

LOPEZ ISLAND SCHOOL DISTRICT

Secondary School Handbook
2023-2024



Lopez Island School District #144
86 School Road
Lopez Island, WA 98261

Our district is a vibrant learning community devoted to welcoming, exciting, and challenging our students. Home to two schools, Lopez Island K-12 and Decatur Island K-8, we are a proactive group of innovators dedicated to offering a rigorous, globally focused education that engages students' intellect, expands their horizons, and builds their emotional and social skills.

Board of Directors

Kelli Carrier
Del Guenther
Malia Price-Morris
Kirm Taylor
Robert O'Connell

Interim Superintendent

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Athletic Director

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The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, sexual preference, or non-program-related physical, sensory or mental disabilities. RCW 49.60 Law Against Discrimination. District programs shall be free from sexual harassment.

Lopez Island School District (LISD) does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to designated youth groups. LISD has established the following employees to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator/ADA Coordinator

Dr. Martha Martin
Address: 86 School Road
Telephone Number: [360-468-2202](tel:360-468-2202) x2251
mmartin@lopezislandschool.org

Title IX Coordinator

Beth Stanford, HR Specialist
Address: 86 School Road
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Section 504 Academic Case Manager

Jeanna Carter, School Counselor
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jcarter@lopezislandschool.org

Section 504 Health Case Manager

Will Sanford, School Nurse
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COMMUNICATION

Individuals may access the Lopez Island School District website at lopezislandschool.org for school information and updates, notifications, schedules, calendars, and special events.

To access our student information system for current grades, attendance, and other student information, use the [Qmlativ link](#) on the district website's homepage. This online system is password protected. Parents/guardians and students can also use this link to reset their Qmlativ password by entering "forgot password." Please contact the secondary office for assistance.

ATTENDANCE

Students are expected to attend all assigned classes each day. Visit the school website/District Info /School Board for **Admission and Attendance** policies and **Rights and Responsibilities**, or access these policies through the following links: [School Board Policies 3000 Series Students](#), Excused and Unexcused Absences [Policy 3122](#) and [3122P](#).

Parent/Guardian School Contact

The parent/guardian will notify the school office on the morning of the absence by phone, email, or written note to explain the absence. Parents may also do this upon the student's return to school.

Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absences with a note of explanation. The *Attendance Contract for Students 18 Years and Older* is available in the secondary office.

Extended Absences

When a student is going to be absent from school for two or more consecutive days, the student must obtain a *Pre-Arranged Absence Form* from the office or print one from the [Documents and Forms](#) page on our school website. The form is signed by the parent, then taken by the student to each teacher for assignments and signatures. **A copy of the completed form must be submitted to the office** the day before departure.

Upon return to school, the student's responsibility is to complete all class work and make up exams by the assigned/arranged due date.

Signing In and Out

If a student arrives after the start of the school day, they must check-in at the secondary office to receive an admit slip to take to class. Attendance is taken each period throughout the day. A student who is not in the classroom and prepared to learn at the beginning of class is considered tardy, and a teacher may ask the student to report to the office for an admit slip.

According to procedures related to Policy 3124, students leaving school early must be signed out by a parent/guardian in the office before leaving. A parent/guardian can approve early dismissal for students who drive by calling or emailing the secondary office coordinator.

If a student signs out and leaves campus without required permission, they are subject to school-administered consequences.

Attendance Expectations

Students are required to attend all assigned classes, be on time, and have proper materials. Punctuality is a quality often related to success. Being consistently tardy to school or class is disruptive to the learning environment.

Students who are tardy two times in one week will be required to make up time during lunch or after school detention. Students who have unexcused absences will be required to make up time with multiple detentions.

SCHOOL BUS RULES

The school authorities' goal is to maintain safe equipment, competent drivers, and a wholesome and safe environment at all times on the district's school buses. To achieve this end, the full cooperation of both students and parents is essential and appreciated. The minimum standards of conduct for students riding the buses are the same as in the classroom. Bus drivers have the same authority and responsibility to enforce discipline as do teachers. Bus drivers may assign seats if needed. Misbehavior on the school bus will result in the issuance of a ticket for the infraction. This ticket must be signed by a parent and returned to the driver before a child can ride the bus again. Continued violations or acts which endanger others or bus safety may result in loss of riding privileges.

LISD will enforce the following bus rules:

1. Students may engage in ordinary conversation, but shouting, making loud noises, swearing, singing, pushing, hitting, throwing objects, or creating any disturbance is dangerous and absolutely forbidden.
2. Students are required to sit safely, with their head, shoulder and legs out of the aisle while the bus is in motion. Elementary students must ask permission to move from seat to seat. A student should not be moving to another seat unless the bus has stopped and the parking brake set. Passengers leaving the bus will remain seated until the bus stops and the driver has set the parking brake.
3. All book bags or other personal objects are to be kept out of the aisle and in or under the student's seat.
4. Heavy, sharp, or bulky articles that are potentially hazardous during an accident or emergency exit are not permitted in the passenger area of the bus. Items not allowed on the bus include all forms

of animal life (except service dogs), firearms, weapons (including but not limited to knives), breakable containers, flammables, large musical instruments, golf clubs, baseball bats, balloons, large bulky items, and all other articles which could adversely affect the safety of the bus passengers.

5. All students are expected to treat other students with respect and care.
6. Do not open the windows of the bus without specific permission from the driver. Passengers are prohibited from extending objects or any part of the body out of the bus windows.
7. Students may not leave the bus except at their regular stop unless they have written permission from a parent or guardian.
8. Standards of neatness and respect for school property shall be the same on the buses as in the school itself. Tampering with any of the equipment is strictly forbidden. No object (e.g., trash) may be left on the floor or in the bus's seats nor thrown from the bus at any time.
9. Students should leave home early enough to arrive at their designated bus stop at least 5 minutes before the bus is expected. While waiting for the bus, they need to stay off the road. As the bus approaches and comes to a stop, riders should stand back and not crowd the door. They are expected to board in single file, without shoving and pushing, and move quickly to a seat.
10. Offloading from the bus should be orderly and in single file. Students debarking on the public roads will walk approximately six to ten feet in front of and parallel to the right side of the bus, where they will stop and await the bus driver's signal to cross the roadway in front of the bus. Students will look both ways before proceeding and go directly across to the other side of the road.

CLOSED CAMPUS

According to [Board Policy 3242](#), unless arrangements are agreed upon between the school and parents/guardians, students are expected to remain on campus from their arrival in the morning until the end of the school day. High school students may leave the school grounds during the lunch period; however, parents may sign and submit a *Closed Campus Form* available in the secondary office, prohibiting their child from leaving school at lunch. **Middle school students may not leave campus at lunch.**

Student drivers may not transport students who do not have permission to leave campus. Violations may result in a loss of the privilege to leave campus at lunch.

