

State Street High School Student Handbook 2019-20

**Core Program
Home-Centered Learning Program
360-855-3550**

**800 State Street
Sedro-Woolley, WA 98284
Fax 360-855-3551**



Mission: State Street High School provides students with diverse academic and vocational skills, empowering their success in a changing world.

Vision: State Street High School is a personalized learning environment where students are valued as individuals and academically prepared for the future.

Welcome to State Street High School!

We value your child's attendance at our school. On our main campus we offer two programs to fit specific student needs.

PROGRAM OPTIONS

Core Program

9-12 Grade

- Held at the SSHS Main Campus location.
- Focused on subjects required for graduation.
- Traditional classroom model with self-paced courses available.
- Monday-Friday schedule.
- Smaller classes & supportive staff.
- Classes on quarters. Attendance is crucial for success in this program!

Core school schedule

M,T, Th,F;

Eagle time-7:45-8:00

Period 1-8:00-8:50

Period 2-8:55-9:50

Period 3-9:55-10:50

Period 4-10:55-11:45

Lunch-11:45-12:15

Period 5-12:15-1:10

Period 6-1:15-2:15

Late start-Wednesdays

Period 1-8:45-9:20

Period 2-9:25-10:05

Period 3-10:10-10:50

Period 4-10:55-11:45

Regular schedule the rest of the day

Home-Centered Learning Program

10-12 Grade

- Held at SSHS Main Campus location
- Focused on academic subjects needed for graduation.
- Independent home-based learning model.
- Attend mandatory weekly meetings or classes.
- Complete assignments on time.
- **Classes are scheduled weekly 12:15-2:15**

ACADEMIC ACHIEVEMENT

Graduation Requirements (Class of 2020-on)

English	4.0 credits
US History	1.0 credit
CWP/Civics	1.0 credit
World History	0.5 credit
Social Studies elective	0.5 credit
Mathematics	3.0 credits
PE/Health (.5 must be health)	2.0 credits
Science (1 credit must be lab)	3.0 credits
Fine Arts	1.0 credit
Occupational Education	1.0 credit
Open Electives	4.0 credits
<u>Pathway credits</u>	<u>3.0 credits</u>
Total Credits	24.0 credits

High school and beyond plan.

Pass Smarter-Balanced ELA and Math test or alternative arranged with counselor.

CONTACT INFORMATION

Street Address: ----- 800 State Street
----- Sedro-Woolley, WA 98284
SSHS Office: ----- 855-3550
SSHS Fax: ----- 855-3551
Office Hours: _____ Mon.-Fri. 7:00 am – 3:30 pm

Principal:
Barb Askland ----- 855-3753

Secretaries:
Sherilyn Poike ----- 855-3751
Kim Stiles (attendance)855-3767

Counselor
Jamie Betz-----855-3758
Student Assistance Professional
Roberta Martinelli-----855-3759

Teachers:
Tim McHugh855-3755
Paul McGuire -----855-3760
Amy Phillips-----855-3756
Carly Boyd..... 855-3764
Sarah Kreuter.....855-3783
Megan Tewinkel.....855-3550

E-Mail: All staff have e-mail and can be reached by addressing email with the first letter of their first name followed by their full last name and the ending as follows:

Firstname letter Lastname = flastname@swsd101.org

Barb Askland = baskland@swsd101.org

Academic/Vocational Planning

A registration meeting will be held with each student upon initial enrollment. Parents are encouraged to participate in this meeting. Graduation status will be reviewed. A high school and beyond plan will be developed with the student and counselor during the school year.

Course Grades

Students earn credit based on completion of courses of study. Each course is developed around what a student should be able to know and do within a subject. Students must demonstrate their knowledge and skills to pass each course. Grades are given at the end of each quarter. Students who are not passing classes will meet with the counselor to discuss academic options for success.

Being Prepared for Success

SSHS Programs are Programs of Choice. Students choose to attend SSHS for many reasons coming from many different backgrounds. Our programs are created to meet their needs and preferred learning setting. It is each student's responsibility to come ready to make the best of each day and move forward in their education. All students and parents must sign an enrollment agreement indicating agreement and acceptance of the student's responsibility to be prepared to learn each school day.

Students who do not make adequate progress will be met with by the administrator and a plan for academic success will be created. This may include moving to a different program.

Procedures and Practices for Success

Core Program: Parents are key to each student's success. Core grades are posted on the website. Parents can view a student's progress at any time. Passwords and instructions for access are given upon enrollment. Please contact us if you haven't received it. For an appointment to meet with a student's teacher, counselor or the principal please call 855-3550. Parents will be contacted for a conference if a student is falling behind academically or in attendance. Please contact us at any time if you have any questions about your student's progress.

