2012 – 2013
Clallam Bay School

Home of

BRUIN PRIDE

Middle and High School Parent Student Handbook
A Message from the Principal

Dear Bruins,

Welcome to the 2012-2013 school year! There has been a lot of work behind the scenes to make sure this is the best year ever for Clallam Bay School. As the year begins, I would like to challenge each of you to discover what your personal role is in maintaining the strong tradition of excellence that Clallam Bay School is known for. We are ALL a part of this success and your role is a key component!

The beginning of a school year is always exciting; new beginnings, reunion of friends, and one step closer to the ultimate goal: graduation. I would like to remind everyone of the personal responsibility each one of us must demonstrate in order to make the most of the educational opportunity we have this year. Setting high standards, expecting excellence in all we do, putting people first, and creating a positive environment is expected everyday to set the tone for an incredible school year. We are ALL responsible for making this happen.

The commitment of the staff at Clallam Bay School is to provide support for every student at Clallam Bay School, assisting them in overcoming challenges and reaching their goals. Our goal is to have each of you take full advantage of the opportunities and the possibilities which will help you develop the skills necessary for you to be successful in the future.

This handbook is a roadmap to guide you through your education. We hope that you will use it to help clarify questions you might have along the way. I know that you will demonstrate Bruin Pride everyday and make the most of the educational opportunities available to you at Clallam Bay School.

The vision of Clallam Bay School is to create a learning partnership of students, staff, families, and community. This can only be accomplished when ALL stakeholders work together in a cooperative effort that is focused, intentional, and positive. Our partnership is committed to creating an environment where EACH student achieves success every day. The mission of Clallam Bay School is to:

- Provide a learning environment where students are challenged to succeed daily.
- Prepare students for learning, living, and working cooperatively in an ever-changing world.
- Value and respect diversity.

As principal, I look forward to all this next year has to offer. If you have any questions about any of this information, please contact me at school and I will be happy to personally discuss the information with you. Together, we can make school a good place for children to learn and grow.

Sincerely,

Stephanie Teel
Principal
2012-2013
CLALLAM BAY MIDDLE AND HIGH SCHOOL
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Clallam Bay...a small school with a BIG vision.

Cape Flattery School District Mission Statement

The mission of the Cape Flattery School District, in partnership with the Cape Flattery communities, is to insure that each student be given the opportunity to gain the knowledge, skill, and self-esteem necessary to become a contributing member of society.

Clallam Bay School Mission Statement

The mission of Clallam Bay School is to:
- Provide a learning environment where students are challenged to succeed daily.
- Prepare students for learning, living, and working cooperatively in an ever-changing world.
- Value individual differences and respect diversity.

Clallam Bay School Vision

The vision of Clallam Bay School is to create a learning partnership of students, families, and community. Our partnership is committed to creating an environment where EACH student achieves success EVERY day.

School Motto

*Learn* from the past, *believe* in today, and *dream* for tomorrow.

School Song

Cheer for our Clallam High
For gold and black
Fight for the honor of our school
And we will cheer you
Let not a player score
Against our team
For Clallam Bay everyone
Stand up and fight to win this
Victory tonight!

School Mascot and Colors

Our school mascot is the Clallam Bay Bruins. Our colors are black and gold. We encourage students and staff to wear these colors on special days.
### Principal
Mrs. Stephanie Teel  
steel@cfsd.wednet.edu

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<tr>
<th>Department</th>
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<tr>
<td>Middle School</td>
<td>Courtney Sollars</td>
<td><a href="mailto:csollars@cfsd.wednet.edu">csollars@cfsd.wednet.edu</a></td>
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<tr>
<td>Middle School</td>
<td>Kelli Wilson</td>
<td><a href="mailto:kwilson@cfsd.wednet.edu">kwilson@cfsd.wednet.edu</a></td>
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<tr>
<td>Middle School</td>
<td>Bea Young</td>
<td><a href="mailto:beaj@cfsd.wednet.edu">beaj@cfsd.wednet.edu</a></td>
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<tr>
<td>Middle and High School</td>
<td>Kris Hanson</td>
<td><a href="mailto:krishans@cfsd.wednet.edu">krishans@cfsd.wednet.edu</a></td>
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<td>Academic Counselor</td>
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<td>Middle and High School P.E.</td>
<td>Sandy Roberts</td>
<td><a href="mailto:sroberts@cfsd.wednet.edu">sroberts@cfsd.wednet.edu</a></td>
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<tr>
<td>High School</td>
<td>Lori McCoy</td>
<td><a href="mailto:lmccoy@cfsd.wednet.edu">lmccoy@cfsd.wednet.edu</a></td>
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<td>High School</td>
<td>Lisa Salazar</td>
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<tr>
<td>High School</td>
<td>Chris Ward-Guthrie</td>
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<td>Special Education</td>
<td>Diana Leiza</td>
<td><a href="mailto:dleiza@cfsd.wednet.edu">dleiza@cfsd.wednet.edu</a></td>
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<tr>
<td>Library Para Ed</td>
<td>Melanie Herndon</td>
<td><a href="mailto:herndonmn@cfsd.wednet.edu">herndonmn@cfsd.wednet.edu</a></td>
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<tr>
<td>Technology Center Para Ed</td>
<td>Julie McKay</td>
<td><a href="mailto:jmckay@cfsd.wednet.edu">jmckay@cfsd.wednet.edu</a></td>
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<td>District Speech Therapist</td>
<td>Shannon McIntire</td>
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<td>District Elementary Counselor</td>
<td>Carol Turner</td>
<td><a href="mailto:cturner@cfsd.wednet.edu">cturner@cfsd.wednet.edu</a></td>
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<td>School Psychologist</td>
<td>Emily Gustafson</td>
<td><a href="mailto:egustafson@oesd.wednet.edu">egustafson@oesd.wednet.edu</a></td>
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<td><a href="mailto:kbowlby@cfsd.wednet.edu">kbowlby@cfsd.wednet.edu</a></td>
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<td>Paul Bowlby</td>
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<td>Sandy Reeves</td>
<td><a href="mailto:sreeves@cfsd.wednet.edu">sreeves@cfsd.wednet.edu</a></td>
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<td><a href="mailto:stumulty@cfsd.wednet.edu">stumulty@cfsd.wednet.edu</a></td>
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<td>Maintenance/Custodian</td>
<td>Dale “Pete” Mohr</td>
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<td></td>
<td>Cassie Burrow</td>
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<td>Cathy Jewett</td>
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<td>Debbie McDonald</td>
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<td>Secretaries</td>
<td>Karen Dukes</td>
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<td></td>
<td>Kim Gregory</td>
<td><a href="mailto:kgregory@cfsd.wednet.edu">kgregory@cfsd.wednet.edu</a></td>
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CLALLAM BAY SCHOOL  
P.O. Box 337  16933 Hwy 112  
Clallam Bay, WA 98326  
Tel: 360-963-2324  Fax: 360-963-2228
### 2012 – 2013 Student Calendar

#### Start and End Times
- Grades K-12: 8:00 to 2:30
- Early Releases are @ 12:00

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### Important Dates
- **August 2012**
  - Students 1st Day
  - Early Release – Students & Staff
  - Awards Assembly
- **September 2012**
  - Students 2nd Day
  - Early Release – Students & Staff
  - Awards Assembly
- **October 2012**
  - Early Release – Students & Staff
  - Awards Assembly
- **November 2012**
  - Early Release – Students only
- **December 2012**
  - Holiday Break
- **January 2013**
  - Winter Break
- **February 2013**
  - Early Release – Students & Staff
  - Awards Assembly
- **March 2013**
  - Early Release – Students only
  - Awards Assembly
- **April 2013**
  - Early Release for Grading
  - Term 3 Ends
  - Spring Break
- **May 2013**
  - Early Release – Students & Staff
  - Awards Assembly
- **June 2013**
  - Graduation
  - Last School Day!

### Additional Information
- **Emergency Closers:** 963-2324 Press 7 or call 963-2154
- **Attendance:** 963-2324 Press 2
- **Office Phone:** 963-2329
- **Fax:** 963-2324 Press 0
- **Spring Closings:** 963-2324 Press 1
- **Emergency Closure Notification:** 963-2324 Press 7
2012 – 2013 Clallam Bay School ASB

ASB Advisors   Mrs. Erickson
Mrs. Herndon
ASB Bookkeeper   Mrs. Dukes
President   Donald Hanson
Vice President   Justin Welever
Treasurer   Jeddie Herndon
Secretary    Hannah Larrechea
Activities Coordinator  Inga Erickson

Activities for Students

We encourage all students to become involved in a variety of activities offered at Clallam Bay School. Students who participate in an activity can more closely identify with the school and therefore develop a feeling of pride and loyalty. The purpose of the Associated Student Body (ASB) is to promote the welfare of the school, to encourage loyalty and school spirit and develop leadership. Every student is a member of the association. Officer elections are held in the spring each school year, and all eligible students are encouraged to run for office.

Requests for money come throughout the year. Almost everything is optional: paperback books through book clubs and library book fairs, school pictures, and annuals. Some outlay is virtually required: school party fees, occasional field trip admissions, and ASB cards. **ASB cards are $20 (Elementary), $25 (Middle and High School), and $35 (Adult Season Passes).**

ASB, Club, and Sports Eligibility

A student must have a 2.0 GPA with no F’s, purchase an ASB card, and have no behavior contracts in order to participate in school related sports and/or extra-curricular school activities that occur after school.