EMERGENCY SCHOOL CLOSURE OR EVACUATION

When weather conditions or other circumstances make it unsafe to operate schools, the superintendent determines whether schools should be started late or closed for the day or whether the district will provide transportation only on emergency routes. The district will communicate those decisions through Robocalls and email.

An emergency within a school or its surrounding area may necessitate evacuation and/or total or partial school closure. Staff shall be responsible for aiding in the safe evacuation of the students to another location within the school building or on school grounds. In such situations, students are expected to follow all appropriate directives from staff and are not allowed to leave campus without the permission of a parent or guardian.

EMERGENCY PREPARATION AND DRILLS

Students will receive instruction and emergency drills to help prepare for emergency situations of all types. The goal is to have students move quickly to safe areas, as determined by the *school safety team*. The Lopez Island School District (LISD) staff emergency team includes several EMTs and volunteer firefighting personnel.

PARENT/STUDENT/TEACHER CONFERENCES

LISD holds parent or guardian/student/teacher conferences in the fall and spring. Schools will provide detailed instructions on how to sign up for conferences.

STUDENT PARKING

LISD provides parking privileges for student transportation with the understanding that the district does not accept responsibility for the safety of the vehicle. LISD expects all students to comply with the legal requirements related to driving as defined by the state and the district's procedural requirements.

All student drivers must provide a copy of their Washington driver's license and damage and liability insurance documentation before parking a vehicle at school.

PRIVATELY-OWNED PROPERTY

LISD does not assume responsibility for the maintenance, repair, or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration.

All students will be issued a locker to store books and other personal items. LISD is not responsible for the loss of items kept in backpacks, lockers, purses, or vehicles. NOTE: Lockers and LISD computers are owned by the district and subject to search.

VISITORS

We are proud of our school and welcome prospective students to attend as visitors. To facilitate a good experience for the visiting student and our school, we ask that Lopez student sponsors complete a *Student Visitors Expectations and Guidelines* form available in the secondary office. Advance approval from the principal (or designee) is required two school days before the requested visit.

All LISD visitors are required to sign in with elementary and/or secondary office coordinators. A name badge will be issued that indicates a time in/out, specific location, and reason for the visit. This procedure is an important safety measure.

WITHDRAWAL FROM SCHOOL

A student planning to withdraw from school must meet with the school counselor and their parent/guardian to complete an exit conference. The student receives a withdrawal form to take to each teacher for a current grade, notation of fees or fines for lost/damaged materials, and signature. The student must return the withdrawal form to the secondary office, and a copy is made for the student to take to their new school. Copies of the student's academic history, immunization records, and unofficial transcript may be requested. Students must pay all outstanding fees and fines before LISD will release an official transcript to the new school

ACADEMIC EXPECTATIONS

Lopez Island High School expects each of its students to pursue a rigorous academic course of studies in the basic disciplines. We support all students in mastering skills and knowledge in English language arts, math, science, social studies, physical education, career and technical education, and a variety of elective courses. We encourage students to take courses that interest them, help them grow and develop new perspectives, and prepare them for college and careers.

GRADING SCALE

A	93 – 100%
A-	90 – 92%
B+	87 – 89%
B	83 – 86%
B-	80 – 82%
C+	77 – 79%
C	73 – 76%
C-	70 – 71%
D+	67 – 69%
D	60 – 66%
F	59% and below

CURRICULUM

LISD designs its educational program to meet all our students' needs and give all students access to quality instruction and a high-level curriculum. We are committed to helping students prepare for the post-secondary interests they may wish to pursue, including challenging opportunities that may be beyond their initial expectations.

LISD offers Advanced Placement courses in English and Art on campus, and we also provide a full range of AP courses through the Edgenuity online platform. Our school also strives to provide additional enrichment opportunities for students, such as overseas trips and Intensives.

Students will be scheduled into classes based on graduation requirements and choice/availability (including class size) of electives.

CHANGING OR DROPPING CLASSES

During the first five day of classes, students may request to drop or change a class by filling out a schedule change request form in the secondary office. Students must attend the class on their schedule until approval is granted and Qmlativ reflects the new schedule.

After the first five days of classes, students must submit a *schedule change request form* (in the secondary office), signed by a parent/guardian and initialed by the teachers involved in the schedule change. The school counselor and principal will review the schedule change after the first week of classes. Dropping a course after the second week without a written schedule change signed by a parent/guardian, teacher, and school counselor will mean receiving a “Withdrawn” or “Fail” grade in the course.

Free periods or homework study periods will only be permitted for upperclassmen (juniors and seniors) and are not necessarily due to credit load. Principal approval is required.

MIDDLE SCHOOL CREDITS

All high school coursework taken at the middle school level will be transcribed to the Lopez Island High School transcript, with no exceptions. Be aware that this transcript is a permanent document and could impact high school GPA, college entrance, class ranking, scholarships, and graduation status. These grades become a permanent record and may not be removed from the high school transcript.

COLLEGE CREDIT EARNED IN HIGH SCHOOL

The following programs allow students to earn college credit while in high school. Criteria for college credit varies with each program and prospective post-secondary institution. Specific credit information is available by contacting the prospective college.

Advanced Placement Program

Any student may sign up for AP classes. The Advanced Placement (AP) program exposes high school students to college-level materials and then offers an exam each May. Students earning a three (3) or higher on AP exams can earn college credit, placement, or waiver of required courses at many colleges. Students should check with prospective colleges as to how AP is credited, as college rules vary.

Advanced Placement courses require more homework and are more challenging to students. Students should consider carefully before enrolling in more than one AP class at a time. They are expected to remain in the class for the entire year.

Running Start

High school students with a minimum of 10 ½ credits qualify to enter the Running Start Program with the minimum GPA required for Whatcom Community College or Skagit Valley College

and entry-level skills for college work. Under this program, classes through the community college may be counted for both college and high school credit simultaneously.

Students who begin Running Start classes as a senior are eligible for three (3) quarters of college work, while students who start as a junior are eligible for six (6) quarters of college work. Running Start students may register for up to 15 college credits each quarter. Running Start students are eligible to participate in extracurricular activities at both college and high school.

Students who want to apply for Running Start should see the school counselor for more detailed information. Students are expected to purchase their books and materials, pay regular lab fees and the required testing fees at the colleges. Students are responsible for their transportation and lunches. Any failed class remains permanently on the college and high school transcript and could jeopardize high school graduation.

CREDIT RETRIEVAL OPTIONS

Students may make up credits for failed classes. Students can do this through our alternative learning program or other options. See the school counselor.

