PM 2nd Lunch Period 5 11:50AM – 12:30PM Lunch 12:30 – 1:00PM Period 6 1:05 – 1:45PM	Period Zero 7:45 – 8:40AM Period 1 or 2 8:45 – 10:35AM Break 10:35 - 10:50AM 1st Lunch Period 3 or 4 10:50AM – 11:45AM Lunch 11:45AM – 12:20PM Period 3 or 4 12:20 – 1:15PM 2nd Lunch Period 3 or 4 10:50AM – 12:40PM Lunch 12:40 – 1:15PM Period 5 or 6 1:20 – 3:10PM
Monday 2:00 - 3:25 PM <ul style="list-style-type: none"> • Professional development activities for staff • No student activities or supervision during this time Makeup Monday is held each week from 1:55-3:15.	Do you have 1 st or 2 nd lunch? <ul style="list-style-type: none"> • 1st Lunch—Math, English and Social Studies departments take first lunch • 2nd Lunch—World Languages, Science, PE, CTE, SPED, Art and Music departments take second lunch. • Monday lunch is determined by your 5th period class; Tues-Fri lunch is determined by your 3rd or 4th period class.

*Visit the BHS website for special schedules

CAFETERIA INFORMATION

Food prices are as follows:

	Students	Adults
Breakfast	\$2.00	\$2.50
Lunch	\$4.50	\$5.00

Students will not be allowed to charge meals.

Free and Reduced Lunch forms are available in the BHS office.

BAINBRIDGE ACADEMIC PROCEDURES

COUNSELORS/GUIDANCE

Guidance services are available for every student in the school. These services include assistance with educational planning (courses, colleges, etc.), interpretation of test scores, occupational/career information, help with home, school and /or social concerns, or any topic a student would like to discuss with his or her counselor. If you wish to see your counselor, stop by the counseling office and sign up for a scheduled appointment. Parents wishing to contact counselors may make an appointment by calling 206-842-2913.

ACADEMIC HONESTY

Honesty is a compelling principle by which we operate all aspects of student and school life. Academic honesty is highly valued at BHS. Students should not cheat or plagiarize, nor should they tolerate such among fellow students. Students do not receive credit for work that is not their own. Cheating is defined as an attempt to earn credit or receive a grade for coursework in a manner other than defined as acceptable by the teacher. Plagiarism is the taking of language, ideas or thoughts from another person or resource without acknowledging the source. Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to reduction in grades and/or disciplinary action for a first offense. Because of the serious nature of academic honesty, violations of this code may result in loss of credit for the assignment with a recorded failing grade. It may also entail loss of credit for the course with a recorded failing grade, removal from the course with a failing grade, and/or additional appropriate disciplinary action.

GRADING

SKYWARD ONLINE GRADING PROGRAM

All teachers at BHS utilize the Skyward Online Grading Program that is available via the school district's "family access" system to post student grades online. The use of the online grade posting system provides students and parents with student assignment/grade information throughout the school year.

The family access system provides students and parents with the ability to track student progress as well as the opportunity to monitor attendance and other student records. The goal is for each student to take responsibility for his/her learning. Students need to remain focused on their learning and not only their grades. Learning is a process. We encourage and support ongoing improvement, not just the current level of performance.

Staff members at BHS are committed to have our student online grades up to date on our progress report dates (mid-term & end of semester). A listserv message will be sent out to remind students and parents that grades for progress reports are posted and current. In between the mid-term and semester reports, student grades will be updated on a teacher-by-teacher basis as work is completed, eval-

uated and the individual grades posted.

PERMANENT RECORD

Transcripts of each student are kept and filed indefinitely. Individual students and parents or guardians of students under 18 may request to see school records. Records cannot be released to anyone else outside the school without written consent of the student or parent. In the case of 18-year olds or graduates, only the student can give permission.

RECORD ACCESS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-4605.

Parent, step-parent with custody, or legal guardian has the right of access to his or her student's records until the student reaches his or her eighteenth birthday or enters an institution of post-secondary education. Parent/guardians who provide a signed statement to the effect that the student is a dependent as defined in section 152 of the I.R. Code of 1954 will be given access to the student's file.

For students less than eighteen years of age, information from a student's record file shall be com-

municated to the student when a request is accompanied by parental consent. Whenever a student has attained eighteen years of age, the permission or consent required of and the rights accorded to the parent with respect to student records shall thereafter be required of and accorded to the student.

REPORT CARDS

Final semester grades are mailed home twice a year. This report card contains the student's grades and teacher comments. Midterm reports are issued during the midpoint of each semester.