In addition to these requirements, students who participate in sports must pick up an Athletic packet and return to office when completed. To be eligible a student must do the following:

- Sign and submit a code pledge
- Submit proof of insurance or a waiver
- Submit “permission to treat” form
- Submit proof of “physical” form

Teachers will submit grades electronically to the Athletic Director. Grades submitted will reflect the grades from the previous week.
School Dances

Our ASB will sponsor two dances each year: Fall Homecoming and Winter Homecoming. The hours for these dances will be from 9:00 p.m. - 12:00 a.m. and will be chaperoned by school employees and parent/community volunteers. The school rules for dances include the following:

- If a student leaves the dance they may not return.
- Students may not bring drinks or food into the dance. (ASB will provide refreshments).
- All guests, with the exception of alumni, must fill out a “Dance Guest Form” provided by the school office at least three days in advance. All guests are subject to the approval of the principal and are required to bring photo I.D. to the dance.
- All guests must be under the age of 21.
- All guests must be enrolled in school (high school or college).
- Students displaying inappropriate behavior, inappropriate language, or inappropriate dancing will be asked to leave.

The senior class will sponsor the senior prom each year. This dance will be conducted in the same manner as the ASB sponsored dances and the same rules will apply. In some instances seniors may get special permission to invite a guest that does not meet the above guidelines. These guests are subject to the approval of the principal.

Throughout the year there may be other small dances sponsored by classes or clubs. These dances will be held to the same standards for guests and rules as all other dances.

Academic Success

Clallam Bay School encourages, accepts, and celebrates the individuality and efforts of all students while cooperatively seeking academic excellence.

- Textbook maintenance and classroom preparations are building blocks for excellence.
- Textbooks are issued to the students as their personal property for the year. Students are required to keep their books in good condition. Fines will be issued for any damaged or lost books.
- All students are expected to come to school prepared for class with paper, pencils, pens, completed homework, and necessary books.

Teamwork of students, parents, and staff support create the cooperative framework for success. Be involved in your education...participate in discussions, ask questions, offer to tutor others, make arrangements to meet with teachers before or after school.
Students and parents will meet with the counselor in August prior to school starting in order to schedule their classes for the year. The counselor will assist them in choosing the appropriate classes to meet their graduation requirements and their interests. Students have one week to change classes after the first day of class. Students may not change classes at any other time during the semester. Students requesting special permission to drop a semester class at the quarter will not receive credit for the dropped class.

We are anxiously looking forward to teaching and learning from your children this year. The process of teaming with each other will be an incredibly exciting learning experience for all of us. We have taken great joy in the creations of what we believe to be the best possible learning experience for your child and are looking forward to the new school year.

**Curriculum**

The Clallam Bay School will be working in partnership with the Washington State Commission on Student Learning to raise the standards for all students in the State of Washington. Those standards focus on achievement of four state learning goals.

- **Goal 1-** Read with comprehension, write with skill, and communicate effectively & responsibly in a variety of ways and settings.
- **Goal 2-** Know and apply the core concepts and principles of mathematics; social, physical & life sciences; civics & history; geography; arts; and health & fitness.
- **Goal 3-** Think analytically, logically & creatively, and to integrate experience and knowledge to form reasoned judgments and solve problems.
- **Goal 4-** Understand the importance of work and how performance, effort and decisions directly affect career and educational opportunities.

Our students are making progress towards these goals. For more detailed information on how Clallam Bay students are progressing please visit www.k12.wa.us.

**Honor Code**

We want all of our students to be prepared for life after high school, no matter which of the five paths one can choose: the workforce, the military, a technical school, a two-year college, or a four-year college/university. One of the most important readiness attributes for successful people in life after high school is the ability to demonstrate ethical behavior. To this end, students need to understand, master, and implement an Honor Code in their secondary activities.
The Honor Code provides an expected structure for faculty and students when judging what behaviors are appropriate and inappropriate in academic contexts. Students are expected to act with honesty and integrity in all academic matters (including but not limited to: classwork, homework, tests, quizzes, projects, research papers, essays, labs, and lab reports), and to refrain from representing the work of another person as their own.

Behaviors which constitute a breach of the Honor Code include, but are not limited to the following:

- Copying from someone or allowing someone to copy from you.
- Seeking help from another person when a teacher would not allow outside help.
- Plagiarizing.
- Using explicitly forbidden resources for a take-home exam, project, or other assignment.
- Submitting the work of another person as your own,
- Knowing that another student has violated any of the above actions and not reporting the violation to a teacher or the principal.

If you are not certain if an academic behavior violates the Honor Code, ask a teacher before you engage in the behavior.

Consequences for violating the Honor Code:

- First Offense: Loss of grade (get a 0), 1 day after school detention, parent contacted, loss of trust
- Second Offense: Loss of grade (get a 0), parents/guardians notified, 3 days of after school detention, parent meeting with principal
- Third Offense: Loss of grade (get a 0), parents/guardians notified, 5 days of after school detention, Behavior contract
- Fourth Offense: One day suspension, one letter grade deducted from current grade in class in which violation occurred

Using Technology

Clallam Bay School is committed to helping the students learn with and about technology. However, we are also committed to keeping students safe and preserving the educational process. Consequently, there are several rules regarding student use of school equipment.

1. All students using the Internet are required to have a parental permission form on file with the school.
2. No instant messaging (IM) is allowed on campus.
3. Students may send or receive e-mail as related to DLD or classroom assignments only.
4. Students may not download music to school computers for any reason. New laws make the school district liable and culpable if this action happens, so it is strictly prohibited.

5. Computers may be used for games only at the discretion of a teacher and with direct supervision.

6. No chat lines/rooms.

7. No ordering merchandise on line.

8. No mistreatment of any computer and/or equipment.

Students who disregard these rules and procedures will have their computer privileges suspended for first offenses and ultimately, revoked if the infractions continue.

Electronic Devices

While on school property, students shall not use personal electronic devices such as cell phones, iPods, MP3 players, or any other such devices. These devices shall be turned off prior to coming on the school campus and operated only after leaving campus after the regular school day. Students who use these devices during the day will have them confiscated by staff. Refusal to give them up will result in suspension for defiance. School Board policy allows the principal to restrict a student from bringing any electronic device to campus if the student repeatedly violates these restrictions which are in place.

Special Responsibilities of 18 Year-Old Students

Any student who will turn 18 during the school year must have a parent submit a note at the beginning of the school year that will state:

“As the parent of a 17 year-old student, I will obligate my student to follow all school policies & procedures once s/he turns 18. I understand that the student will revert to my control, even if 18, if s/he consistently violates these policies and procedures.”
Graduation Requirements

The following subject areas of study and credits are the minimum required for graduation (a school’s requirements may be higher than the state minimum):

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<td>English</td>
<td>3 credits</td>
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<td>Math</td>
<td>3 credits</td>
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<td>Social Studies</td>
<td>2.5 credits</td>
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<tr>
<td>Science (one must be a lab)</td>
<td>2 credits</td>
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<td>Occupational Education</td>
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<td>Health and Fitness</td>
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<td>Arts</td>
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<td>Electives</td>
<td>5.5 credits</td>
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<td><strong>Total Required Credits</strong></td>
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Many colleges and universities differ from the state and/or school requirements. If you are planning on attending a four-year college or university, you must meet their minimum requirements. Please see the academic counselor for more specific information.

Credit Recovery

Students who have failed courses and are behind on total graduation credits will be allowed to make up credits on their own time in the following ways:

1. Attend summer credit retrieval classes,
2. Complete Independent Study packets,
3. pay for credits from a reputable institution. Please check with the high school to make sure we will accept credits from another institution BEFORE you pay for the course, or
4. if approved and scheduling conflict exists, credits may be recovered via DLD.

**Graduation Requirements**

A high school diploma is more than a rite of passage. It should signify to anyone — college admissions counselors and professors, employers and families — that a student worked hard, was challenged and is prepared for the next steps in life. To help ensure that, Washington’s graduation requirements were changed. Now, ALL public high school students, regardless of their ambitions after high school, are expected to show they have a solid foundation of skills and knowledge.

**State & Local Requirements**

School districts may have additional graduation requirements, such as community service. Students and their families should be aware of all state and local graduation requirements when they begin high school.

The state’s graduation requirements, as established by the State Board of Education, represent a portfolio of a student’s high school career. That portfolio, composed of four elements, is proof that the student has acquired the necessary skills to succeed both personally and professionally in an increasingly complex world.

Students are held to the graduation requirements that are in place when they first enter ninth grade. The requirements do not change even if the student’s graduation year changes.

**State Graduation Requirements**

In addition to the credit requirements, to earn a diploma each student must:

1. **Complete a High School and Beyond Plan**

Within the first year of high school enrollment, each student will develop a plan for satisfying the state and district’s high school graduation requirements and for their first year after high school completion. The plan should include how the student will satisfy the district’s academic credit requirements, preparation for successfully completing the statewide assessment, a description of the student’s culminating project and the student’s foals for the year following graduation. Each student plan should be reviewed annually at the beginning of the school year to assess student progress, to adjust the plan, and to advise the student on steps necessary for successful completion of the plan.
2. Complete a Culminating Project

During the course of their high school career, each student will complete a culminating project. The project will demonstrate the student’s ability to think analytically, logically, and creatively and to integrate experience and knowledge to form reasoned judgments and solve problems. The project will also have a connection to the world of work in that it will demonstrate that the student understands the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities.

3. Complete Math Requirements

Students in the classes 2013 and 2014 must pass one end of course assessment (Either Algebra I or Geometry or their integrated math equivalents) or state-approved alternative. Students in the classes of 2015 and beyond must pass two end of course assessments (Algebra I and Geometry or their integrated math equivalents) or state-approved alternative.