ALTERNATIVE LEARNING EXPERIENCE (ALE)

Alternative Learning Experience or ALE is, according to the State of Washington Office of Superintendent of Public Instruction (OSPI), “primarily distinguished by off-campus instruction. The intent of this type of program is to give schools flexibility to serve a diverse student population.” The Lopez Island School District has several types of ALE. Creativity and flexibility are paramount in providing a rich and varied educational experience for our students, families, and community due to our small size. Under our ALE umbrella, one can find the following options:

Lopez Island Parent Partner Program (PPP)

Through this option:

- There is a limited number of spaces in this program.
- Parents are teaching their children at home with the support of the school district.
- Students enrolled in this option are students of Lopez Island School District.
- The support received from the district includes interaction and engagement with a certificated teacher.
- This WSLP is approved, monitored, and coordinated by the assigned PPP certificated teacher on our staff.
- The family and teacher must have weekly contact to discuss the content of the WSLP, support the parent as a teacher with instructional strategies and ideas, and ensure adherence to the plan’s integrity.
- The curriculum options and choices are quite varied and broad, with a lot of flexibility.
- The curriculum options must be board-approved, educationally sound, and non-sectarian.

- Options may include online courses, textbook options, and options supported by a course/content specific certificated teacher.

Frequently Asked Questions

Q: Do I have to teach the Common Core Standards?

- A. Yes. The Written Student Learning Plan must include standards for learning as outlined by WA State and aligned with graduation requirements for each course.

Q: Can I enroll part-time in an ALE program?

- A. Yes. You can enroll part-time. The LPEP program is simply accessed by students on our campus. A student taking courses through LPEP can have a mix of classes they attend on our regular schedule and personalized courses.

GRADUATION REQUIREMENTS

Each student who has successfully completed an instructional program appropriate to their interests and needs shall be awarded a diploma at graduation ceremonies. The School Board shall award a high school diploma to every student enrolled in the district who meets the requirements of graduation established by the district. Diplomas shall be awarded with distinctions being made between the various requirements of programs of instruction that the student may have pursued. These distinctions are the Honors Diploma, Standard Diploma, and Essential Diploma. The graduation requirement at Lopez Island High School is 28 credits for the Honors Diploma, 26 credits for the Standard Diploma, and 24 credits for the Essential Diploma.

Class of:	2019- Beyond Lopez Essential	2022-Beyond Lopez Standard	2022-Beyond Lopez Honors
<i>Entering 9th grade after July 1 of:</i>	<i>2015</i>	<i>2018</i>	<i>2018</i>
English	4	4	4
Mathematics	3	4	4
Science	3	4	4
Social Studies	3	3	3
Arts	2	2	3
Health and Fitness	2	2	2
Career and Tech Ed	1	1	1
World Language	2	2	3
Electives (based on a student taking, a World Language)* Personalized Pathway Requirement	4 or 6	4	4
Approved Participation School Activity*		4 years	4 years
Total Required Credits:	24	26	28

*A **Personalized Pathway Requirement** is defined as related courses that lead to a specific post-high school career or educational outcome chosen by the student and based on the student's interests and High School and Beyond Plan, which are intended to provide a focus for the student's learning.

Approved Participation School Activity* School-approved opportunities in experiential learning such as School Board-approved international trips, Intensive travel/participation, Foreign exchange, and other experiential learning opportunities as defined by the administration.

Additional credit information

Credit requirements conform to Career & College-Ready Graduation requirements.

Math (3 credits required)

The following courses are required: Algebra 1 or Integrated Math 1, Geometry or Integrated Math 2 and a third credit of math chosen by the student based on the student's interest and High School and Beyond Plan and approved by the parent or guardian. If the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal will approve the course.

Science (3 credits required)

At least two (2) labs are required and a third credit of Science chosen by the student based on the student's interest and High School and Beyond Plan and approved by the parent or guardian. If the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal will approve the course.

Social Studies (3 credits required)

The following are required: U.S. History and Government; Contemporary World Problems and Solutions; 0.5 credits of Civics, 0.5 credits of Social Studies elective.

Arts (2 credits required)

Performing or visual arts is required. One (1) credit may be a **Personalized Pathway Requirement**, defined as related courses that lead to a specific post-high school career or educational outcome chosen by the student and based on the student's interests and High School and Beyond Plan, which may include Career and Technical Education, and are intended to provide a focus for the student's learning.

World Language (2 credits required)

Both credits may be a **Personalized Pathway Requirement**. If the student has chosen a four-year degree pathway in their High School and Beyond Plan, they will be advised to earn two (2) credits in a world language.

Career and Technical Education (1 credit required)

This credit may be an Occupational Education course that meets the definition of an exploratory course as described in the CTE program standards.

Physical Education and Health (2 credits required)

WA State and Lopez Island School District Non-Credit Requirements

Senior Project

Graduates will complete a senior project that is based on primary research. A project idea will need to be written as a proposal letter to be reviewed and approved by the Senior Project Proposal Committee. The project shall demonstrate the student's ability to think analytically, logically, and creatively and integrate experience and knowledge to form reasoned judgments and solve problems. The project will have social and or environmental significance to Lopez Island and the community. ***Students seeking an Essential Diploma do not need to complete a Senior Project.***

Community Service

High School students must complete 60 hours of community service to receive a Standard LISD Diploma and 105 hours to receive an Honors Diploma. ***Students seeking an Essential Diploma are not required to complete community service hours.***

High School and Beyond Plan

Each student will develop a High School and Beyond Plan during 7th and 8th grades or within the first year of high school enrollment. The plan will be developed in collaboration with the student, parents/guardians, and district staff and include, at a minimum: 1) a career goal; 2) an educational goal; 3) a four-year course plan for high school, and 4) identification of required assessments. Each student plan should be reviewed annually at the beginning of the school year to assess student progress, adjust the plan if necessary, and advise the student on steps for successful completion of the plan. Whether the student has met the High School and Beyond Plan requirements is determined by the district.

A student receiving special education services who has developed a transition plan as part of their [Individualized Education Plan \(IEP\) must still have a Washington State High School and Beyond Plan.](#)

Health and Elective requirements (Occ. Ed, Fine Arts, etc.) may be fulfilled in any year 9-12. The WA State History requirement must be fulfilled prior to graduation. Usually students meet this requirement in their 7th or 8th-grade social studies class.