REPEATING COURSES

Transcripts record all courses taken and all grades received. Repeated courses will not erase previously recorded courses or grades. If a class is failed and then repeated, the grade will be replaced in determining the 'GPA' but the original "F" will remain on the transcript.

STUDENT SCHEDULES

Full Schedule Requirement

To earn a Bainbridge High School diploma, students are expected to take a full schedule for all four years of attendance. All 9th, 10th & 11th grade students must take six credit-producing classes. All 12th grade students must take a minimum of five credit-producing classes. If a 12th grade student registers for six credits in the spring pre-registration period, they will be required to take six credits through the school year (see withdrawal policy below).

Withdrawal Policy

Students are expected to stay enrolled in classes for the length of the course. Only under extenuating circumstances and with administrative review / approval will a student be withdrawn from a class. If a student must be withdrawn based on extenuating circumstances, the last day to be withdrawn from a class without penalty on the transcript is three weeks from the first day of the semester. If there is withdrawal during weeks four through six, the course will show as a "W" on the transcript. For all other withdrawals not listed here, further academic penalties (failure) are likely to occur.

ATTENDANCE GUIDELINES

ATTENDANCE PROCEDURES

At BHS, we want to empower students to value learning. To advance this goal, students need to be in class to receive necessary instruction and to have opportunities for discussion and critical thinking.

Students are expected to be at school, on time and attending all scheduled classes and programs. While we realize there are situations that may occasionally affect attendance, we ask parents and students to minimize absences, late arrivals, and early departures. This will optimize the learning environment and reduce the impact on the student, teacher, and classroom.

Absences, Late Arrivals, Early Departures

Approved reasons for excusing one of these include illness, medical appointments, religious observances and those listed in BISSD policy 3122, found on the district website. (BISD Policy 3122 includes: participation in a school approved activity, family emergency and court proceeding.) Reasons other than these should not be excused.

We must receive authorization from the student's parent/guardian regarding all absences from school, including late arrivals and early departures; the parent/guardian should call the Attendance Office (206-842-2918) or enter a notice on Family Access. **To be excused, notification of an absence from school needs to be received the morning of the absence or within 24-hours of the absence. Notice of a late arrival or early departure should be received well in advance of the arrival or departure time.** Not doing so may cause the attendance to remain unexcused or delay an early departure.

Students arriving late to campus or leaving early must always sign in/out at the Attendance Office. This is a safety measure in case of an emergency and it provides accurate recording of attendance. Not doing so will cause the attendance to be recorded as unexcused or truant.

For students with an open period, you must follow this sign-out procedure *before* leaving campus so we can account for you in the event of an emergency.

It is important to note that any absence resulting in a missed learning experience may have a negative effect on achievement. Students should not expect material covered during a student's absence to be "re-taught." Frequent absences, whether excused or not, may negatively impact a student's learning and ability to perform successfully in any course. For students to gain proficiency, they need to attend daily.

Becca Bill (Washington State Truancy Law)

State law requires attendance at school during normal instructional periods. If a student has an unexcused absence from class or school, the parent/guardian will receive telephone and/or email notification. Excessive unexcused absences may result in filing a truancy petition with Kitsap County Court, as required by the Becca Bill. For details and additional information, please refer to the BISD website.

Pre-Arranged Absence Form

If a student will be absent for 3 or more consecutive school days, s/he shall bring a Pre-Arranged Absence form to his/her teachers. Please allow 3-5 days to complete the form, which is available at the Attendance Office and on the BHS website.

Excused Attendance for Students 18-Years or Older

Students who are 18-years or older are permitted by law to excuse their own attendance for three reasons: illness; medical appointments; or court appointments.

The student must fill out a form that is available at the Attendance Office. This requires the student to verify in writing the reason for the absence, late arrival or early departure. If the reason is not excused according to policy definition or if it is found to be false, the attendance will be deemed truant and disciplinary action will be taken.

Activity Absences

Attending all class periods on the day of an athletic and/or club event, prior to the event, is the only way to ensure the student will be eligible. The following policy outlined below applies to athletic as well as club events. Per the BISD policy: An athlete shall attend school for at least one-half day on the day of an athletic contest. Unexcused absences for any part of the day will result in the athlete being ineligible to participate in the contest on that day. For an excused absence, the athlete may participate if he/she was in attendance for one-half or more of the day. Failure to do so could affect the student's ability to participate in the day's event. To avoid possible attendance related ineligibility under this section, parents and student-athletes should not schedule appointments (excused) for days with athletic contests. To reiterate, being present for all class periods on the day of an athletic and/or club event is the only way to ensure the student will be eligible.