4. Complete Science Requirements

Students in the class of 2015 and beyond must pass the biology end of course assessment or a state-approved alternative.

5. Pass State Tests OR State-Approved Alternatives

Beginning in the 2009-2010 school year, the high school Washington Assessment of Student Learning (WASL) was replaced by the High School Proficiency Exam (HSPE). Visit www.WAtesting.com for more information. Students receiving special education services must pass state-approved special education in reading, writing and math alternate assessments.

Students in the Class of 2013 are required to pass three state exams (reading, writing, and math) and earn a Certificate of Academic Achievement, or Certificate of Individual Achievement for students in special education. Beginning with the Class of 2015, students must pass reading, writing, two end-of-course math exams and one science end-of-course exam to earn a CAA or CIA.

READING and WRITING

Class of 2013 and beyond: Students can meet reading and writing graduation requirement by:
- ✔️ Passing the reading and writing high school HSPE OR
- ✔️ Passing a state-approved alternative, also known as CAA Option
MATH

**Class of 2013 and 2014:** Students can meet the math graduation requirement by:
- Passing **one** math end-of-course exam (algebra 1 or geometry), or their integrated math equivalents OR
- Submitting scores on the math ACT or math SAT (to be determined by summer 2012), or 3 or higher on calculus or statistics Advanced Placement course exams OR
- Submitting a GPA comparison (this is not considered a math assessment, and students must still take a legislatively approved math assessment) OR
- Submitting a successful math Collection of Evidence

**Class of 2015 and beyond:** Students can meet the math graduation requirement by:
- Passing **two** math end-of-course exams (algebra 1 and geometry), or their integrated math equivalents OR
- Submitting scores on the math ACT or math SAT (to be determined by summer 2012), or 3 or higher on calculus or statistics Advanced Placement course exams OR
- Submitting a GPA comparison (this is not considered a math assessment, and students must still take a legislatively approved math assessment) OR
- Submitting a successful math Collection of Evidence

SCIENCE

**Through the Class of 2014:** Passing a state science exam (WASL/HSPE/EOC) is not required for high school graduation.

**Class of 2015 and beyond:** Beginning with the Class of 2015, students must pass a biology end-of-course exam, which debuts in spring 2012.

Alternatives to Passing State Exams:

**Certificate of Academic Achievement Options**
Students who have the skills and knowledge but can't demonstrate those skills on state tests can use the CAA Options, or state-approved alternatives, to meet graduation requirements in reading, writing and math. **Note:** Students must have a valid score on the WASL/HSPE/math EOC before attempting any of the following alternatives:

**Collection of Evidence (COE)**
There are new eligibility requirements for the collection of evidence beginning in the 2011-12 school year.

**Class of 2013 and 2014:** Students compile a set of classroom work samples in reading, writing and math with the help of teachers. The math
COE will be available for students in the class of 2013 beginning in 2012-13. 
Note: The science COE will debut beginning with the Class of 2015.

GPA Comparison (12th graders only)
☐ Students in 12th grade must have an overall GPA of 3.2 or higher. A student’s grades in math courses and/or English courses are compared with the grades of students who took the same courses AND passed the HSPE. This option is not considered an assessment. Note: Science is added to this alternative beginning with the Class of 2013.

College-Entrance Exams/AP Classes

☐ Passing scores on one or more of the national tests: Minimum acceptable scores are:
  ➢ Reading SAT: 350 ACT: 13
  ➢ Writing SAT: 380 ACT: 15
  ➢ Math SAT: 470 ACT: 19

☐ A score of 3 or higher on Advanced Placement tests: Those tests are:
  ➢ Reading English literature and composition, macroeconomics, microeconomics, psychology, U.S history, world history, U.S. government and politics, comparative government and politics
  ➢ Writing English language and composition
  ➢ Math Calculus or statistics

Note: Students in the Class of 2013 and beyond must earn their CAA to graduate in reading, writing and math. Science is added to the requirement for the Class of 2015.

Transfer Students

A student who transfers into Washington public high schools in 11th or 12th grade from out of state or an in-state non-public setting (home school or private school) has immediate access to the CAA Options and does not have to take our state exams. If a student has already passed an approved exam in their previous state, he/she can use those results.

Senior Graduation Responsibility

In order for a student to graduate, all Senior Project requirements must be met and the student must receive a passing grade (at least a D) in all classes (including independent study, correspondence courses, Running Start, and work experience) prior to Senior check out. For example, a student with five periods of classes and sixth period of work experience must have a least a D in all six periods. A senior jeopardizes involvements in graduation ceremonies in June if this requirement is not met. Consequently, students must continue to maintain passing grades in all classes until commencement.
In order to keep parents informed about their senior’s graduation status, letters which inform parents about graduation status will be sent at the end of the first semester and again at the end of the third quarter. Senior eligibility checks will occur regularly during the fourth quarter.

If a student does not meet these requirements, and has demonstrated adequate attendance (90%), s/he must participate in the development of an action plan with the principal and the classroom teachers to remedy the Fs. A senior with significant attendance problems, including tardies, may not be offered an action plan option.

Diplomas will only be issued at commencement for those students whose fines and fees are paid in full. If not, graduates will be able to pick up their diplomas from the high school office in the two weeks following graduation. They will receive their diplomas upon payment of all outstanding fines and fees.

Middle School Promotion and Retention Policy

In response to current educational standards set by the State and Federal government, we have instituted a promotion procedure that will challenge students to do their best and focus the proper amount of time on class work and homework.

In order for a student to move from 6th grade to 7th grade, s/he must have an average 2.0 GPA in all subjects (with no F grades) when the 1st and 2nd semester grades are averaged together.

In order for a student to move from 7th grade to 8th grade, s/he must have an average 2.0 GPA in all subjects (with no F grades) when the 1st and 2nd semester grades are averaged together.

In order for a student to move from 8th grade to 9th grade, s/he must have an average 2.0 GPA in all subjects (with no F grades) when the 1st and 2nd semester grades are averaged together.

In addition at the end of the school year the instructional staff shall consider the following (Board Policy 2421):

1. assessment information (State exam, classroom assessments, additional assessments requested by parent),
2. reading and/or math performance as compared to grade level placement,
3. teacher’s professional judgment with indicates if may be in the best interest of the student to be retained/promoted,
4. student’s physical/emotional health,
5. student’s chronological age in relation to peer group,
6. demonstrated physical (gross and fine motor coordination), social, emotional maturity commensurate with chronological age.

Students who elect not to participate in Promotion Night ceremonies will still be promoted if they meet all other academic requirements.

Staff will alert parents to the possibility of retention at the first set of parent teacher conferences in November. Please remember that the teachers are available for after-school help from 2:30 – 3:00.

**Digital Learning Department (DLD) Classes**

Cape Flattery School District has joined Digital Learning Department (DLD) to offer students, parents and teachers in the district a wide variety of educational resources. The following guidelines have been established for on-line courses through DLD:

- On-line Courses through DLD will be offered as a scheduled elective class in the computer lab or library where students can access their course. Each course has a distance learning teacher and the district will provide an on-site Teacher/Mentor to assist students during the scheduled class time.
- The District DLD Team will provide a list of classes available. If students are interested in classes not listed, they should contact the DLD Registrar.
- DLD classes may not be substituted for classes that are offered in the regular class schedule. Exceptions may be made due to scheduling conflicts involving required subjects.
- All students must complete an Application for On-Line Courses signed by a parent or guardian prior to enrolling in a DLD course.
- Students must have a 2.0 GPA, an average attendance of 90% and be a self-motivated independent learner.
- If a student has failed a core/elective they may (with approval of the principal) apply to take a Credit Recovery class through DLD. The District will pay for one (1) credit recovery class only.
- Priority will be given to upper classmen for DLD courses.
- If a student receives an incomplete or failing grade in a DLD course they will not be permitted to enroll in additional DLD courses without special permission.
- Students will be permitted to take one (1) DLD course only per semester except under special circumstances or due to scheduling conflicts.

**CFSD District DLD Team**

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<th>Position</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>DLD District Registrar</td>
<td>Evie Wonderly</td>
<td>963-2249</td>
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<tr>
<td>Neah Bay Site Rep</td>
<td>Ann Renker</td>
<td>645-2880</td>
</tr>
<tr>
<td>Clallam Bay Site Rep</td>
<td>Stephanie Teel</td>
<td>963-2142</td>
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</table>
Running Start and Home Student Responsibilities

Running Start – Allows eleventh and twelfth grade students to take college-level courses, tuition-free, at the state’s 34 community and technical colleges and participation state universities, Eastern Washington, Central Washington and Washington State.

Running Start Student Requirements/Responsibilities:
1. Must have earned a total of 12 high school credits and completed requirements for 9th and 10th grade.
2. Must successfully complete the ASSET Test to meet community college requirements.
3. If you are on school property it is expected and required that you attend all of your scheduled classes. Students that skip classes are wasting their time and their teacher’s time. Skipping class will result in the student being withdrawn from that class and required to make up the credit or class on their own time and at their own expense. Skipping is an unexcused absence and may result in truancy.
4. It is the Running Start student’s responsibility to meet high school graduation requirements, whether at the high school or college.
5. Only college-level courses numbered 100 or above taken Fall, Winter, or Spring quarters will be paid for by Running Start. Courses may be taken at Peninsula College outside the Running Start Program on a self-pay basis.
6. Are responsible for the purchase of books and fees where applicable.
7. Running Start students are responsible to contact the high school counselor for information concerning scholarships, graduation ceremonies, and junior or senior class activities.