Home-centered Learning Program: Parents will receive a letter and a phone call if their student is behind on hours or academic requirements. If students do not make-up their missing hours or work, a conference will be called to enroll the student in a new program. Each 5 hours a student is behind counts as a day's absence. Students who are not making satisfactory progress 2 weeks in a row will be transferred into another program.

Attendance - Schedule:

Core academic classes run from 7:45 a.m.-2:15 p.m. Mon.-Friday. The school campus is open from 7:00 a.m. until 3:30 pm. Core students may use the Sedro-Woolley School District bus system. If they are on SSHS or the SWHS they need to be enrolled in classes during the time they are there. Students on a shortened day schedule must provide their own transportation to or from school as needed. **Students are expected to be on time and in school. Excessive tardies or absences will result in a loss of classes.**

Attendance - Sign-in / Sign-out:

The sign-in sheet on the reception desk records attendance in school. All students must sign-in when they arrive on campus and must sign-out when they leave campus. Once a student has signed-in, they may not leave campus. Once a student signs out they must leave campus.

Attendance - Absence from School:

Regular and on-time attendance is very important to each student's success. The parent/guardian must call or send a note within 24 hours to notify the main office if your child is excused for an absence from school. The school office will call the guardian phone number when a student is absent unless the parent has pre-arranged the absence. Students may be excused from school for illness, a death in the family, legal/medical appointments, or other family emergencies. Students who have frequent or long-term absences must meet with the principal or counselor to make a plan so that they don't fall behind.

Students who have more than five (5) days unexcused absences in one month or more than ten (10) days unexcused absences during the school year must be referred to the truancy board or the courts under the BECCA law. A day of unexcused absence is counted when a student is absent without an excuse for more than a half-day.

Cell Phones:

Are not allowed to be used during class. Phones will be taken and returned at the end of class. This has become a huge problem.

Textbooks:

Basic textbooks and supplementary materials are provided to all students free of charge. Each student is responsible for maintaining textbooks checked out to them and returning the book in satisfactory condition. Students will be charged a fee or replacement charge for books not returned or damaged.

Telephone Use:

School phones are for school business and private use is limited to communication directly related to school activities. **The use of cell phones or allowing audible cell phone rings during class is not allowed.**

School Lunches & Breakfasts:

School lunch and breakfast are served daily. All SSHS students will receive free breakfast and lunch this year.

Free and Reduced Priced Meal applications still must be filled out yearly. You have a number of options for obtaining and completing a meal benefit application from the Sedro-Woolley School District website:

- Free and Reduced Priced Meal application forms may be printed from the SWSD website. Please submit that form by returning it to your child's school. You only have to complete one form if you have children in multiple schools.
- You can complete an "on-line" application for meal benefits from the SWSD website.

The Main Campus:

All students must sign-in upon arrival and must sign-out when they leave campus. It is a closed campus except for 15 minutes at the beginning of the lunch break. Students are not allowed to drive off campus during lunch. Students are not allowed to return to campus once they leave unless arrangements have been made with administration.

Student Parking:

Students who drive to school must park on campus in the designated parking area. Students may not be in their car during the school day or during lunch. Vehicles parked on campus may be subject to search by school personnel. Drugs, alcohol, weapons and other not allowed items on school premises are not allowed in vehicles parked on campus.

Traffic Regulations:

Students must operate vehicles in a safe manner while on or adjacent to school property. All regulatory signs and posted traffic rules must be followed. Students who violate traffic regulations will not be allowed to drive their vehicle to school. Cars must stay on campus until you leave. Once you leave you are not allowed back until the next day unless arrangements have been made with administration.

Tobacco:

Per state and federal law and school board policy, tobacco products are not allowed to be used on the campus. This includes smokeless tobacco, vapes and e-cigarettes. Use during the school class day will result in detention. Continued use will result in a conference and possible change of program.

Controlled Substance Abuse:

It is in direct violation of the law to possess use or to be under the influence of alcohol or any other controlled or illegal substance. It is also against the law to purchase, sell or share with others any controlled or illegal substance. Any violation of these laws may include the calling of law officials, and/or immediate emergency expulsion. Parents will be contacted and students will be removed from school until they are able to return without being under the influence. Continued use will require a conference and possible change of program.

Dress Code

Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- a. A health or safety hazard shall be presented by the students' dress or appearance including possible membership in a gang or hate groups, offensive messages to any student or staff.
- b. Damage to school property shall result from the student's dress; or
- c. A material and substantial disruption to the educational process will result from the student's dress or appearance.