Classroom Attendance Expectations

Individual teachers may have additional attendance and participation expectations that they will communicate to their students. Failure to comply may result in disciplinary action and unauthorized time out of class may be recorded as truant.

Illness and Injury

If a student becomes ill or injured during the school day, s/he must report to the nurse's office. Staff must confirm contact with a parent/guardian before the student leaves campus, otherwise, s/he will be considered truant.

Attendance Errors

If a student feels a teacher reported the wrong attendance, the student should talk directly with the teacher no later than the next scheduled meet time to ask the teacher to contact the Attendance Office if a correction needs to be made. Changes can be seen in Family Access once this process is complete. Please allow 48 hours for changes to be visible.

Make-up work

In the case of excused absences, it is the student's responsibility to contact his/her teachers to check on the assignments missed during the absences. The student must take the initiative to see that the work is completed within the appropriate amount of time.

Requests for home assignments

If a student is ill, parents/students may request assignments from the student's teachers. In cases where it is known that the illness will be for an extended period of time, the parents should contact the counseling office.

GENERAL INFORMATION

CONCERNS/COMPLAINTS

Most complaints can be resolved by discussions between the complainant and the staff member. Should the matter not be resolved, a school administrator will attempt to resolve the issue. Every attempt should be made to resolve the problem at the building level. If the complainant is unable to resolve the complaint through the school administrator, the superintendent's office should be contacted. Refer to policy #4200, Community Relations, for additional information.

EARTHQUAKES

During and immediately after an earthquake students should not attempt to leave the building. Students should immediately seek cover under tables or desks, or next to supporting walls. Keep away from window areas. When instructed by your teachers, proceed to your emergency evacuation area.

EMERGENCY EVACUATION

When the alarm rings: One continuous blast - evacuate all buildings and report with your class to the appropriate emergency evacuation site. Return to class at the direction of your emergency evacuation site leader.

How to go: Walk quickly and quietly to an assigned exit. Students move away from the building immediately, keeping clear of street, driveways and parking lots. Do not re-enter the building until you are directed to. Teachers will check to see that all rooms have been evacuated and then close all windows and doors before leaving.

FINES

State guidelines allow schools to withhold grades, diplomas, and transcripts of pupils who have lost or damaged school property. The Revised Code of Washington, specifically RCW 28A.635.060, states: "Any school district whose property has been lost or willfully cut, defaced, or injured, may withhold the

grades, diplomas, and transcripts of the pupil responsible for the damage or loss until the pupil or the pupil's parent or guardian has paid for the damages”.

If you have a fine, checks should be made payable to Bainbridge High School. As soon as payment is received, the school will release transcripts or other requested documents.

HEALTH SERVICES

Please be sure the school has been given correct emergency contact phone numbers. In the event of a medical emergency this information is critical. If a student must leave school due to illness the school will contact either the parent/guardian or emergency contact number before releasing the student to go home.

If a student should need to take medicine during the school day, the medicine can only be given according to the BISS Medication Policy. These guidelines state that **all** medication (whether it is prescription or “over-the-counter” like Tylenol) must be accompanied by a written permission form signed by both the parent/guardian and a physician/dentist. The medication must also be brought to the Health Room in a properly labeled container.

Please feel free to call (206-780-1386) or stop in and visit the Health Room with any questions or concerns. Our goal is to help students get and stay healthy so they can learn to the best of their abilities.

LIBRARY

The library is open from 7:50 A.M. to 4:00 P.M. Books, magazines and pamphlets are available to the student for home use. Most books are checked out for a three-week period. Reference books and audio-visual materials may only be checked out for one week. Students will be charged for lost materials. Students failing to return items in the specified time will lose the privilege to check out materials, but may still use materials in the library. Misconduct in the library or abuse of the regulations may lead to the loss of the student's library privileges.

LOCKERS

Student lockers are the property of the Bainbridge Island School District. Student lockers remain under the control of the school district at all times. Students assume full responsibility of a locker during the school year. The School District has a reasonable and valid interest in insuring that the lockers are maintained. For this reason, school authorities may conduct periodic general maintenance inspections at any time without notice, without the student's consent, and without a search warrant. During the course of this inspection, any illegal, unauthorized or contraband items discovered shall be confiscated by the administration and appropriate disciplinary action will be taken.

LOST AND FOUND

Any student who has lost an item may contact the main office for help in possible recovery. Small ‘found’ items will be turned into the main office. Articles of value left in lockers at the end of the school year will be placed in the lost and found. Any articles unclaimed by the end of the school year will be given to charity.