Lopez Island High School DIPLOMA REQUIREMENTS

Honors Diploma Requirements

Students who earn honors will have an Honors notation on their transcript, receive Honors diplomas, and wear Honors cords at graduation. Honors Students who achieve at least a 3.5 cumulative GPA for their high school work and meet the Honors requirements will wear a gold cord at graduation. Faculty Honors Students who earn at least a 3.75 cumulative GPA for their high school work and meet the Honors requirements will wear a gold stole at graduation. Running Start Honors Running Start students will be eligible for Honors only if they complete at least one year of their schoolwork while attending Lopez Island High School.

Subject Areas for Honors Diploma include all of the requirements for the Standard Diploma plus students must also satisfactorily complete:

- 4 credits of English - 2 at a classroom taught Advanced Placement or College level
- 4 credits of science including either Chemistry or Physics
- 4 credits of college-prep math (i.e., Algebra I, Geometry, Algebra II, Pre-Calculus, Calculus)
- Three (3) sequential credits of a World Language. Living and going to school in a foreign country where the primary language spoken is not English can be equal to one-half credit of World Language. A placement exam (Example: OSPI approved test for the Seal of Biliteracy) can be equal to one credit of World Language.
- 3 credits of fine art.
- 1 elective credit in Science (i.e., Chemistry, Physics) or Math (i.e., Pre-Calculus, Calculus), or an additional Advancement Placement, Running Start, or College in the High School course taught within a classroom setting

General Requirements

- An honors-level senior project common criteria will be provided, and specific criteria will be defined, considering individual academic accomplishments, interests, and goals.
- An honors-level graduation portfolio common criteria will be provided, and specific criteria will be defined, considering individual academic accomplishments, interests, and goals.
- One hundred and five hours of community services

Extracurricular Activities -Students must participate in at least two of the following:

- Drama (two performances)
- Student Council (two years)
- Sports (three seasons)
- Volunteer Fire or EMT program (one year)
- Lopez International Club trip and/or Foreign exchange program (one semester or year)
- Any alternative service or project pre-approved by the Honors Committee

A student must “declare intent” no later than the end of the first semester of the senior year for the Honors Program. Students who earn honors will have an Honors notation on their transcript, receive Honors diplomas, and wear Honors cords at graduation.

Honors

Students who achieve at least a 3.5 cumulative GPA for their high school work and meet the Honors requirements will wear a *gold cord* at graduation.

Faculty Honors

Students who achieve at least a 3.75 cumulative GPA for their high school work and meet the Honors requirements will wear a *gold stole* at graduation.

Running Start Honors

Running Start students will be eligible for Honors only if they complete at least one year of their schoolwork while attending Lopez Island High School.

Selection of Valedictorian

Students who complete the Honors Diploma Requirements and achieve a cumulative GPA of 3.9 or above will be co-valedictorians. Suppose no student graduating with Honors achieves a cumulative GPA of 3.9. In that case, the honor will be given to the student with the highest cumulative GPA who has completed the requirements for the Honors Diploma.

If there are no students who have completed the requirements for the Honors Diploma, the valedictorian will be determined by the graduating senior with the highest cumulative GPA.

Graduating with Distinction

Students who achieve at least a 3.5 cumulative GPA for their high school work will wear a *silver cord* at graduation.

ASSOCIATED STUDENT BODY/CLUBS

An associated student body (ASB) shall be formed in each school within the district whenever one or more students in that school engage in money-raising activities with the approval and at the direction or under the supervision of the district. An associated student body shall be a formal organization of students, including sub-components or affiliated student groups. Refer to School Board Policy 3510.

Students involved in ASB and extracurricular activities are required to purchase an ASB card. ASB cards allow students to attend specific home games at no charge and dances and/or other specified functions at a reduced rate.

Extracurricular shall be defined as athletics, ASB clubs and organizations, **and other** school-related activities (such as experiential field trips, Japan trips, etc.) The principal or Athletic Director will determine extracurricular activities.

2023-2024 ASB Officers

President	Amelia Patino
Vice President	Melissa Valencia
Sergeant at Arms	Ulises Velazquez-Cerda
Secretary	Anna Fuller
School Board Representative	Ruby Ervin-Mclean
Treasurer	Nikolai Kasakov
7 th grade Representative	Anaya Dupuis
8 th grade Representative	Mason Sather
9 th grade Representative	Aspen Hatchel
10 th grade Representative	Ana-Sophia Rempel
11 th grade Representative	Mirabella Velo
12 th grade Representative	Sherlin Colon-Clavel

DRAMA CLUB

The Drama Club provides interested secondary students with the opportunity to participate in extracurricular theatre performances during the winter months. Open to all secondary students, the Club sponsors an annual Festival of One-Act Plays, with casting in December and public performances in February or March. Rehearsals take place after school; performances in the evening. Students are encouraged to participate both on and off-stage. Activity fees apply; scholarship funds may be available.

FRENCH CLUB

The French Club supports travel to France, Québec, and other French speaking countries for high school students of French classes at Lopez Island High School. Members prepare trips, complete community service activities, join in fundraisers, and present travelogs to the community. As a club, members have participated in more than a dozen trips, usually lasting 15 days or more. Some financial support has been generously offered by the Lopez InStep program, formerly Lopez Island Foreign Exchange.

SPANISH CLUB

The Spanish Club supports bi-annual travel to Nicaragua and local travel to Spanish-speaking communities in our own region for high school students of Spanish classes at Lopez Island High School. Members prepare trips, complete community service activities, join in fundraisers, and present travelogs to the community.

GAY STRAIGHT ALLIANCE

A space for Lopez Island students of all identities to learn and be informed about LGBTQ+ matters, spread awareness, and promote acceptance throughout our community. The club is open to all students living on Lopez Island who are respectful to the other members and are committed to the Club's mission. The space is meant to be supportive for all who enter.

ATHLETICS/EXTRACURRICULAR ACTIVITIES

Students that plan to participate in any extracurricular activity during the 2022-2023 school year must take care of a few things to be eligible to practice with their team.

High School athletic teams compete in the Northwest 1B League.

The following high school sports are offered:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Coed Soccer	Boys Basketball	Boys and Girls Golf
Girls Volleyball	Girls Basketball	Coed Track

The following middle school sports are offered:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Coed Soccer	Boys Basketball, Nov.-Dec.	Coed Track
Girls Volleyball	Girls Basketball, Jan.-Feb.	

Athletic forms are now completed in Qmlativ Family Access “Online Forms.” Please contact the secondary office rberg@lopezislandschool.org for a login and password if you do not have one.

Some forms require an electronic signature for the student and Guardian 1 of Family 1 (forms are not available to 2nd Families). Student signatures are recorded with the understanding that guardians have had a discussion with their student regarding the information on the form. All steps in the 2022-2023 Athletic Packet must be completed before students are eligible to practice.

Please Pay All Current & Outstanding Fees BEFORE the First Game.