Peninsula College transcripts for Running Start students will be sent to the high school at the end of each quarter of Running Start enrollment. In addition, enrollment information is sent to the high school each month.

When students arrive on the high school campus, you must check in with the office to receive a pass. Go directly from the office to your destination, keeping your pass with you at all times. Upon leaving the campus the pass must be returned to the office.

If you need to meet with a teacher, the counselor, or the principal, please schedule that meeting before you arrive. While on campus, the Running Start/Home School student must abide by the rules and procedures established by the school. Students who violate the established rules may have their on-campus privileges suspended. In accordance with our closed campus policy, once a student leaves the campus, he/she may not return during the remainder of the day.
Late Work Policy

At times, students will turn in work late. It is important that there be a consequence so that students understand time management and responsibility. However, the consequence should not be so great that a student can not “dig themselves out of a hole” over one assignment.

To that end, the following penalties will be in place for late work:

- One day late: 10 percent off in addition to any points already missed because of incorrect answers or other such items.
- Two days late: 20 percent off in addition to any points already missed because of incorrect answers or other such items.
- Three days late: 30 percent off in addition to any points already missed because of incorrect answers or other such items.
- Four days late: 40 percent off in addition to any points already missed because of incorrect answers or other such items.
- Five days late: 50 percent off in addition to any points already missed because of incorrect answers or other such items.
- No late work will be accepted after six days.

If a student is completing late work over a break, it is due the first day back to school. Any work a student is completing that was assigned before an absence that occurs at the end of a term is due upon the student’s return to school.

Grading Scale

100-95 = A  
94-90 = A-  
89-86 = B+  
85-83 = B  
82-80 = B-  
79-76 = C+  
75-73 = C  
72-70 = C-  
69-66 = D+  
65-60 = D  
59-0 = F
Honor Roll

Honor roll for middle school and high school students is figured each quarter on the quarter grades of all full time subjects. The scale is:

- A   = 4.0
- A-  = 3.7 – 3.9
- B+  = 3.3 – 3.6
- B   = 3.0 – 3.2
- B-  = 2.7 – 2.9
- C+  = 2.3 – 2.6
- C   = 2.0 – 2.2
- C-  = 1.7 – 1.9
- D+  = 1.3 – 1.6
- D   = 1.0 – 1.2
- F   = 0.0 – 0.9

A grade average of 3.0 must be achieved to qualify for the Honor Roll. Students must be enrolled in school full time (6 periods per day) in order to qualify for the Honor Roll.

Report Cards

Report Cards for middle school and high school students will be sent home on a quarterly basis with final grades posted to transcript at the end of the semester. Progress reports will be sent home by teachers, serving as an early warning system so that extra effort can be applied in the particular subject area prior to the end of the quarter and/or semester grading period. All books, uniforms, fines and fees must be paid in full before report cards, transcripts, and/or diplomas will be issued.

Lockers

Each student in grades 6-12 will be assigned a locker. You need to understand the limitations and restrictions on the use of the school lockers loaned to you. You are expected to use ONLY the locker assigned to you. The locker is school property and as such is loaned to you. It should be kept clean and neat. Only those items necessary for school are to be stored in the locker. Tobacco products, alcohol, drugs or instruments used in the consumption of drugs as well as firearms or any unsafe items or materials are by law not allowed on school premises. You will be held responsible for any unlawful items or materials found in the locker assigned to you.

Lockers will be inspected when authorities have reasonable cause to believe that items or materials are concealed in the locker that violates school rules and/or the law. Should an emergency inspection be necessary, everything in the locker will be examined in the presence of a witness.
WSSDA policies 3230-3232 address locker searches and specify, “no student may use a locker, desk or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.”

The district has the right to, and will be, conducting searches. The following issues will be established before conducting a search.

- Identification of the student’s suspicious behavior, conduct or activity
- Identification of the source and reliability of the information
- If the suspicion could be confirmed, would such conduct be a violation of school rules?
- Is the student likely to possess or have concealed any, item, material or substance which is itself prohibited or which would be evidence of a violation of a law or a school rule?
- If the decision is made to search, document those elements that lead to, and support the need for a search.

The RCW specifies, “no right or exception of privacy exist for any student as to the use of any locker issued or assigned to a student by a school.” The administrator may search a student’s locker when the methods used are reasonable related to the objectives of the search and the search is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

The RCWs provide that schools may also search en masse all lockers, desks and storage areas without prior notice given to students and without reasonable suspicion that such searches will yield evidence of any particular student’s violation of the law or school rules. These general administrative or health and welfare inspections may be conducted at any time.

Field Trip Eligibility

Curriculum linked field trips will not exclude any student unless there is a safety concern. Alternative assignments will be provided for those students with excused absences.

Field trips identified as extracurricular or reward based activities will identify the participation criteria on a quarterly or semester basis. Students and parents will be notified about the participation criteria at the beginning of the quarter or semester term.

Field Trips or Sports Trip Message Line

For information on bus return times call 963-2324 and press 6.
Illness or Injury

If a child is ill or injured at school, emergency first aid treatment will be given and parents will be called. If a parent cannot be reached, the emergency contact number listed will be called. If no one is available to come to the student, we will use our best judgment on whether to call a doctor or to keep the child in the nurse’s office.

Communicable Diseases and Parasites

Please notify the school if your child should contract a communicable disease, such as; head lice, fifth's disease, measles, MRSA, or chicken pox. If your child attends school with head lice, he/she will be sent home. A notice is sent home with the student explaining the situation and how the child may return to school. The students in a class with a student with head lice will also be notified so the parents can be looking for signs of head lice on their child. Head lice are a common problem that can be kept in check if the school and parents work together cooperatively. Students who are sent home for head lice need to come to school with their parent and be checked before going to class. If a student with a returning lice case has nits, he/she will be sent home.

Medicines

The parent and physician must complete medication forms if a child is to take medication of any type, including over the counter during school hours. All medication (including over the counter) and completed forms must be turned into the office. School staff will supervise the administration of the medication. Copies of the required form may be picked up in the office. Please do not send your child to school with any medication. It may get into the wrong hands. Parents must personally drop off any medication in the office in the original container. Permission to dispense medication must be renewed annually by parent/doctor. Please pick up unused medications at the end of the school year.

By law a student may carry only an epi-pen or their inhaler, providing a doctor has given the order, the parent has given written permission and the student has demonstrated the correct use of the inhaler and/or epi-pen to the school nurse. A second inhaler and/or epi-pen must be kept at the nurse’s station.

Insurance

Our school district offers an optional student insurance plan. We will send home information on this plan soon after school starts. If you do not have insurance on your child, we urge you to review this policy.
Label Personal Items

Please label all personal items that your children bring to school, these would include: coats, sweatshirts, sweaters, boots, backpacks, lunch boxes, or bags, gloves, etc.

Lost and Found

Every year we accumulate lost jackets, sweaters, and other items. Please mark all such clothing so we may return the items to the proper students. Lost articles may be claimed in one of two places: in the front lobby of the main building or the elementary school. Those items not claimed by the last day of the school year will be donated to a local charity.

Personal Property

Please do not bring large amounts of money or other valuable personal property to school. Articles of value for class display should be checked in with the teacher, at the office, or dropped off and picked up by the parent or the student directly before and after sharing. Radios, tape recorders, CD players, cameras and other distraction items are not to be brought to school.

Arriving and Departing From School

The main elementary building and playground will be open at 7:30 a.m. There will be no student supervision in those areas prior to 7:30 a.m. The cafeteria will be serving breakfast from 7:30 a.m. - 7:55 a.m. School will begin at 8:00 a.m. Please do not send your student(s) to school before 7:30 a.m. unless you would like them to eat breakfast in the cafeteria. If students arrive before 7:30 a.m. and are not planning on eating breakfast in the cafeteria, parents will be contacted to pick them up. Students will be dismissed at 2:30 p.m. Please do not drive into the bus-loading zone to pick up your child. The bus-loading zone will be closed to all traffic from 7:00 a.m. to 3:00 p.m. Monday through Friday. The COAST Afterschool Program begins at 2:30 p.m. and ends at 4:30 p.m. for grades 6 – 8.

Our school operates under a closed campus policy. Students must stay on school grounds in approved areas from the time they first arrive until they leave for home after school is dismissed.

Students that ride their bikes to school will need to dismount once they reach the crosswalk or sidewalk areas of the campus. Skateboards, roller blades, scooters, etc. are not to be brought or driven to school.

ALL student drivers are to submit a copy of their driver’s license and insurance to the school office. This policy is for the safety of all staff and students.
School Closure: Emergency or Late Start

1. In the event that we experience extreme weather conditions the following procedures will be enacted:
2. If the power goes out during the night and is not restored by 5:30 a.m., we will enact a 2 hour late start.
3. If the power will not restored by 12:00 p.m., school will be canceled for that day.
4. You will receive a phone call from your child’s teacher or the school office to inform you any changes in the starting or ending of the school day.
5. You may also call the school office at 963-2324 and press 7 for a recorded update.
6. Please make sure the office has a current emergency number for your child in case the parent or guardian cannot be reached.

Leaving Campus

If it is necessary for your child to leave the school campus during the school day you must provide him/her with a note for the office or call the principal. Once the student leaves campus he/she may not return. Students must sign out with the office before leaving. This policy is in alignment with the Washington State school safety standards.