VISITORS

All visitors for school business are to check in at the main office for a visitor's badge. During school hours, Monday thru Friday, our campus is for staff, students and for those visiting for school business only. Our campus facilities – main buildings, court yards, stadium, tennis courts, and fields - are all closed to the public during school hours.

WASTE MANAGEMENT & RECYCLING

BHS student and staff are doing their part to reduce waste, recycle, and compost. In the cafeteria, recycling stations are clearly color-coded to make doing the right thing really easy: **blue** for recycling bottles, milk cartons, cans and unsoiled paper; **green** for all food waste, napkins and soiled paper;

black or gray is for trash – wrappers, greaseproof paper, metal foil, chip bags and anything else that is neither waste food nor recyclable.

Remember, anything that could have been eaten is organic waste that can get composted and turned into rich soil for the BHS garden. Metal, plastic, glass and paper can get recycled.

STUDENT CLUBS AND ACTIVITIES

The Bainbridge School Board believes in and approves of a sound student activities program, including school related special interest clubs. Such programs can enrich the regular school program, offer opportunities for participation in democratic citizenship, stimulate cooperation, provide for social integration and open many opportunities for the development of leadership, individual interests and abilities. All school-sponsored activities must be under the supervision of a school employee. Students are required to sign the High School Participation Code.

School sponsored clubs or organizations must not be of a secret nature and must not be discriminatory in regard to race, creed, or color. The Bainbridge High School website includes a current list of ASB-approved clubs and activities.

ASB CARDS

All students will have an opportunity to purchase an ASB Card at the beginning of school. Students with an ASB card will be admitted to **home** athletic events free and receive a discount on admission prices for dances and other activities throughout the school year. **Students wishing to participate in ASB sponsored activities (Sports and Clubs) must have an ASB card. Please contact your counselor if acquiring an ASB card creates a financial burden.**

ASB DANCES

Dances are held throughout the year. The dances are chaperoned by administrators, staff advisors and parents. School rules regarding student behavior, use of tobacco and drugs/alcohol will be strictly enforced at all dances. Students who leave during the dance may not return to the dance.

SPORTS PARTICIPATION

To participate in athletics at Bainbridge High School, all student-athletes must meet the following criteria prior to the first day of the sport season:

- 1) Academically eligible according to scholarship standards as determined by the WIAA. Please see the current WIAA handbook online at www.wiaa.com for details.
- 2) A current and up-to-date physical exam form signed by a licensed physician on file at BHS. Physicals are good for two years from the date of the exam.
- 3) Completion of registration through FamilyID, including understanding and agreement of the BISS Student Activities and Interscholastic Activities Code of Conduct.

The \$250 Participation fee must be paid prior to the first athletic contest.

WIAA INTERSCHOLASTIC COMPETITION

ACADEMIC ELIGIBILITY REQUIREMENT FOR BAINBRIDGE HIGH SCHOOL

Students must have passed 5 courses the previous semester and be passing 5 in the current semester in order to be eligible to participate. For the purpose of this regulation, a participant shall mean any student who is involved in interscholastic competition with interscholastic sports. This includes but may not be limited to sports team members, cheerleaders, trainers, managers, and statisticians. A senior who is ahead in credits need only pass four (4) classes in a previous semester provided that a schedule of four classes during the semester of athletic participation completes the requirements for graduation.

SPORTSMANSHIP AT INTERSCHOLASTIC EVENTS:

Attendance at an interscholastic event is a privilege and not a right. Students are expected to exhibit good behavior and rules of courtesy obeying all school rules that apply during regular school hours. Inappropriate conduct may result in removal or expulsion from interscholastic events and/or other disciplinary action by school officials.

League rules prohibit artificial noisemakers, confetti, and antagonistic or obscene yells, songs or signs. Signs must comply with league guidelines and are subject to removal by the administrative team. All spectators must be seated in the facilities provided for the event. Students are expected to show respect for the visiting school's student body and adult fans.

BHS Athletic Teams & Seasons

FALL	WINTER	SPRING
Golf	Basketball	Baseball
Cross-Country	Gymnastics-Girls	Track
Football	Swim-Boys	Fastpitch
Soccer-Girls	Wrestling	Tennis
Volleyball-Girls	Ultimate Frisbee*	Soccer-Boys
Swim-Girls		Lacrosse*
Ultimate Frisbee*		Sailing*
Water Polo-Boys*		Crew*
Slowpitch		Ultimate Frisbee*
		Water Polo-Girls*

*denotes club sport

STUDENT CONDUCT

A student who willfully performs any act, which interferes with or is detrimental to the orderly operation of school, a school-sponsored activity (on or off campus) or any other aspect of the education process within the school district shall be subject to discipline, suspension, or expulsion. Such acts shall include, but not be limited to, those listed and explained below.