1. Purchase an ASB card

ASB fees: Check made out to LISD-ASB

High School \$25.00

Middle School \$20.00

2. Pay the extracurricular **participation fee** (for each activity) **2 separate checks**

Activity fees: Check made out to LISD

High School Sport \$100.00 per activity

Middle School Sport \$70.00 per activity

Fee Scholarship/Loan Requests are available in the secondary office for families that would like to receive consideration of athletic/activity/course fee assistance.

HIGH-MIDDLE SCHOOL EXTRACURRICULAR ACTIVITIES/ 2151P

Clubs, Athletics, and School-Sponsored Activities

I. ELIGIBILITY

1. Home school and private school eligibility – The eligibility requirements defined by W.I.A.A and further delineated herein will apply to home school and private school extracurricular activity participants.
2. Grades - Eligibility for all students participating in extracurricular activities will be determined by any teacher-generated grade report. Any grade of D or F will result in the student being ineligible to participate in extracurricular activities other than practice. When the student's grades are all C- or a B+ average, they will be allowed to resume all extracurricular activities.
3. Those students found to be ineligible at the semester will not be eligible for the first five weeks (three weeks for middle school students) of the following semester. WIAA 18.7.6
4. Once eligibility has been established for that particular activity, ongoing grade checks will determine continued eligibility. Grade checks will be completed for all team members.
5. All students participating in extracurricular activities must keep their grades at or above C- or a B+ average. It shall be the duty of the teacher to advise students if their grade is lower than a C-. **The teacher will also inform the Athletic Director.**
6. It shall be the duty of the principal and/or athletic director to check on the
7. behavioral eligibility and advise students if there are any issues.
 - a. The ineligible student should attend practice to remain an integral part of the team and learn any new plays or information that might be incorporated but may not participate in competition.
 - b. No student may participate in extracurricular activities if they have any detention to make up.
 - c. Participants must meet attendance and tardiness standards as set forth by the District.

The principal will review any special requests and advise accordingly.

II. ATTENDANCE

To participate in an extracurricular contest, the participant must be in school:

1. A full day on the day of the event, or
2. A full day on the day before the event, if it takes place on Saturday.
3. In their first-period class, no later than 30 minutes after the class starts.
4. EXCEPTION: If deemed in the best interests of the student and the team, the principal only may make an exception. The exception must be requested in writing by the parent of the extracurricular participant, preferably by 9:00 a.m. the day before the event.
5. Students with a pattern of unexcused absences and tardies will not be eligible to participate in the extracurricular program for the remainder of the season.

III. RECORDS

To participate on an athletic team (including practice), a student must have the required records on file in the secondary school office: (Please see **ATHLETICS, Forms Required to Practice**)

IV. TRAVEL

When traveling for extracurricular events, eligible student participants will travel to and from events in transportation deemed acceptable by the school. The only exceptions are:

A. Injury to a participant that would require alternate transportation.

B. The prior arrangement between the participant's parent/guardian and the head coach/teacher/principal. Permission must be requested by completing the ALTERNATIVE TRAVEL REQUEST form at least 24 hours prior to travel.

- Abide by the rules established for extracurricular activities.
- Dress appropriately and in good taste.
- Obey the laws of the State of Washington and the rules of Lopez Island High School.
- Conduct themselves courteously while on ferries and buses.
- Use the time on ferry trips to the mainland or other islands during school time to study, read, or complete homework assignments.
- Remain at all times with the squad and under the supervision of the coaches/supervisors.
- Refrain from criminal acts of any type.
- The use of alcohol, drugs, stealing, and vandalism will not be tolerated at school or during school-sponsored activities.
- When traveling to other schools, the Athletic Director will announce locations where teams will depart for each game and places at which team members will be released after returning. Anyone needing to join or leave the team at another point must have the ALTERNATIVE TRAVEL REQUEST form on file at the high school office the day before the event. Permission will only be approved if deemed to be in the interest of that student and the team. The secondary principal will confirm times of dismissal from class.

V. SPORTSMAN-LIKE CONDUCT

Athletes, extracurricular activity participants, coaches, and teams are expected to conduct themselves at all times with a high degree of respect for others, good sportsmanship, and in all manners, be a credit to their school, community, team, and themselves. Wagering bets of any kind on the outcome of competitive activities is not allowed and may result in disciplinary action.

All students who participate in extracurricular programs in the Lopez Island School District will comply with its rules and regulation and yield to the reasonable discipline of school authorities. Any extracurricular participant who willfully performs any act on school premises (or within reasonable proximity thereto) or off school premises at a school-sponsored event, which interferes with or is detrimental to the orderly operation of a school's extracurricular program, shall be subject to athletic discipline, athletic suspension, or athletic expulsion, as well as possible school discipline. The coach/administrator will have the discretion to impose appropriate discipline (suspension from the next game, temporary loss of position on the team, etc.) for infractions of these "Sportsman-Like Conduct" and the extracurricular activity policies and procedures, or other inappropriate conduct, if not explicitly cited in this document. The athlete shall have the right of appeal to the athletic director/principal of any discipline imposed by the coach under this section.

VI. CRIMINAL ACTS

Involvement in committing a criminal act while on school-sponsored activities will result in immediate suspension, the imposition of appropriate school discipline, possible team dismissal, and possible criminal prosecution.

VII. ALCOHOL, DRUGS AND TOBACCO

The use of alcohol, drugs, and tobacco in any form is dangerous, unhealthy, illegal, and in violation of W.I.A.A. and Lopez Island School District rules and regulations. Team members are encouraged to confidentially contact the school counselor or a "safe person" to discuss substance use/abuse by self or others.

A. The following acts by an athlete on or off school premises during a season in which the athlete is participating in an athletic program shall constitute sufficient cause for athletic discipline, athletic suspension, or athletic expulsion, as well as possible school discipline:

- Use or possession of tobacco products and paraphernalia
- Use or possession of alcoholic beverages.
- Use or possession of controlled substances (including but not limited to narcotics, steroids, legend drugs, etc.).
- Choosing to remain at an off-campus event where alcohol, legend (prescription) drugs, or controlled substances are evident.
- Commission of a criminal act as defined by law.
- Trafficking of tobacco, alcohol, and legend (prescription) drugs or controlled substances.

B. The use, possession, or trafficking of alcohol, tobacco, or legend drugs/controlled substances (including steroids, narcotics, and paraphernalia) will lead to the removal of the team or extracurricular activity.

C. Attendance at a function, without consumption, possession, or trafficking, where minors are using drugs or alcohol: if the athlete is at a function where violations of these policies are taking place; the student will immediately remove themselves in a timely manner from the situation. If a student does not remove themselves in a timely manner, they may be found in violation of these codes of conduct whether or not they directly took part in the inappropriate activities.