Bell Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
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<tbody>
<tr>
<td>Warning Bell</td>
<td>7:55 a.m.</td>
</tr>
<tr>
<td>First Period</td>
<td>8:00 –  8:56</td>
</tr>
<tr>
<td>Second Period</td>
<td>9:00 –  9:56</td>
</tr>
<tr>
<td>Third Period</td>
<td>10:00 – 10:56</td>
</tr>
<tr>
<td>Fourth Period</td>
<td>High School</td>
</tr>
<tr>
<td>Lunch</td>
<td>Middle School</td>
</tr>
<tr>
<td>Fourth Period</td>
<td>Middle School</td>
</tr>
<tr>
<td>Lunch</td>
<td>High School</td>
</tr>
<tr>
<td>Fifth Period</td>
<td>12:00 – 12:30</td>
</tr>
<tr>
<td>Sixth Period</td>
<td>1:34 –  2:30</td>
</tr>
</tbody>
</table>

Attendance Policy

The statewide definition of excused and unexcused absences is as follows:
Excused Absences

The following are valid excuses for absences, to be verified through appropriate documentation:

- Participation in a state, district, or school approved activity or instructional program;
- Illness, health condition, or medical appointment (including medical, dental, or optometry);
- Family emergency, including a death or illness in the family;
- Religious or cultural purpose including observance of a religious holiday or participation in religious or cultural instruction;
- Court judicial proceedings or serving on a jury;
- College visitation or scholarship interview;
- Principal and parent, guardian, or emancipated youth mutually agreed upon approved activity; and
- Absence resulting from a disciplinary action (e.g., short-term or long-term suspension, emergency expulsion).

An excused absence may be one or more classes, up to the entire day. Principals may, at their discretion, require that notices be made exclusively in writing. The principal will make the final determination in cases where the classification of the absence is as excused or unexcused is disputed. An example of an approved absence in writing will have the following items:

**Dr. Smith**
(Letterhead of doctor, counselor, etc.)

**Susie was seen by Dr. Smith on October 12th at 2:30 p.m.**
(The statement regarding the child’s absence must include the child’s name and date(s) and time(s) of absence(s).

**Jen Jones**
Office Receptionist
(Letter must be signed with the official title of person that is signing.)

**Steps to Follow When Absent**

1. A parent/guardian should call the attendance voice mail at 963-2324 and press 2 to leave a message, or call the attendance clerk @ 963-2154, or send e-mail to kgregory@cfsd.wednet.edu, on or before the morning of the absence. If a call has not been made to the school regarding a student’s absence, the school will contact home to inquire about the absence.

   -OR-
2. Parent/guardian must provide a written excuse giving the name, current
date, and date(s) of absence, reason for absence, and his/her signature
within 24 hours of the absence.
   a) All students in grades K-12 will present their written excuse to the
      attendance clerk as soon as they report to school.
3. Students should meet with their teacher(s) as soon as possible upon their
return to school to arrange for make-up assignments. Each student is
responsible for obtaining and completing all work missed during an
absence.

Pre-Arranged Absence Process

The school does not encourage parents to take children out of school during
the school year. When a student is going to be out of school for an acceptable
reason and it is known in advance, that parent/guardian must make a
request in writing to pre-excuse the absence. The procedure lets the school
and the teachers know that a planned absence will occur on a particular day
or series of days. Because the teachers are alerted that an absence will occur,
the student can get assignments and stay current with schoolwork. The limit
for a single pre-excuse is five days. A maximum of ten days of pre-excuses is
allowed for each student. If a student has an ongoing medical condition or
orthodontic appointments, and more than ten pre-excused days are
necessary, please have a letter from the health provider on file, with all
dates of service listed, to extend pre-excuses beyond the ten-day limit.
To obtain a pre-excused for an excused planned absence (that meets the
state’s definition of an excused absence), the following must be done:

- Students must bring a note to the office from the parent/legal
  guardian. The note must come to school at least two school days before
  the pre-excused absence begins, and must state the day(s) the student
  will be absent, the reason for the absence, and the signature of the
  parent/legal guardian.
- **The principal must approve the pre-arranged absence.** Please
  note that new federal and state requirements do not allow us
to excuse absences for trips to town, visits from relatives,
family vacations, or other non-emergency reasons.
- The office will give the student a pre-excuse form to be completed by
  each of the student’s teachers. The teachers will also give the student
the assignments that will be missed. **Please be aware that some
class work (science labs, presentations, tests, and group
project work) cannot be completed independently during a
pre-excused absence and will have to be made up with the
teacher at the teacher’s convenience.**
- The student brings the completed form back to the office. The
  secretary will keep a copy and give the student the original.
- In order for the absence to remain pre-excused, the work completed
during the pre-excused absence **SHALL** be turned in to the teachers
on the day the student returns. This includes students that are absent due to school sponsored activities.

- When a teacher or coach arranges for a group of students to be absent, the teacher or coach will provide a 3-day advanced written notice of the students involved to the principal, other classroom teachers, and the attendance office. Students absent from classes because of school sponsored activities will not lose participation points in those classes.

- In order for the absence to remain pre-excused, approved documentation from the appointment must be submitted to the office.

- A student who does not attend the school-related pre-arranged activity will be reported as an **unexcused** absence by the teacher/coach. A written list of students who were in actual attendance at the school sponsored event will be provided to the attendance office by the teacher/coach immediately prior to departure and immediately upon return.

**Please remember that Washington State law requires that students be making regular academic progress in order to be excused by this process.** We may have no choice but to deny a pre-excused absence to a student if the student is doing poorly in school. The purpose of the pre-arranged absence process is to notify the student, parents, and school officials of the effect an extended absence will have on class work and to notify teachers of a student’s attendance status.

### Unexcused Absences

Any absence from school for an entire scheduled school day or a majority of a scheduled school day is unexcused unless it meets one of the criteria above for an excused absence.

Recent legislative action (BECCA law) requires school officials to notify parents of all unexcused absences and to conduct a parent/student conference following the second unexcused absence in any month. In addition, information will be forwarded to the proper authorities following five (5) unexcused absences in any month, ten (10) unexcused absences in a year or following ten (10) absences (excused or unexcused) unless the student brings a doctor’s note excusing him/her for medical reasons.

The following steps will take place for unexcused absences:

- A letter will be sent home for each unexcused absence.
- If two or three unexcused absences occur in one month, the principal will meet with the parent and student or schedule a phone conference.
- If five or more absences occur in one month, or ten unexcused absences occur in one school year, the student may be referred to Child Protective Services and/or Port Angeles/Forks Juvenile Court.
Once a child has been referred to Juvenile Court, they will be referred to Court for each unexcused absence thereafter.

There are two other instances that prevent a child from attending a full day of school: tardiness and early checkout. Federal and state laws require that we keep track of both of these cases for missing school, too. **Please try to keep tardies and early check-outs to a minimum. Five tardies or early check-outs will count as one unexcused absence.**

**Transcripts and Unexcused Absences**

The new state standardized transcript form will include unexcused absences.

**Unexcused Absence Procedures**

1. Students are expected to attend all classes every day. Teachers will keep accurate records of all absences and tardies by using the SKYWARD program through ESD 114.
2. Students who are absent and do not bring a note signed by their parent/guardian within 24 hours upon their return are considered unexcused.
3. Students who fail to bring a note, or have parent’s call within 24 hours following an absence are subject to disciplinary action and academic sanctions.

**Becca Law Information**

During the 1995 legislative session, E2SSB 5439 (Chapter 312 L95) the “Becca law” RCW 28A.225.030 was passed to give parents more control over runaway children and curb truancy and absenteeism in the schools by requiring schools to take action following unexcused absences. The Becca law relies heavily on after-the-fact intervention. Legislature enacted provisions that require schools to file a petition in juvenile court when a student accumulates at least five unexcused absences in a month or ten unexcused absences in a year. If the allegations in the truancy petition are established by a preponderance of the evidence, the court must assume jurisdiction to intervene for a period of time determined by the court. If the student fails to comply with the court’s order, the court can impose a variety of sanctions, including detention, fines, community service, or require that the student submit to drug or alcohol testing.

**Legal References**

- RCW 28A.225.010
- RCW 28A.225.020
- RCW 28A.225.160
- RCW 28A.225.030
- WAC 392-134-10
Tardies

Tardiness is defined as being late to class. If a student is late to first period, the student must report to the office and obtain a tardy pass to class. Any student who is tardy five times in a month will be considered to have chronic tardiness.

Students who arrive to school between 8:00 a.m. – 8:15 a.m. will be marked tardy. Students who arrive to school after 8:15 a.m. miss important instructional time that cannot be made up.

Following is the progressive discipline for tardiness:

- 2 tardies in one day = one after-school detention
- 4 tardies total = 2 days of after-school detention
- 6 tardies total = 3 days of after-school detention, referral to counselor
- 8 tardies total = 4 days of after-school detention, principal has a conference with parents/guardian
- 10 tardies total = 5 days of after-school detention, 1 day in-school suspension
- 12 tardies total = 2 days of in-school suspension, referral to Clallam County Truancy Court

This information will be kept by the teacher and may affect your grade. Students coming to school late will be required to obtain an admit slip from the office before being admitted to class. If a student is over fifteen minutes late, they are counted absent for that class. Parent letters will be sent home whenever a student accumulates 3 tardies or more.

School Work and Absences

Course syllabus will contain criteria relative to when make-up work must be submitted. When attendance is part of the grading criteria, it shall be noted in the teacher course syllabus. WAC 180-40-235-2 allows for a student’s grade to be:

- Affected by his or her attendance and/or participation in the class. In order to lower a student’s grade for absences or tardiness, the student’s attendance and/or participation must be related to instructional objectives or goals of the particular subject or course.
- Prolonged absences due to such things as: family trips, leadership conferences, and non-school sponsored activities will require the parent/guardian to meet with the attendance committee to make recommendation to the principal regarding approval or non-approval.