ASSAULT

A student shall not cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to any person on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off the school grounds at a school activity, function, or event; off the school grounds when the prohibited behavior is a consequence of or directly related to causes or events which occurred or originated on school grounds; off school grounds when the student is enroute between house and school. An action undertaken in self-defense, or in the reasonable belief that it was necessary to protect another person, shall not be considered as an intentional action under this rule.

BUS REGULATIONS

The bus driver is responsible for the enforcement of the transportation rules. The rules are available at the district office or the transportation office 206-842-4641.

CLOTHING AND DRESS STANDARDS

Students and staff at BHS are expected to dress in a manner that promotes a focused, respectful learning environment. In order to so, attire must meet the following requirements:

- Upper body: Stomach, back and undergarments are not to be visible / intentionally exposed. Tops are to extend to the waistline of pants / shorts / etc. while the student is standing.
- Lower body: Undergarments are not to be visible / intentionally exposed.
- Feet: Shoes must be worn at all times.
- Accessories that pose a safety hazard are prohibited.
- Clothing may not suggest or portray profanity, promote drugs, tobacco, gangs or alcohol, nor may it be sexually suggestive, nor display inappropriate pictures or words.
- Exceptions to dress code standards may be made for PE, athletics or other school activities as approved by staff / administration.

BHS staff members reserve the right to determine if a student is in violation of the dress code, and to take appropriate action. Students who fail to comply with BHS dress code standards will be asked to change and/or be sent home. Parents will be contacted as needed. Repeated violations will result in (progressive) discipline.

DAMAGE TO SCHOOL OR PRIVATE PROPERTY

A student shall not intentionally or with gross carelessness cause or attempt to cause damage to school or personal property or steal or attempt to steal school or personal property on the school grounds or during a school activity, function or event held off the school grounds. Damage to school or private property will result in disciplinary action as specified in the BISD policy and procedures.

DISRUPTION OF SCHOOL

A student shall not use, threaten to use or urge others to use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct which is reasonably certain to result in the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

This also includes disruption caused by any form of harassment, gang related, hate or racist activity. Disruption of school will result in disciplinary action as specified in the BISD policy and procedures.

HARASSMENT/SEXUAL HARASSMENT

Bainbridge High School will not tolerate any form of harassment, including sexual harassment, of its employees, students, volunteers, or parents. This is in accordance with District Policy 3706 and 3700.

A. HARASSMENT DEFINED

- Harassment is defined as intentional acts, statements, or conduct which has the purpose or effect of interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive educational or work environment. This may include, but is not limited to:
- Graffiti, pictures or photographs offensively or negatively depicting race, color, sex, creed, religion, sexual orientation, ancestry, national origin, physical, sensory or mental disabilities, or any other category protected by law;
- Disparaging remarks about or use of demeaning, offensive or negative terms related to previously stated categories;
- Deliberate and unwelcome touching, cornering, pinching or pulling on clothing;
- Offensive jokes or teasing related to previously stated categories;
- Hazing, pranks or other intimidating behavior

B. SEXUAL HARASSMENT DEFINED

1. Sexual harassment does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior, which is unwelcome, has the purpose or effect of interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive educational or work environment. Sexual harassment consists of:
 - a. Unwelcome sexual advances; or
 - b. Requests for sexual favors; or
 - c. Sexually-motivated physical contact; or
 - d. Other verbal or physical conduct or communication of a sexual nature if:
 - Submission to that conduct or communication is made a term or condition, either explicitly or implicitly of obtaining education or employment
 - Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
 - That conduct or communication has the purpose or effect of interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive educational or work environment.
2. Such conduct, whether committed in the educational environment or district workplace by students, employees, volunteers, parents or guardians, is specifically prohibited.

This may include, but is not limited to:

- sexually suggestive looks or gestures;
- pressure for dates or sexual activity;
- unnecessary brushes or touches;
- offensive sexual graffiti, pictures, or photographs;
- disparaging remarks about one's gender or sexually demeaning terms for women or men;
- deliberate and unwelcome touching, cornering, pinching, or pulling on clothing;
- sexual jokes or teasing;
- attempts to kiss or fondle;
- hazing, pranks, or other intimidating behavior;

C. COMPLAINT PROCESS

1. **Informal:** Any individual who believes he or she has been harassed is encouraged to directly inform any alleged harasser that the behavior is offensive, unwelcome, and must stop.

If directly informing the alleged harasser does not result in elimination of the offensive, unwelcome behavior, or if an individual selects not to directly inform the alleged harasser, the individual is strongly encouraged to report orally or in writing the allegations to a teacher, counselor, activity supervisor, or administrator. Confidentiality will be maintained to the extent appropriate.