1. **First Violation:** If the athlete attends a function where minors are using or trafficking in drugs or alcohol, but they do not use, and they do not leave promptly, the athlete shall be suspended from extracurricular activities for five (5) calendar days and a minimum of one contest. Such suspension shall carry over from one season to the next if insufficient time remains in the current season for full implementation of the suspension, but not beyond the current school year.
2. **Second Violation:** Suspension for ten (10) days, under the same conditions as cited in (a) above.
3. **Third Violation:** Suspension for twenty-eight (28) days, under the same conditions as cited in (a) above.

VIII. DISCIPLINARY ACTIONS AND PROCEDURES

When a student participant does not follow the rules and regulations, the appropriate consequences will be applied. When disciplinary action becomes necessary, the following will apply:

- A. The Principal will be the first line of authority regarding misconduct.
- B. All actions leading to penalties, probation, suspensions, or dismissals will be based on factual knowledge, confession, or the preponderance of the evidence.
- C. Coaches, in cooperation with the Athletic Director and high school principal, will handle any situation not explicitly covered in the High School Activities Policy.
- D. Students may appeal disciplinary decisions.
- E. Students who violate any of these codes of conduct may be subject to extracurricular activities code consequences, school discipline, and possible criminal prosecution, as appropriate to the infraction committed.
- F. Students unable to play due to disciplinary consequences will be unable to play for the remainder of the season in any sport offered during that season.

IX. APPEAL PROCESS FOR DISCIPLINARY ACTION

When infractions occur within the athletic program, the following process may be followed:

- Upon the imposition of penalty for an infraction of these rules or regulations, any aggrieved student and/or parents of the student shall have the right to an informal conference with the building principal and/or designee, activities director, and coach to request that they refrain from enforcing the decision of the coach or ask the coach to reconsider. If the students and parents do not make a written request for this informal conference with three (3) school days of the action grieved, they will have waived their right to the conference and appeal procedure. The informal conference is to be held within two (2) school days of the request or as soon as possible in extenuating circumstances.
- If the parties cannot agree at the informal conference, the aggrieved party may appeal to the Superintendent, or designee. The Superintendent/designee must meet with the aggrieved party within five (5) school days of the appeals request. The aggrieved party and the coach(es) shall be available as a resource.
- The Superintendent/designee will hear the case in detail and render a decision within two (2) school days after hearing the case.
- The aggrieved party may appeal the superintendent's/designee's decision to the board of directors within three (3) school days. After hearing the case in detail, the board of directors shall render a decision on the case within five (5) school days of the hearing. This decision shall be final.

X. PRINCIPAL DISCRETION

To the extent allowed by W.I.A.A. rules and regulations, school district policies and procedures, and legal requirements, the principal shall have the discretion to waive or modify the requirements and consequences of the contents of Section I – IX of this document.

SCHOOL DANCES

All school rules and consequences apply for dances, as well as those outlined in the School Dance Code. A School Dance is any that uses money collected under the name of a school sponsored group, collects monies to promote school connected activities, or is sponsored by the school.

Principal has the discretion to modify sections 1-5.

All arrangements must be completed and approved by the Principal at least one calendar week in advance of the dance date. (e.g. location, day confirmed, chaperones contacted, schedules, forms signed, contracts approved, clean-up arranged).

1. **Dance Hours:**

High School

- Regular dance start time 8:00 p.m. End time 11:00 p.m.
- Admissions deadline: 9:00 p.m.
- Homecoming and Senior Prom start time 9:00 p.m. End time 12:00a.m.
- Admission deadline: 10:00 p.m.

Middle School

- Regular dance start time 7:00 p.m. End time 10:00 p.m.
- Admission deadline: 8:00 p.m.

Starting and ending times can be changed due to special circumstances, with the principal's approval. Admission deadlines would remain as indicated.

2. **No student or guest will be admitted before the published start time.** Exceptions may be made for students helping with set up.
 - The full admission charge must be paid regardless of the time at which a person enters the dance.
 - Once entering the dance, anyone leaving the designated dance area will not be allowed to re-enter.
3. **High School dances are for high school students only.** Middle School dances are for middle school students only.
4. **Chaperones** – Each dance will be chaperoned by the appropriate number of adults. All Chaperones and parent guests are expected to abide by the same restriction placed on the students with regards to tobacco, alcohol, controlled substances and language. Chaperone-in-charge, also a school employee, will have the “final word” on all issues.
5. **Students are welcome to invite a guest to school dances.** Student sponsors must complete a DANCE GUEST PASS, including principal signature 24-48 hours in advance of the event.
6. **All school behavior and dress expectations apply at any school dance.** Students involved in inappropriate dance behavior which includes excessive physical contact, kissing or necking will be asked to leave if they do not modify their behavior. Parents will be notified.

7. **Off Limit Areas/Lighting (Interior and Exterior)**

- The staff chaperone shall be responsible for making arrangements for the exterior lighting to be turned on prior to the start of the dance (e.g. designated restrooms, refreshment/food area, hallways and foyers where appropriate). The main dance area may be darkened to the level that the people are still recognizable from all parts of the dance area.
- All areas of buildings (e.g. hallways, restrooms) not designated to be part of the dance area are off limits.

8. **Music/Disc Jockey (DJ)**

- Every effort must be made to schedule a DJ from the participating age group. If not, the DJ may only participate in providing music.
- The music played at the dance will not contain profanity, racist language, and/or sexually explicit lyrics. Also, all efforts will be made to play different genres of music. A student request list for songs should be created and posted the week prior to the dance.
- The DJ must clean up all supplies and equipment immediately after the dance, or if previously arranged, Monday morning before school.

9. **Law enforcement: Law enforcement will be notified of scheduled** dances and may be present, inside or outside, for appropriate periods of time. Full cooperation with law enforcement personnel is required.

Students were asked to define *inappropriate dance* behavior and *excessive physical contact*, and they created the following:

DANCE EXPECTATIONS

No making out (defined as no longer than 4 seconds)

No visible undergarments

Hands on the outside of clothing

Hands only touching hips

No bending (no acute angles)

SCHOOL CULTURE

LISD K-12 Habits of Character:

Kindness

Belonging

Ownership

Perseverance

1. The atmosphere supports the learning process, and is identified by obvious mutual respect between all members of the community, and that reflects pride for self and group achievement, high self-esteem, and accomplishment.
2. All members of the school community take responsibility for providing students with a place safe from physical and emotional risks.
3. The school is well organized, works smoothly, and reflects order, in a setting with attractive facilities and grounds.