Student must be enrolled for 80 days per semester in order to be eligible to earn credit.
Students entering after the semester has begun will be allowed to be absent 10% of the school days remaining in the semester before loss of credit will occur.

**Rules for School Bus**

Violations of the following rules may lead to corrective action and/or to the discontinuance of a student's school transportation privileges.

1. The driver is in full charge of the students and bus. Students must obey the driver promptly and willingly.

2. Students shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.

3. Unless by written permission of school authorities, no student shall be permitted to leave the bus except at his or her regular bus stop.

4. Each student may be assigned a seat in which the student will be seated at all times, unless permission to change is given by the principal and/or the driver.

5. Outside of ordinary conversation, classroom conduct must be observed. Classroom conduct is a rather loose term, but in its broadest sense, it may be interpreted to mean that students:

   a) Will sit properly in their seats.
   b) Will refrain from throwing objects.
   c) Will keep their hands to themselves.
   d) Will be courteous to their fellow passengers.

6. Students are to assist in keeping waste paper and all kinds of trash off floor and seats. Eating and drinking will not be permitted on regular routes.

7. Drinking of alcoholic beverages, use of any tobacco or use of any type of flame or sparking device on a school bus will not be tolerated.

8. No student shall open a window on the school bus without first getting permission from the school bus driver. Nothing shall be thrown or put out of the windows at any time.

9. No student shall, at any time, extend his or her head, hands, or arms out of the windows, whether the school bus is in motion or standing still. Nothing shall be thrown or put out of the windows at any time.
10. Students must have nothing in their possession that might cause injury to another. Items which should not be transported within the passenger area of the bus include all forms of animal life (except Seeing Eye dogs), firearms, weapons, glass or breakable containers, flammables and all other articles which could adversely affect the safety of the bus and passengers.

11. Each student must see that his or her belongings are kept out of the aisle. Special permission must be secured by the driver to transport any large items.

12. No student shall sit in the driver's seat or handle any of the controls.

13. Students are to remain seated while the bus in motion and are not to get on the or off the bus until it has come to a full stop.

14. Students must leave the bus in an orderly manner. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, students should be in view of the driver at all times.

15. Students must cross the highway only in front of the school bus, never behind it.

16. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due.

17. Self-discipline must be exercised by the students at the bus loading area. Students must refrain from pushing and shoving other students.

18. Students who have to walk some distance along the highway to the bus loading zone must walk, where practical, on the left-hand side facing the oncoming traffic. This will also apply to students leaving the bus loading zone in the evening.

19. In the event of an actual emergency, established emergency exit procedures will be followed.

20. Parents of students damaging school buses will be held responsible for reimbursement to the school district.

21. Student shall refrain from using vulgar language or gestures.

22. Interior lights will be used during hours of darkness while students are aboard the bus.
23. Radios, tape players or noise making devices will not be used on regular routes.

24. Students will keep objects likely to damage the seats on the floor.

Bus Rule Violation Consequences

1<sup>st</sup> - Written notice to parent
2<sup>nd</sup> - Five (5) days suspension from riding the bus and parent meeting
3<sup>rd</sup> - Suspended from riding the bus for remainder of the quarter/semester
4<sup>th</sup> - Suspended from riding the bus for the remainder of the school year

Hall Passes

For the safety and accountability of all students, they must have the teacher’s permission and a hall pass to leave their classroom. Students must sign out of the classroom before leaving and sign in upon their return. Students will not be allowed to leave the first or last 15 minutes of class.

Campus Visits

Parents or guardians are always welcome to visit school. Security and safety demand all visitors report to the office before going anywhere else in the building. All visitors must obtain a visitor pass.

The principal reserves the right to limit parent/legal guardian visitation at her discretion if the educational process and/or safety of the campus is disrupted.

Due to recent statewide school safety concerns our campus will no longer allow student visitors. This policy will be strictly enforced. Please do not send a visitor to school with your child.

Volunteers

Volunteers are welcome in the classroom to assist with the academic, social, and emotional growth of the students. Volunteers are under the supervision of the teachers and must follow through with the expectation the teachers outline for each volunteer. Volunteers should arrive and depart on schedule since timing is critical for effective classroom operations. Procedures must be followed and they are:

1. Complete a volunteer form at the school office.
2. Complete an orientation with the principal or her designee prior to contact with the students.
3. Sign in at the office each day when you arrive and receive your badge. Wear the badge at all times on campus.
4. Sign out and return your badge when you leave.

Communication

Cape Flattery School District is committed to enhancing communication with parents and guardians. With this in mind, the District will continue to use Family Access, a web-based program that allows parents/guardians to look up information contained in the District’s student information system regarding their child. Guardians will be able to see not only demographic information, but also food service statements, grade book assignments, grades, upcoming events, and messages posted by teachers and administrators.

A step-by-step guide is available to assist you with this system. Newly enrolled students will have guardian usernames and passwords created upon enrollment. Please protect your username and password.

A school newsletter will be published for staff, students, and parents. This publication will update you on current school issues, highlight achievements, and notify you of school activities. If you would like to receive this publication via e-mail please leave your e-mail address with Karen Dukes in the school office.

We have included an e-mail list for your convenience. Please feel free to e-mail teachers about questions or concerns you may have involving your child's academic progress. This is an efficient way to communicate with your child’s teacher. They can e-mail assignments and progress reports to you directly. You may include your email information on your personal information card at the office.

Another way of maintaining a strong line of communication with parents and students is through our newly created web-based, teacher learning portal. These learning portals are personalized, teacher created websites that feature up-to-date critical information and knowledge that will enhance the learning experience inside and outside the classroom. Some of the other features and benefits of the teacher websites are: listing of in-class assignments and homework, supply lists, announcements, a calendar of the classroom units, lessons, and activities, etc. Parents and students can access the teachers’ sites via our district website at http://www.capeflattery.wednet.edu.

It is important that parents and staff communicate on a regular basis. By working together, parents and teachers provide the teamwork necessary to provide a quality educational program.
Use of the Telephone

Our school phone is for business and emergencies. Before coming to school, students need to make arrangements about where they are to go after school and what activities they are going to attend. We do not allow students to use the phone to arrange after school activities. We do allow use of the phone in case of emergencies.

Messages to Students from Home

While we are happy to deliver critical messages from you to your child during the school day, please be aware of the fact that any messages called in or left on our school voice mail may not reach your child before school ends. PLEASE make after-school arrangements with your child before sending them to school in the morning.

Reader Board

The reader board in front of the school provides information on upcoming events.

Parent/Teacher Conferences

Conferences will be scheduled twice during the school year for secondary students. Teachers are also available from 7:30 a.m. to 8:00 a.m. and from 2:30 p.m. to 3:00 p.m. for your convenience to discuss your student’s academic progress. If you would like to schedule a conference with your child’s teacher at another time more convenient for you, please contact the teacher directly.

Lunch

Clallam Bay School has a closed campus policy for all students during lunch. This means that students are not allowed to leave campus for lunch unless they are with their parent or guardian. The parent or guardian must sign them out at the office and sign them back in upon their return. This rule is for the safety of our students.

Due to recent concerns, statewide, of campus violence, drug and alcohol activity etc. it is necessary for us to limit student movement during school hours. Cars parked in the school parking lot are considered off-campus to students during school hours. When picking up your child for lunch, we may ask for identification. We want to make certain the person or persons picking up students are authorized to do so. Do not go directly to the child’s room or ask the child to meet you outside at an appointed time. This policy insures your child’s safety and minimizes classroom disruptions.
**Meal Prices**

We encourage every family to read the information about free and reduced meals that is sent home at the beginning of the school year. Please take time to complete and return the application. It may be possible for your family to qualify for free or reduced breakfast and lunches.

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<thead>
<tr>
<th>Breakfast Program</th>
<th>Lunch Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool - 6</td>
<td>Preschool - 6</td>
</tr>
<tr>
<td>$1.00</td>
<td>$2.10</td>
</tr>
<tr>
<td>Grades 7-12</td>
<td>Grades 7-12</td>
</tr>
<tr>
<td>1.25</td>
<td>2.30</td>
</tr>
<tr>
<td>Adults</td>
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</tr>
<tr>
<td>1.75</td>
<td>3.25</td>
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<tr>
<td>Reduced K-12</td>
<td>Reduced K-3</td>
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<tr>
<td>.00</td>
<td>.00</td>
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<td></td>
<td>Reduced 4-12</td>
</tr>
<tr>
<td></td>
<td>.40</td>
</tr>
</tbody>
</table>

Extra Milk - .50 Extra Juice - .50 Extra Muffins - .50 Extra Hamburgers - $1.00 Adult Entrees: Hamburger, Chili or Soup, Large Salad - $1.00

**Dress Code**

School dress standards set a tone that impacts the learning environment. Students should be dressed appropriately each day for the variety of activities in which they may participate, including PE and recess. Dress standards for school differ from what students might wear to the mall or at home. Clothing that directly or indirectly advertises gangs or suggests the use of drugs, alcohol, tobacco products or which attracts undue attention is considered disruptive to the educational process and therefore may not be worn.