All such complaints will be promptly and fairly investigated and, where appropriate, immediate corrective action will be taken.

2. Formal:

a. All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The title IX officer may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or title IX officer may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.

b. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.

Procedure P3700

Students

Page 4 of 9

Revised: June 8, 2011

Revised: September 24, 2015, Bainbridge Island School District

c. Complaints may be submitted by mail, fax, e-mail or hand-delivery to the district Title IX Officer:

Erin Murphy

8489 Madison Avenue NE, Bainbridge Island, WA 98110

206-780-1072

emurphy@bisd303.org

Any district employee who receives a complaint that meets these criteria will promptly notify the officer.

D. DISCIPLINARY ACTION

The district will take action as it deems necessary, which may be up to, and including suspension and/or expulsion.

E. FALSE ACCUSATIONS

It is also a violation of this policy to knowingly report false allegations. Persons found to knowingly report false allegations will also be subject to disciplinary action.

F. NON-RETALIATION

No person shall be retaliated against for making a report of harassment or for providing testimony or assisting in the investigation of such a report.

ELECTRONIC DEVICES

Cellular phones, and/or other electronic devices are not to be used during class time without staff permission. Phones and other electronic devices must be turned off and not visible during class unless the teacher gives permission. Unauthorized use of electronic devices will result in confiscation and may result in disciplinary action.

EXPECTATIONS FOR USE OF PERSONAL COMPUTING DEVICES

After submitting a signed network user agreement and with classroom teacher approval, students may use their own personal computing devices in the classroom to positively contribute to the educational process and mission of the district.

Students who bring their own personal computing devices to school must always be in compliance with District policies related to their use such as Policy 2022 Responsible Use of Electronic Resources, Policy 3200 Student Rights and Responsibilities, and 3706 Prohibition of Harassment, Intimidation, and Bullying. Students shall not send, share, view or possess pictures, text messages, emails or other material of a sexually explicit nature in electronic or any other form on cell-phones or other electronic device, while the student is on school grounds, at a school sponsored event, or on school buses or vehicles provided by the district. Students will only use appropriate technology at teachers' discretion. Students are permitted to access only the school's wireless network, not private networks, through personal devices when engaged in school-related events and activities. Private networks include but are not limited to, personal cellular data plans.

Possession or use of mobile computing devices may not in any way:

1. disrupt the educational process of the school district;
2. endanger the health or safety of student or others at school;
3. invade the rights and privacy of others at school; or
4. involve illegal or prohibited conduct of any kind.

Loss of access to personal computing devices can occur if the school becomes concerned about its appropriate use. Concerns may include but are not limited to: safety, potential for disruption to educational process, and security issues related to connecting a personal device to the district's network systems. If used inappropriately, students are subject to disciplinary action, including suspension or expulsion, and losing the privilege of bringing such a device onto school property. In addition, staff may confiscate or with reasonable articulable suspicion, can search the device. Content or images that violate criminal laws will be turned over to law enforcement.

RESPONSIBILITY FOR USE OF PERSONALLY OWNED COMPUTING DEVICES

Students are responsible for the devices they bring to school, on the school buses, and to school sponsored events. The District shall not be liable for the loss, theft, damages or misuse of any electronic device brought to school, possessed/used during the school day, in/on district buildings, district property, district vehicle or contracted vehicles, during transport to/from school, while attending school-sponsored activities during the school day, and/or/any/all school sponsored activities. The District will provide no technical support, troubleshooting, or repair for electronic devices. The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred. The full policy and procedure regarding bringing your own personal computing device to school may be found in BISS 3246 Policy Bring your own Device and BISS 3246 Procedure Bring your own Device.

NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS

A student shall not possess, use, transmit, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicants of any kind: on the school grounds during, immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by any school group, or off the school grounds at a school activity, function, or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule, providing school district guidelines pertaining to the use of prescribed medications are followed.

PARKING

Students are required to display a valid BHS student parking pass to park on campus. All students planning to drive a private vehicle to school must register that vehicle with the High School. Information on how to obtain a parking pass will be communicated through the daily bulletin in the fall.

SKATEBOARDS

Skateboards, scooters, and rollerblades are not to be used on school grounds during school or during the time immediately before/after school. Any use may result in confiscation and may result in disciplinary action.