LOPEZ ISLAND MIDDLE/HIGH SCHOOL BEHAVIORAL EXPECTATIONS

- Treat all staff with respect and follow directions. Comply with all reasonable staff requests.
- Use kind, inclusive, and respectful language in the halls, classrooms, and at school events and activities.
- Wear appropriate clothing that meets the standards of an educational environment. Shoes are required on campus.
- Maintain good attendance. Check attendance in Qmlativ; parents are required to contact the school office for excused absences based on School Board policy 3122.
- Resolve conflicts in a non-violent, constructive manner.

Board Policy #3240

The board acknowledges that conduct and behavior is closely associated with learning. An effective instructional program creates a wholesome, safe, and orderly school environment. It is important for students to respect the rules of conduct and take responsibility for their actions in the event of a conflict. These standards are noted in the Procedures and Student Conduct guideline booklets. In order for these standards to be met students are expected to:

- A. Respect the rights, person and property of others;
- B. Pursue the required course of study;
- C. Preserve the degree of order necessary for a positive climate for learning; and

D. Comply with district rules and regulations;

E. Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.

The superintendent is responsible for the development of written rules of conduct which will carry out the intent of the school board.

DISCIPLINARY ACTIONS

Classroom discipline: Students are expected to adhere to both the school and classroom guidelines.

When a student does not meet behavioral expectations:

Common disciplinary actions may include:

- verbal reprimands
- assigned seating
- conference with student(s)
- parent contact
- detention and parent contact
- referral to the principal and parent notified

School discipline: Consequences may include, but are not limited to:

- conferences with student(s)
- restorative justice
- student-teacher-parent conference
- referral to counseling
- student contract
- after-school detention
- before-school detention
- in-school / out of school suspension
- short-term suspensions: one to ten school days
- long-term suspensions: eleven to ninety school days
- exclusion from school activities
- temporary or permanent removal from class
- expulsion for the remainder of the school year
- other appropriate consequences levied by the principal or designee

GENERAL MIDDLE/HIGH SCHOOL EXPECTATIONS

Please note: This list of behavioral expectations is not all-inclusive, nor do the consequences necessarily follow each other in strict order. The application of consequences is progressive and is determined by the severity and frequency of the behavior.

A. Respect for School Grounds: A healthy school environment needs to have a clean, respectable appearance. To that end, students and staff may not leave unattended backpacks or belongings in the hallways or common areas during class time. Lunch will be had in the MPR unless directed by the activity supervisor or staff member. Students must respect the school grounds and facility, which includes classrooms and other learning spaces, bathrooms, MPR, gym, hallways, offices and outdoor spaces. This means throwing away trash, putting recycling in the appropriate containers, and generally leaving spaces better than they found them.

Graffiti and vandalism will not be tolerated. Tagging (gang graffiti) will result in suspension and referral to legal authorities.

B. Dress Code: Developed by 2019-2020 ASB leaders and approved by the School Board

Mission:

This code represents an effort to develop a school environment that promotes safety, equity and dignity. It is in compliance with the WA State dress code which states: *Students have a right to express their gender at school within the constraints of the school's dress code w/o discrimination or harassment. School dress codes should be gender neutral and not restrict students' clothing choices on the basis of gender.*

Rules:

Students are required to abide to the following

- All students should be expected to wear pants the way they are designed to be worn. A good rule of thumb is the minimum length must extend two inches below the crease of the buttocks when standing comfortably. Pants, shorts, and dresses should cover the entire buttock in any position.
- Transparent clothing does not count as clothing.
- All shirts and tops are required to have sleeves or straps. The top of a shirt must reach within two inches of the armpits. The lowest part of a shirt should end at the belly button or lower.
- Undergarments selection is at the discretion of individual student comfort. Clothing must cover undergarments (waistbands and straps excluded).
- The following items are not acceptable to wear:
- Clothing and personal belongings that have an obscene, sexual, tobacco, drug or alcohol-related messages; that promote violence or hate; that are gang-related; or that are in conflict with the district's commitment to honoring diversity and embracing all people.

Enforcement:

Any staff may enforce the dress code, though it is ultimately a judgment call of the administrators. Staff are expected to enforce code discreetly, and respectfully. The administrator that is contacted may request that the student changes or covers up the article of clothing in question.

If a student feels that he/she is being distracted from their safe learning environment by another student's clothing, the student should privately contact staff or administrators, who will regulate the situation outside of the classroom.

C. "Couples" Behavior: The school cannot accept any behavior that can be defined as "intimate," either in the halls, on campus, or in the classroom. Examples of intimate behavior of couples that is not acceptable at school are:

- Kissing
- Touching inappropriately

The clearest way for staff to expect and to administer in this standard is the "open space" concept that requires there to always be a space between couples, except for holding of hands during non-class time. The discretion of the principal in such matters is final.

D. Attendance Expectations: Students are expected to attend all assigned classes, be on time, and have proper materials. Promptness is a quality related to success. See Attendance procedures in the front of the handbook. Being consistently tardy to school or class is disrespectful to our school learning climate. Patterns of poor attendance will result in disciplinary action that support a student's ability to succeed at school.

E. Use of Profanity, Obscenity, or Obscene Behavior: The use of profanity, obscenity or other inappropriate comments, or actions by Lopez students or adults is not an acceptable practice in classrooms, hallways, other areas of the campus or at school functions. Teachers are expected to establish standards in their classrooms that prohibit the use of profanity, obscenity, or other inappropriate comments, or obscene or inappropriate behavior. Words or actions of hate, bullying and discrimination are considered profane and obscene. Additionally:

1. Each teacher will define classroom consequences.
2. Continued infractions by a student will result in a referral to an administrator. Adults are expected to approach and address students when hearing or seeing profanity, obscenity, or other inappropriate language or behavior. If a student refuses to respond satisfactorily to correction, they will be referred to an administrator for further action.
3. The administrator shall have the discretion to waive or modify the behavior consequences as appropriate to the infraction.
4. Depending on the severity of the infraction, consequences may include criminal prosecution.

Automatic Consequences if referred to an administrator:

- First referral: Parent notified
- Second referral: Parent notified and/or detention
- Third referral: Suspension and parent conference before re-admission

F. Smoking/Tobacco Products Standards: Lopez School is a smoke-free zone. There will be no smoking or use of tobacco products or paraphernalia allowed on campus or at school activities. This includes e-cigarettes, vaporizers, and etc.

Automatic Consequences

- First infraction: Parent notified – detention or suspension
- Second infraction: Detention or Suspension- parent notified

G. Drug /Alcohol Expectations: The use of illicit drugs and unlawful possession and use of alcohol is illegal and harmful. Students under the influence, or in possession of alcohol/drugs, will be suspended and referred to legal authorities.