These guidelines must be followed:

- Students must come to school wearing shoes, pants (or skirts/dresses for girls), shirts, underwear and a jacket or sweatshirt for outside. Clothing should be clean and fit properly.
- Shirts/tops for boys and girls need to cover their backs, stomach area and shoulders. Sleeveless shirts may be worn **only** on days when the temperature is predicted to be over 70 degrees outside. This warm weather provision does not include swimsuits, halter tops, midriff shirts, or spaghetti strap shirts. Shirts exposing the stomach or which are low-cut or backless are not allowed. Shirts with excessively large armholes or with low necklines that expose cleavage are not acceptable.
- Pants that are too loose and sag below the student's waist are not permitted. Please take care when selecting low rise pants to be sure the child's shirt will cover their back when sitting.
- Pants with excessive holes are not acceptable. Opaque leggings are required if holes in pants are higher than mid-thigh.
- Any clothing that reveals underclothing is not acceptable. Pajamas and slippers are not permitted.
Clothes need to be without reference to drugs, alcohol, gangs, violence, or sexual themes.

- Hats are not worn in the school buildings.
- Bandanas, hairnets, do-rags and hoods are not permitted unless permission is given by the principal. Hooded sweatshirts are permitted, but hoods may not be worn indoors and they are not considered to be hats on “hat days.”
- No spiked jewelry or spiked belts are allowed. Belts may not hang down.
- Girls should refrain from wearing high heels or have a change of shoes to use during PE.
- Shorts, skirts, and dresses must extend two inches beyond the fingertips in the front and back.
- Any clothing or aspect of personal appearance (e.g., makeup) that is determined to be disruptive or gang related by the building administration is not allowed.

The principal reserves the right to add more dress code stipulations as fashions change during the year.

If a student’s attire is deemed inappropriate, and the situation cannot be remedied by covering up, by turning a shirt inside-out, or by adding a belt, the parent/guardian will be responsible for bringing a change of clothing to the High School office where the student will be waiting.

In order to safeguard the health of all students, and ensure that the learning environment is not disrupted, shoes, hats, jackets, and other articles of clothing may not be exchanged during the school day.

**Student Discipline Guidelines and Procedures**

All students will be expected to obey all rules at school. When a student breaks a rule, he/she can expect to be disciplined. Depending on the rule that has been broken and the circumstances surrounding the problem, one or more of the following will occur:

1. An individual conference with teacher or para-educator is the first step. Punishment may be a verbal warning, loss of school privileges (i.e. recess, lunch playtime), after school detention, suspension or expulsion. The principal will be involved in all cases requiring suspension or expulsion and most cases involving detention.
2. In case of detention after school, the parent will be notified 24 hours in advance.
3. The student may be referred to the principal (this option can be exercised by teachers or para-educators). The adults will then work together to determine the best plan.
4. General guidelines: Cape Flattery School District believes that schools and families work together for the good of the students. Early involvement of parents when discipline issues arise is essential to a student's successful school career. When students know that home and school expect the same behaviors and believe the student capable of good behavior, the more likely the student is to make good choices. The principal’s role in supporting the student is also essential.

5. If a student receives a written conduct violation from a staff member, the child will meet with the principal. The principal will write a brief report outlining the violation and the steps the school has taken or is taking to correct the behavior. Parents will receive a copy of the report and it will need to be signed and returned to school. If the violation is serious enough to warrant a suspension either in school or out of school, the parents will be contacted immediately.

6. Always, if any parents have concerns or questions, they are encouraged to contact the principal or classroom teacher.

Building and Grounds Guidelines

At Clallam Bay School, we have 4 (four) simple building and grounds guidelines. We expect these guidelines to be followed by every member of our school community, including students, staff, and any visitors to our building. These guidelines are learned and practiced in each classroom, and are posted in each room and classroom in the building. They are in place in classrooms, on the playground, in the hallways, lunchroom, and bathrooms. In addition, Clallam Bay uses the CHAMPs model from Safe and Civil Schools to specifically identify and teach behavior expectations and procedures to students.

We follow these guidelines for success:

1. Practice kind words and actions.
2. Act respectfully and responsibly to self, others and property.
3. Work to keep your hands, feet, and other objects to yourself.
4. Share your best effort in all things you do and with everyone.

Some definitions:

Respect and responsibility for SELF means:

I do my best and make good choices, play and work safely, and take good care of myself.

Respect and responsibility for OTHERS means:

I treat others as I wish to be treated, with kindness and compassion. It means I accept differences in others and value those differences.
Respect and responsibility for PROPERTY means:

I take care of our school and our materials. It means I clean up after myself, and help others take care of our home, school and community.

General Rules

1. Rock throwing, assaultive behavior, harassment of any kind, use of bad language, bothering others' belongings without permission, disorderly conduct, damaging school property, disobedience, or defiance have no place at school and will result in disciplinary action.
2. Students may not bring any personal play items to school. In the past, personal items brought to school have been lost, stolen or broken. The school takes no responsibility for unauthorized items brought to school.
3. Please deposit lunch money into your account before school starts.
4. Students may not be on the playground prior to 7:30; there is no adult supervision.
5. Students are expected to follow the directions of any adult in the building, on the playground, or at any school activity. Students are expected to follow adult directions with respect and with an appropriate attitude.
6. No:
   a. spitting
   b. running in the halls
   c. screaming
   d. going into the building before school starts without permission from an adult
   e. gum chewing

Grounds Expectations

On the school grounds we expect that everyone does the following:

1. Respect myself, others, and property.
2. Play safely.
3. Use all equipment properly.
4. Follow the rules of the game.

Student Cafeteria Rules

In order for lunchtime to be pleasant for everyone, I will show respect and responsibility for myself, others and property by:

1. Walking in the lunchroom.
2. Keeping my hands and feet to myself while I wait in line.
3. Talking quietly in the lunchroom.
4. Not trading lunches or touching anyone else’s food.
5. Cleaning up after myself.

**Student Bus Rules**

While waiting for the bus I will show respect and responsibility for myself, others and property by:

1. Keeping my hands and feet to myself.
2. Being polite to others.
3. Not fighting.

**An Important Reminder**

In life, natural consequences face us each day, in every decision we make. School is a safe place where children learn which decisions are the most productive: those which produce positive natural consequences. Thus, even play and social situations are vast learning grounds for making good decisions. Therefore, logical ‘natural consequences’ are used when less positive decisions are made. This could include being “out”, receiving a short time-out, a conference with a supervisor, the counselor, teacher, or sometimes the principal. All of these consequences have the same positive goal: to help each child learn to make good decisions.

**Discipline Form**

<table>
<thead>
<tr>
<th>CATEGORY 1</th>
<th>CATEGORY 2</th>
<th>CATEGORY 3</th>
<th>CATEGORY 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affection</td>
<td>Accidental Damage from Horseplay</td>
<td>Altering Records</td>
<td>Arson</td>
</tr>
<tr>
<td>Disruptive Behavior</td>
<td>Cheating</td>
<td>Battery</td>
<td>Bomb Threat</td>
</tr>
<tr>
<td>Disruptive Dress/Appears</td>
<td>Defiance</td>
<td>Bullying</td>
<td>Explosives</td>
</tr>
<tr>
<td>Left Class w/o Permission</td>
<td>Disrespect to Staff</td>
<td>Harassment (racial &amp; sexual)</td>
<td>Robbery</td>
</tr>
<tr>
<td>Non-Compliant</td>
<td>Display of Anger</td>
<td>Intimidation</td>
<td>Sale/Delivery of</td>
</tr>
<tr>
<td>Other</td>
<td>False Accusations</td>
<td>Racial Sexual Slur</td>
<td>Drugs/Alcohol</td>
</tr>
<tr>
<td></td>
<td>Gambling</td>
<td>Verbal Abuse to Student</td>
<td>Weapons</td>
</tr>
<tr>
<td></td>
<td>Int. Misuse of School Equip.</td>
<td>Burglary</td>
<td>Threats with potentially dangerous aspects</td>
</tr>
<tr>
<td></td>
<td>No Show Detention</td>
<td>Damage/Distr. of Sch. Prop.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Off Campus</td>
<td>Drugs/Alcohol</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Profanity</td>
<td>False Alarm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Skipping</td>
<td>Fighting/Assault</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theft</td>
<td>Hazing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Horseplay</td>
<td>Lewd/Sexual Misconduct</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>Pornography</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reckless Driving</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Threatening Behavior to Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tobacco</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verbal Abuse to Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Violation of Suspension</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
List of Progressive Consequences

Category 1
Subject to class room rules and progressive steps prior to referral to office, progressive steps will be listed.

Category 2
1st Offense: After School Detention
2nd Offense: 2 assigned After School Detentions
3rd Offense: 3 assigned After School Detentions
4th Offense: 1-3 days school suspension with behavior contract and Parent meeting prior to returning
5th Offense: 4-10 days school suspension with behavior contract and Parent meeting prior to returning
6th Offense: Alternative Placement meeting and individual plan written

Category 3
1st Offense: 3 days school suspension with parent meeting prior to returning, police may be called
2nd Offense: 4-6 days school suspension with behavior contract and parent meeting prior to returning, police may be called
3rd Offense: Alternative Placement meeting and individual plan

Category 4
Emergency expulsion, police will be called
Within ten days the expulsion will be either rolled in to a long tern suspension or the expulsion will continue for a specified time.

All offenses under a category may be moved to a different category based on the frequency or severity of the offense. Any offense where police are involved, a student's progressive measure may be escalated. Students may be referred for individual counseling for issues such as anger management, drugs, or alcohol.

Grievance Procedures

All site administrators in the Cape Flattery School District shall use the following grievance procedures:
- Any student, parent or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with building principal or his or her designee for the purpose of resolving the grievance.
- Subsequent to the building level grievance meeting, the student, parent or guardian, upon two business days prior notice, shall have the right to present a written and or oral grievance to the superintendent of the district or his or her designee.
If the grievance is not resolved, the student, parent, or guardian, upon two business days prior notice, shall have the right to present a written grievance to the school board directors during the next regular scheduled meeting, or a meeting held within 30 days, whichever is earlier. A closed meeting maybe held for the purpose of considering the grievance. The board shall notify the student, parent or guardian of its response to the grievance within ten school business days after the date of the meeting. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such an action.