SMOKING/VAPING POLICY

The Bainbridge Island School District Board of Directors has established a no smoking/vaping policy for Bainbridge High School. Therefore, smoking, vaping, and other use of tobacco products on campus or at school related activities is prohibited. **Students choosing to be with a student who is violating the Smoking Policy will be considered a violator as well.** Violation of the School District's Policy #3300 pertaining to the use of tobacco products will result in disciplinary action.

WEAPONS

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon:

- on the school grounds during and immediately before or immediately after school hours;
- on the school grounds at any other time when the school is being used by a school group; or
- off the school grounds at any school activity, function, or event, or while enroute between home and school.

Education House Bill 1581 mandates a one-year expulsion for students who possess firearms on school grounds or at school events. This bill also allows districts to suspend students for one full year "if a student acts with malice and displays an instrument that appears to be a firearm on public school property, transportation, or other facilities when being used exclusively by public schools."

This rule does not apply to normal school supplies like pencils or compasses (when being used in the proper manner) but does apply to any firearm, any explosive including firecrackers, any knife other than a small penknife, and other dangerous objects of no reasonable use to the student at school.

CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS, AND SANCTIONS

Policy 3241 Students

Rules of student conduct are essential to maintain a school environment that is safe and conducive to learning. Students are responsible for following the rules of the district. A student's noncompliance with rules and regulations established for the governing of the school will constitute sufficient cause for discipline or corrective action.

Staff are responsible for supervising student behavior, employing effective classroom management methods and enforcing the rules of student conduct throughout the district in a fair, consistent and non-discriminatory manner. Corrective action must be reasonable and appropriate under the circumstances and reflect the district's priority to maintain a safe and positive learning environment for all students and staff.

The district will post its discipline policy and procedure on the district website so that it is available for students, their parents/guardians, and the community. Students and/or their parents/guardians will be provided all required substantive and procedural due process in regard to grievances, hearings and/or appeals of corrective action. The district will also strive to provide trainings regarding policies and procedures related to student discipline for appropriate school and district staff whose duties require them to interact with students and enforce or implement components of student discipline. The district

will periodically review and update this policy and its accompanying procedure.

The district will assist long-term suspended and expelled students in returning to school as soon as possible by providing them with a reengagement plan tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion.

The district will annually collect and review data on disciplinary actions taken against students within each school. The data will be disaggregated into subgroups as required by RCW 28A.300.042 and will, include students protected by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. The review must include short-term suspensions, long-term suspensions and expulsions. In reviewing the data, the district will determine whether it has disciplined a substantially disproportionate number of students within any of the disaggregated categories. If disproportionality is found, the district will investigate to determine if it is the result of discrimination and, if so, the district will take corrective action as appropriate.

Further, detailed information on this may be found in **Procedure 3241: Classroom Management, Corrective Actions and Sanctions** on the BISD District website.

ANNUAL NOTICES TO STUDENTS & PARENTS

NONDISCRIMINATION STATEMENT:

Bainbridge Island School District does not discriminate based on sex, race, creed, religion, color, age, national origin, sexual orientation, gender expression or identity, veteran or military status, disability, or the use of a trained dog guide or service animal in any programs or activities, and provides equal access to the Boy Scouts and other designated youth groups. Questions and or complaints regarding discrimination should be directed to the district Title IX/Civil Rights Compliance Officer:

Erin Murphy
8489 Madison Avenue NE Bainbridge Island, WA 98110
206-780-1072
emurphy@bisd303.org

For information regarding the district's prohibition against discrimination, please review [Policy 3211](#) and [Procedure 3211](#). For additional resources on nondiscrimination, please review these sites: [Office of Superintendent of Public Instruction \(OSPI\) Equity and Civil Rights](#) [U.S. Department of Education Office of Civil Rights \(OCR\)](#).

INTEGRATED VEGETATION AND PEST MANAGEMENT:

The Bainbridge Island School District has an Integrated Vegetation and Pest Management Program (IPM) with a policy and procedures that: inform the community; consider community values in establishing standards of maintenance for school district properties; utilize an ecological approach; and minimize the use of pesticides and the risk to human health and the environment. Where practical, organic methods are implemented before chemical controls are used, so that pests are kept at acceptable levels through effective, economical, and environmentally safe means.