For the purpose of this policy, a material and substantial disruption of the education process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, and/or gang related apparel.

We ask that parents support this process. Students violating the dress code will be required to obtain a change of clothes from home or wear a shirt provided by the school.

Prohibition of Harassment, Intimidation and Bullying

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons, that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property
- Has the effect of substantially interfering with a student's education
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Filing an Incident Reporting Form

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

More information regarding this policy can be found on the district website: www.swsd101.org

DISCIPLINE

Student Conduct

The following acts by a student while on school property (or in reasonable proximity thereto) or at any school-sponsored activity or event off school property, including school-provided transportation, field trips, and out of town athletic events or activities, may constitute cause for corrective action by authorized district personnel.

Disruptive Conduct (BP 3240P) – Level 1 – 3, severe or repeated offenses may be Level 4

A student will not intentionally cause substantial and/or material disruption of any school operations.

The following illustrate the kinds of offenses that are prohibited:

- Causing a disturbance or disruption on school grounds, at school activities, or on district-provided transportation, including substantially interfering with any class or activity;
- Cheating, disclosure of exams, or alteration of school records;
- Defiance of school personnel by:
 - Refusal to cease prohibited behavior;
 - Refusal to leave an area when instructed to do so by school personnel;
 - Refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
 - Disobedience of reasonable requests, instruction, and directives of school personnel;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Gambling or encouraging other students to gamble;
- Gang Activity: A student shall not knowingly engage in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes;
- Gang-related behavior, association, and/or affiliation;
- Harassment of others;
- Inappropriate dress or appearance (see Dress Code section above)
- Inappropriate use of technology;
- Intentionally defacing or destroying the property of another;
- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Leaving Campus During School Hours: A student shall not leave the school campus during the school day unless excused by the school office;
- Loitering: A student shall be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted.
- Occupying a school building or school grounds in order to deprive others of its use;
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Use or possession of tobacco or tobacco-like products: Tobacco and tobacco-like products includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, liquid nicotine, nicotine delivering devices, electronic cigarettes, vapor devices, vapor pens, non-prescribed inhalers, chemicals or devices that produce the same flavor or physical effect of nicotine substances, and any other smoking equipment, device, material, or other tobacco innovation;
- Using any object in a dangerous manner;

Exceptional Misconduct: (BP 3240P) – Level 4 – 6

- Arson;
- Assault, if the assault involves injury to another; bodily fluids or a weapon;
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the students' presence on school grounds poses a danger to other students and staff;
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds, the school zone, or at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, social media threat, cyber-attack; computer hacking; etc;

- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, ting, kicking, choking, and scratching or any other acts in which a student intentionally hurts another student.
- Harassment/intimidating /bullying/extortion of others;
- Possession, use, sale, or delivery of an alcoholic beverage or any illegal controlled chemical substance or drug paraphernalia;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled chemical substance;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation or through using an electronic device;
- Theft on school grounds, at school activities, or on school provided transportation; or knowingly possessing stolen property;
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, air guns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law;
- Alteration of Records and Cheating: A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action. Cheating: Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others;
- Alcohol, Chemical Substances and Tobacco Products: A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcohol or controlled substance, including marijuana.

Normal Action Steps:

Step #1: Warning/Resolution of Problem: When possible a warning will be given by a staff person so that the problem may be able to be resolved with the cooperation of the student.

Step #2: In-School Measures: Minor violations and first-time offences may be handled by direct intervention by school staff. A teacher, school counselor, paraprofessional or principal may be able to discuss the incident with the students involved and resolve conflicts or help students correct their behavior. Time out of class or actions to correct or apologize for behaviors may allow a student to continue in school for the day. Parents will be notified by phone or mail if a student is referred to the office for disciplinary reasons. Students may be assigned detention from 7:30-7:45 or 11:45-12:00 or 2:15-2:30. Parents will be notified if detention is assigned.

Step #3: Sent Home for the Day: If the problem cannot be resolved, the student will be sent home for the remainder of the day. The student may make a phone call to notify parents or get a ride but then must sign out and leave campus immediately. The student may not return to campus for the remainder of the day. Parents will be notified and students may be required to participate in a meeting to review their plan of success.

Step #4: Short Term Suspension: For repeated or severe violations a student may be suspended from school for 1-5 days. A student shall have a conference with the school principal where specific charges, evidence and explanation will be given. The student shall have the opportunity also to present his/her explanation at the conference.