**Appeal Process**

**Short Term suspension (1-10 days)**
- Follow due process for notification and informal meeting
- Student/parent has right to an informal meeting-suspension shall stand during appeal.
- Principal may waive suspension during informal meeting.

**Long Term Suspension (11+ days) and Expulsion**
- Follow due process rights
- Student has 3 days to appeal - no suspension during those 3 days.
- If student appeals – no suspension valid appeal is heard and decision is rendered.

**Emergency Expulsion**
- Immediate plus appeal rights
- Follow due process rights
- Student has three days to appeal.
- If student appeals – no suspension until appeal is heard.

**Home Base Service Option**

The home-based service option is an alternative to educational placement that lasts for the remainder of the semester. This option restricts the student from attending classes during the school day, but provides work that the student completes at home. The student comes to school two afternoons from 3:00 – 4:00 each week to review work and receive additional work (upon completion of previous assigned work) and instruction. Students in a home-based option may earn credit if all semester work is satisfactorily completed and a 1.0 GPA is maintained. Students who are placed on a home-based service option are NOT eligible to participate in or attend field trips. If the student’s GPA is below 2.0 they will not be eligible to participate in extra-curricular activities including athletics.

Students placed in the home-based program who fails to complete weekly work risks losing the opportunity to earn credit for their classes. At the
semester, students may have earned the right to attend classes at Clallam Bay School.

Cape Flattery School District Appeals Process for Student Disciplinary Actions

<table>
<thead>
<tr>
<th>ACTION</th>
<th>Emergency Removal From a Class, Subject or Activity</th>
<th>Discipline Action and Short Term Suspension</th>
<th>Long Term Suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPEAL TO</td>
<td>Building Principal/Designee</td>
<td>Building Principal/Designee</td>
<td>Hearing Office</td>
</tr>
<tr>
<td>WHEN</td>
<td>As soon as reasonably possible</td>
<td>As soon as reasonably possible</td>
<td></td>
</tr>
<tr>
<td>HOW</td>
<td>Informal Meeting</td>
<td>Informal Meeting</td>
<td></td>
</tr>
<tr>
<td>DEADLINE</td>
<td>The beginning of the next school business day</td>
<td>If not resolved at the school level, upon giving two school business days prior notice to the superintendent’s office, shall have the right to present written and/or oral grievance to the superintendent/designee. If not resolved, the student or parent, upon giving two school business days prior notice to the superintendent’s office, shall have the right to present a written and/or oral grievance to the Board of Directors during the Board’s next regular meeting. The Board shall respond to the grievance within ten school business days after the date of the meeting.</td>
<td>If a timely request for a hearing is received, the school district shall schedule a hearing to commence within three school business days after the date of the request. The student and parent shall have the right to appeal the hearing officer’s decision to the school board within three school business days after the date of receipt of the hearing officer’s decision. The notice must be in writing. During the appeal process the long term suspension or expulsion is on hold.</td>
</tr>
</tbody>
</table>

Emergency Expulsion

The superintendent or his/her designee may expel a student immediately with good and sufficient reason. The student and parent must receive a hand delivered letter, certified letter, or phone call within 24 hours of the expulsion. The student and parent may request a hearing on or before the third school business day after receipt of notice of emergency expulsion. The written request for a hearing must come from the student and parent or before the tenth school business day after receipt of expulsion notice.

Referenced WAC’s

| WAC 180-40 | 180-40-227 | 180-40-260 |
| WAC 180-40-200 | 180-40-230 | 180-40-265 |
| WAC 180-40-205 | 180-40-235 | 180-40-270 |
| WAC 180-40-210 | 180-40-240 | 180-40-275 |
| WAC 180-40-215 | 180-40-245 | 180-40-280 |
| WAC 180-40-225 | 180-40-255 | 180-40-290 |
| WAC 180-40-295 | 180-40-315 |             |
| WAC 180-40-300 | 180-40-317 |             |
| WAC 180-40-305 | 180-40-320 |             |
| WAC 180-40-310 |             |             |

RCW 9.41.80 Possessing dangerous weapons on school facilities

RCW 9.41.250 Dangerous Weapons

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational and Privacy Rights Act P. L. 90-247, Title IV, was enacted in 1974. The purpose of FERPA is to ensure access to educational
records for students and parents while protecting the privacy of such records. Students' educational records cannot be released without advanced written consent of their parents and/or guardian on file.

The Federal Family Educational Rights and Privacy Act define certain information about your child as “directory information.” This information may be released unless you request, in writing, that such information not be released.

Directory information is: The student’s name, address and telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most previous agency or institution attended by the student.

In most cases, requests for this type of information come from the news media. We will not release any directory information for commercial purposes or for other purposes not related to school business.

Schools should notify the parents and students of the rights afforded to them under FERPA. Such a notification should include:

- Right to inspect and review education records and how a parent or student may assert that right;
- Right to request an amendment to the record and method for requesting the amendment’
- Right to consent to disclosures of the student’s record and the conditions under which the school may disclose / without prior consent
- Right to file a complaint with the Family Compliance Office of the Department of Education.

**Student Recruiting Information**

A recently enacted federal law mandates the release of the name, address and telephone number of your child to military recruiters or institutions of higher learning.

The law provides, in relevant part, that the School District “(1)...shall provide, on a request made by a military recruiter or an institution of higher education, access to secondary school students’ names, addresses and telephone listings, (2) Consent - A secondary school student or the parent of the student may request that the student’s name, address and telephone listing described in paragraph 1 not be released without written parental consent...”.

Clallam Bay Middle and High School
According to the new law, you may request that your child’s name, address and telephone listing not be released without your consent.

If you do not want your child’s name, address and telephone listing provided to military recruiters or institutions of higher education, please fill out the form that will be sent home. If you have previously filled out the form, you do not need to complete another form unless you wish to change your prior decision.

**Weapons Free Zone**

By state law, schools are drug and weapon free zones. Weapons include but are not limited to the following list: knives (of any sort or size), guns (real or look alike), martial arts instruments, and common items used with an intent to inflict bodily harm to another person. Any student who brings dangerous objects to school is subject to discipline as outlined by state law, which includes but is not limited to expulsion.

**Weapons Policy**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. It is also a violation of district policy for any person to carry or use in a threatening or disruptive manner any device, which resembles or is intended to look like a dangerous weapon. Any such violations shall be taken seriously by school officials and will be subject to corrective action or punishment. School officials shall notify the student’s parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. The superintendent may modify the one-year expulsion on a case-by-case basis.

**Tobacco Policy**

District policy prohibits the use of tobacco by students, staff or visitors on school district property. Possession or distribution of tobacco products by minors is prohibited. School district property includes all district buildings, grounds and district-owned vehicles. Students are subject to discipline for violations of this policy.

**Prohibition of Harassment, Intimidation, and Bullying**

Harassment in the form of slurs or other verbal or physical actions based on gender, race, religion, ethnic origin or disability (physical, mental, or sensory) is prohibited. Harassment may be considered a hate crime. Federal law requires the reporting of hate crimes. RCW 9A.36.080. Malicious harassment is a Class C felony; the local law enforcement will be notified.
Sexual/Racial Harassment and Discrimination complaint procedure- victims of harassment should report the problem to any staff member. The complaint may be oral or in writing. The staff member then has the responsibility to inform an administrator. An investigation will then be undertaken. The privacy of the student is to be protected as much as possible. A range of discipline for harassment and discrimination will be exercised, depending on the severity of the offense.

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. “Harassment, intimidation or bulling: means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

Physically harms a student or damages the student’s property; or Has the effect of substantially interfering with a student’s education; or Is so severe, persistent, or pervasive that it creates an intimidation or threatening educational environment; or 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, gender identity, and marital status. Harassment, intimidation or bulling can take any forms including; slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

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.

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the
Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 65900, Sexual Harassment.

Cross References
Policy 3200, Rights and Responsibilities
Policy 3241, Classroom Management, Corrective Action
Policy 3210, Nondiscrimination and Punishment
Policy 3240, Student Conduct
Policy 6590, Sexual Harassment
Legal Reference
Chapter 207, Laws of 2002

In all cases involving discrimination and harassment it is possible law enforcement will become involved.

Sexual Harassment Policy

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:
1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment.
that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Complaints should be addressed to: Superintendent, Cape Flattery School District #401, Box 109, Sekiu, WA 98381. Phone number (360) 963-2329

(cf. 3210 Nondiscrimination) (cf. 3240 Student Conduct)
(cf. 3421 Child Abuse and Neglect) (cf. 5010 Nondiscrimination)
(cf. 5281 Disciplinary Action and Discharge)
Non-Discrimination Statement

Cape Flattery School District # 401 does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries concerning Title VI, Title IX and Section 504, may be referred to the Coordinator for the Office of Civil Rights, Cape Flattery School District # 401, Box 109, Sekiu, WA 98381, or phone (360) 963-2329, or the Office of Equity Education, Superintendent of Public Instruction, Old Capitol Building, P.O. Box 47200, Olympia, WA 98504, or phone (360) 753-2560. You may also contact the Pacific Region Office for Civil Rights, Seattle Office, US Department of Education, 915 Second Avenue Room 3310, Seattle, WA 98174-1099 or phone (206) 220-7900 TDD (206) 220-7907.