Policies and Procedures are available on line at:
<http://www.bisd303.org/Page/8828>

The following is a list of the names of compounds classified as Category 3, and an approximate date of application throughout the school year from September, 2019 through August, 2020:

<u>COMPOUND</u>	<u>EPA REG#</u>	<u>PURPOSE</u>	<u>ANTICIPATED DATE OF APPLICATION</u>
CB-80	279-3393	Stinging Insect Eradication	As needed by Maintenance
Conrac Blox	12455-79	Rodent Eradication	As needed by exterminator
Dipel DF (Biological insecticide)	73049-39	Control Tent Caterpillars	As needed by Maintenance
Capstone	62719-572	Noxious Weed –Tansy Ragwort & Knotweed Control	July or August by Kitsap Noxious Weed Control

The procedure adopted by the school district requires that at least 48 hours of notice be given to schools and school communities where herbicide or pesticide applications are scheduled. Compliance also includes:

- Updating the IPM Hotline (206-780-1885),
- Posting signs at the application site and providing a listserv labeled “NOTICE: PESTICIDE APPLICATION” and including; the pesticide product name, intended time and date of application, naming the specific location of the application, identifying the pest to be controlled, including contact names and numbers of the applicator, and listing the IPM hotline number,
- Displaying the listserv notice in a prominent place in the front office of the school effected, as well as on the school’s public calendar for 24 hours after the application, and
- Posting all signs for 24 hours after application, or longer, depending on the product label.

Exceptions to the above procedure are;

- In the case of an immediate threat to public safety, public health or the environment requiring quick action, such as the control of stinging insects, notices will be posted after the application,
- Uses of disinfectant to control microbial pests,
- Placement of insect or rodent bait stations not accessible to students, and
- School holidays when the school is unoccupied by students for 48 hours following the application.

You can sign up to receive BISD messages by going to www.bisd303.org. Select “Resources”, then select “Communications” and “Different Ways BISD Communicates” on the left.

ASBESTOS MANAGEMENT INFORMATION:

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970’s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which requires schools to be inspected to identify any asbestos-containing building materials (ACBM).

The Bainbridge Island School District developed an asbestos management plan in 1988 for each school, which is reviewed and updated regularly. Suspected locations of asbestos-containing building materials (ACBM) have been located, sampled, and rated according to condition and potential hazard. Along with yearly monitoring required by law, every three years, Bainbridge Island School District conducts a re-inspection to determine whether the condition of the known or assumed ACBM has changed. At the same time, recommendations are made on managing or removing the ACBM. The last re-inspection in October 2017, evaluated the condition of all identified materials listed in the Management Plan as ACBM (or assumed to be asbestos-containing). The district also has periodic surveillance of the ACBM performed every six months and submits the reports to the schools involved.

The management plan includes information related to: notification of the availability of the management plan; the status of asbestos activities; education and training of employees about asbestos and how to deal with it; notification to short-term or temporary workers on the locations of ACBM; the

posting of warning labels in routine maintenance areas where asbestos was previously identified or assumed; following set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and how to survey the condition of these materials every six months to assure that they remain in good condition.

Ordway, Commodore, and the older buildings at Bainbridge High School still contain ACBM although much of the original ACBM has been removed during previous remodels and upgrades. The Commodore Steam HVAC system was replaced over the summer of 2018 which made it necessary to remove (abate) asbestos in some areas of the building in strict accordance with the laws governing asbestos abatement. The district has no plans to remove, encapsulate, or enclose ACBM at Ordway or the BHS 300 & 400 Buildings during the 2019-20 school year. The demolition of the replaced Blakely Elementary School and BHS 100 Building in the summer of 2019 requires the identification and removal of all asbestos under the following guidelines; WISHA 23.35, WAC 296-155-775, WAC 296-65 and WAC 296-62. Any abatement will be completed by August 2019.

Based on their respective dates of construction and project specification requirements prohibiting the use and installation of asbestos containing materials, it is presumed that; Sakai, Woodward, Maintenance, Transportation, Administration and the new Wilkes building do not contain ACBM.

It is the intention of Bainbridge Island School District to continue to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees learn and work in a healthy and safe environment.

You are welcome to review the district's asbestos management plans. Copies of each building's plan are available at the school office. Please call Tamela Van Winkle, who is the School District's Designated Asbestos Program Coordinator, if you have questions about the District's Asbestos Management Program at 206-780-1595.

This notice is provided as required by law.

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HARASSMENT Statement of Understanding

Bainbridge High School 2019-2020

Bainbridge High School will not tolerate any form of harassment, including sexual harassment, of its employees, students, volunteers or parents. This is in accordance with District Policy 3706 and 3700.

HARASSMENT DEFINED

Harassment is defined as intentional acts, statements, or conduct which has the purpose or effect of interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive educational or work environment.

I have read the student handbook pages specific to HARASSMENT/SEXUAL HARASSMENT. I understand the definition of harassment and I understand the COMPLAINT PROCESS should I believe that I am the victim of harassment at Bainbridge High School.

Signature: _____ Date: _____

Student Name: _____

please print clearly – first and last name

Grade: 9 10 11 12 (circle your grade)

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