Step #5: Long-Term Suspension/Expulsion: For specific severe actions or on-going patterns of behavior a student may be long-term suspended for more than 5 days and up to the remainder of the school year or be expelled from school. As required by Board Policy 3323 a hearing will be made available to the affected student and parent(s).

Step #6: Legal Action: In cases where students engage in illegal actions, parents will be contacted and legal action will be taken. This may include notifying police, filing charges against the student or filing petitions directly to the court. Students who violate any zero-tolerance policies will be emergency expelled until an investigation is completed and any disciplinary actions taken. If a student is truant, (under the age of 18 without a GED), a Truancy Petition will be filed with the court. Truant, for our program, is defined as not meeting the minimum attendance hours to remain enrolled.

Student Rights and Responsibilities

Each student served by the school district has the following rights:

- An equal educational opportunity with freedom from discrimination because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap
- Freedom of speech and press, peaceful assembly (during non-class time), and redress of grievances subject to reasonable limitations upon time, place and manner of exercising such rights
- Freedom from unreasonable searches or seizures (see also “search & seizure” in this handbook)
- Freedom from unlawful interference in his/her pursuit of an education

Due Process

Parents and students have the right to appeal disciplinary decisions. The discipline action will continue during the appeal procedure unless the principal or his/her designee elects to postpone such action. The appeal process must take place in the following order:

1. Building Level – All appeals initially take place at the high school with the building principal or his/her designee.
2. District Level - If the differences are not resolved at the building level, then parents and students have the right to present their appeal orally or in writing to the assistant superintendent upon two school business days’ prior notice if short term suspension of 10 days or less and three school business days’ prior notice if long term suspension of 11 days or more.

3. Board of Directors - If the differences are not resolved at the district level, then upon two school business days' prior notice, parents have the right to appeal to the Board of Directors and these procedures are provided for parents to do so. In general, the law provides for:
 1. A written notice relating to an opportunity for a hearing will be delivered in person or by certified mail (within 24 hours in the case of emergency expulsion). The notice will:
 - a. Be in the predominant language of the family
 - b. State the alleged misconduct and the rules violated
 - c. State the corrective action proposed
 - d. State the right of the student to a hearing and the time limit within which parents must reply
 2. A request for a hearing will be accepted in writing (or orally in cases of physical handicap or language difference) within three school business days (ten days in cases of emergency expulsion). If the request is not received within three days (ten days - emergency expulsion), the student waives his or her right to a hearing and the corrective action will be imposed.
 3. If a request is received, the hearing will be scheduled as soon as possible and no later than three (3) school business days.
 4. A written decision stating the hearing officer's conclusions and the form of corrective action to be imposed will be provided to the parents and student. (A decision will be given within one (1) school business day in cases of emergency expulsion).
 5. Appeals may be made to the Board of Directors within three (3) school business days after the date of the hearing decision. The Board will schedule and hold an informal conference to review the matter.

Families or Youth in Transition

If you are currently in transition or in a temporary living arrangement (living in a motel, shelter, with another family, or in a camper/trailer) due to financial hardship or similar reason, you may qualify for support services under the McKinney-Vento Act. To learn more, call the Special Programs office at 855-3565

Video Surveillance on School District Grounds

The district is committed to maintaining and promoting a safe environment for all students, staff members and visitors on its campuses. The Board recognizes that the use of video surveillance may help ensure the safety and security of students, staff members, and visitors; protect District property from loss or destruction; prevent and deter criminal activity and conduct violations; and assist with the enforcement of District policies, procedures, and rules. As a result, the Board authorizes the use of video/electronic surveillance systems on school grounds or property for these purposes. Board Procedure 4205P includes information on the following: 1. Camera Location, Operation and Control; 2. Use of Surveillance Video Footage; 3. Custody, Control, Retention and Disposal of Video Surveillance Footage; 4. Student Records and/or Personnel Records; and 5. Access to, and Inspection and/or Release of Video Surveillance Footage.

Non-Discrimination Notification

The Sedro-Woolley School District No. 101 is an EEO/AA Employer. The Sedro-Woolley School District complies with all federal rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to all designated youth groups as defined in Title 36 of the U.S. code as a patriotic society. This holds true for all District employment opportunities. Inquiries regarding compliance procedures may be directed to Darrell Heisler, Civil Rights, Title IX/Affirmative Action Officer and ADA Coordinator at 801 Trail Rd., Sedro-Woolley, WA 98284, 360-855-3500, Anthony Smith, 504 Plan Coordinator at 201 N. Township St., Sedro-Woolley, WA 98284, 360-855-3565.