Sharing or inappropriate use of prescription drugs and medicines is illegal and not allowed on campus or at school activities.

Students providing drugs or alcohol to classmates will be suspended, referred to legal authorities, and processed through the expulsion procedures, which may result in removal from school. There are community counseling services available through the school.

Consequences

- Referral to police for citation
- Suspension and/or expulsion
- Immediate expulsion for providers of alcohol and/or drugs

Suspension *may be* put on hold if the student has an approved drug and alcohol assessment and follows the recommendations of the assessment. Permission will be at the discretion of the principal or administrator.

H. Automobile Expectations: Students are given the privilege to use the school parking areas, assuming the following:

1. Students will practice safe driving habits.
2. The fire lanes must be kept free of cars.
3. Cars must be parked in a manner that allows cars to freely exit.
4. Cars may not be used to transport students who have no permission to leave campus.
5. The school cannot be responsible for lost or stolen items.

Automatic Consequences

- Any driver not meeting the above stated expectations is subject to school-administered consequences that may lead to suspension and/or loss of parking privileges.

I. Cellular Phones/Pagers/Electronic Devices:

There is usually no educational reason for students to use cellular phones or pagers while at school. As they can be a disruptive influence during the school day, they should be off during class time and not be used except in emergencies. Use during passing time is restricted but permitted during lunch. An exception will be granted for student EMTs and firefighters.

Use of smartphones and similar devices for educational purposes may be allowed at individual teacher or principal discretion. Students bringing personal technology items are responsible for their equipment. All items are to be turned off and put away during class time unless teacher permission is granted. Students using these devices during class time without permission will forfeit the equipment.

Consequences

- First: Verbal Warning and returned to the student at the end of the day.
- Second: Parent notified and asked to pick up the equipment at the end of the day.
- Third: Parent/Guardian core team meeting.

J. Use of Technology: Technology is provided as an important learning tool. Students will use computers and the school's technology with respect and as a privilege. These rules also apply to the use of personal technology while at school or school activities.

The following are not permitted:

- Sending or displaying offensive messages or pictures, including sexting
- Using obscene language or images
- Cyber bullying
- Damaging computers, computer systems or computer networks
- Using another's password and/or trespassing in another's folders, work or files
- Changing the computer settings to personalize the computer
- Chatting and/or using electronic bulletin boards (e.g. Facebook, Twitter, etc.)
- Moving computer system components
- Downloading non-school related items from the internet without staff consent

Consequences

- Violations may result in loss of computer access as well as other disciplinary
- or legal action.
- The discretion of the administrator is final.

K. Theft and Lockers: Students are allowed to store materials in school lockers located in the hall areas and in the gym locker rooms. The school cannot guarantee the safety of materials stored in these areas. Please do not bring valuable items or large amounts of cash to school. If you must have them, bring them to the Secondary office for safekeeping.

Automatic Consequences

- Students involved in theft will be referred to legal authorities and will face in-school suspension.

L. Discrimination: Lopez Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator

Dr. Martha Martin

[360-468-2202 x2251](tel:360-468-2202)

mmartin@lopezislandschool.org

Title IX Coordinator

Beth Stanford, HR Specialist

[360-468-2202 x 2303](tel:360-468-2202)

bstandford@lopezislandschool.org

504 Coordinator, Mary Fordham

mfordham@lopezislandschool.org

360-468-2219 x 2214

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator. You also have the right to file a complaint. For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it on the school website: lopezislandschool.org, District Info, School Board, Policy 3210P.

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online at lopezislandschool.org, District Info, School Board, 3000 Series, Policy 3205 and 3205P.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child’s principal or with the school district’s

Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you have received the school district’s response to your complaint.

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

Complaint to OSPI

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

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

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

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

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

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

N. Weapons and Dangerous Instruments: A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds during, immediately before or immediately after school hours, or off the school grounds at any school activity, function, or event.

Weapons include all knives that are illegal, any knife that is designed to be carried in a sheath, any knife that is designed for use against another person, and any knife that is legal but used as a weapon to intimidate another person. All guns that fire a projectile are weapons, and any gun replica that is used to intimidate will also be considered a weapon. Any item that is designed to

give one person an advantage in a conflict over another person, or any item that is used to intimidate based on potential harm it can cause, will be considered a weapon.

Consequences

- Suspension with possible referral for expulsion:
- **Referral to legal authorities, and possible expulsion**

In possession of a gun on campus, or at a school activity, or on the way to or from school. Washington law (RCW 28A.68) requires expulsion for one year for elementary and secondary school students who carry firearms onto school premises.

O. Trespassing: Students will refrain from trespassing on school property. Trespassing will result in suspension and referral to legal authorities.

P. Harassment, Bullying, Intimidation, Teasing, or Other Threatening Behavior:

Teasing stops being teasing when it becomes hurtful or is not wanted. When teasing becomes hurtful, it will be considered intimidation and threatening to the receiving students, and will be considered inappropriate behavior.

Bullying is when one child or a group of children *repeatedly* picks on another child. Bullying is different from fighting or teasing.

Bullying behavior through the use of student electronic communication (cyber-bullying), including messages or images sent from off-campus to or about any member of the school community will be treated as if it had been written or spoken at school.

Any bullying behavior demonstrated at school, or outside of school, that impacts our school community will be addressed by the school. Bullying behaviors will be responded to, as all negative behaviors are, through a continuum of consequences and interventions up to and including suspension or beyond, depending on the severity and frequency of the behavior.

A link is provided on the main page of the school's website to report anonymously any bullying behavior.

Consequences

- First infraction: Correction by the adult supervisor and referral to the principal.
- Parent notified.
- Second infraction: Referral to the principal. Parent notified. Student assigned detention or suspension for insubordination.
- Third infraction: Parent notified. Suspension for insubordination. Parent conference for re-entry to school.

Note: Suspected incidences of bullying, harassment, or intimidation may be reported to law enforcement.

Q. Fighting is defined as a physical struggle between two or more people that has gone beyond the point of “rough play,” or when one party is a victim of another person’s inappropriate physical behavior.

Both people involved in a fight are considered willing participants unless one has been attacked and is defending him/herself, or if neither tried to exercise the option to walk away. Whether a student is “defending him/herself” is at the discretion of the principal or administrator.

Two students agreeing to meet some place to fight are considered willing participants. People who exercise the option to fight when either could have reasonably exercised other options are considered “mutual combatants,” and the consequences to both may be equal. Fighting off-campus will have school disciplinary consequences if the conflict was present at any time at the school.

Consequences

- Referral to administration. Parent notified.
- The student initiating the fight may be suspended, as well as the second person if that person was a willing participant. Parent notified.