

# PORT TOWNSEND HIGH SCHOOL

## Student Handbook 2023-2024



**Redhawks are responsible, supportive, kind & persistent!**

## PTHS BELL SCHEDULE 2023-24

A-6 Period Day	C-7 Period Day	D - Shortened 6 Period Day
8:15 - All Students to class	8:15 - All Students to class	2 hour early release schedule
8:20 - 9:20 - 1st Period	8:20 - 9:11 - 1st Period	8:15 - All students to class
9:25 - 10:23 - 2nd Period	9:16 - 10:05 - 2nd Period	8:20 - 9:00 - 1st Period
10:28 - 11:26 - 3rd Period	10:10 - 10:59 - 3rd Period	9:05 - 9:43 - 2nd Period
11:26 - 12:01 - LUNCH	10:59 - 11:34 - LUNCH	9:48 - 10:26 - 3rd Period
12:06 - 1:04 - 4th Period	11:39 - 12:28 - 4th Period	10:31 - 11:09 - 4th Period
1:09 - 2:07 - 5th Period	12:33 - 1:22 - 5th Period	11:09 - 11:44 - LUNCH
2:12 - 3:10 - 6th Period	1:27 - 2:16 - 6th Period	11:49 - 12:27 - 5th Period
	2:21 - 3:10 - 7th Period	12:32 - 1:10 - 6th Period
B - Tuesday - Block	B - Wednesday - Block	
All Students to Class	All Students to Class	
8:15 - 9:50 - 1st Period	8:15 - 9:50 - 3rd Period	
9:55 - 11:25 - 2nd Period	9:55 - 11:25 - 4th Period	
11:25 - 12:00 - LUNCH	11:25 - 12:00 - LUNCH	
12:05 - 1:35 - 5th Period	12:05 - 1:10 - 7th Period	
1:40 - 3:10 - 6th Period	School Dismissed 1:10	

## GENERAL INFORMATION

### Address

Port Townsend High School  
1500 Van Ness  
Port Townsend, WA 98368

### Administration

Carrie Ehrhardt, Principal  
Mark Harris, Asst. Principal  
Shelby Box, Athletic Director

### Phone Numbers

Main Office: 360-379-4520  
Counseling: 360-379-4523  
Athletics: 360-379-4520  
Fax: 360-379-4506

## PORT TOWNSEND HIGH SCHOOL STAFF 2023-24

### TEACHERS

Reed Aubin, Spanish  
Brenna Bemis, Special Education  
Tim Behrenfeld, Science  
Kim Clarke, Band  
Ben Dow, Social Studies  
Julie Dow, Social Studies  
David Egeler, Photography, Video Productions,  
Advanced Media  
Tom Gambill, English, Yearbook  
Virginia Grace, English  
Brandi Hageman, Science  
Karl Jordan, Maritime Studies  
Jennifer Kruse, Career/Life Skills, Culinary  
Linda Lenz, Math, Science  
Caitlin Malarkey, Orchestra  
Darlene Marmol, Special Education  
Rene Olson, Special Education  
Chris Pierson, English  
Wayne Shaffer, Math  
Michele Soderstrom, Art  
Logan Stegner, Physical Education  
Jeff Taylor, CTE, Science, Math  
Nancy Zamberlin, English Language Support

### SUPPORT SERVICES

Jessica Garcia, Student Assistance Professional  
Andrea Knutson, Mental Health Student Clinic  
Susan O'Brien, ARNP, Student Clinic

### SECRETARIES

Lisa Anderson, Principal's, Main Office  
Samantha Massie, Attendance, ASB  
Kimberly Montgomery, Counseling, CTE

### PARA EDUCATORS

Cerise Allen-Williamson, Library  
Gabe Apker-Montoya, Special Education  
Nathalie Ballou, Special Education  
Michele Dean, Special Education  
Karen Huffman, Special Education  
Michele Pierce-Bartl, Special Education  
Jordan Russell, Special Education  
Amy Recker, Special Education/Behavior

### CAFETERIA

Christee Ballard  
Joanne Mackey

### CUSTODIAL STAFF

Heidi Johnson - Day Custodian  
Steven Nutter - (Main & Annex)  
Barbara Reese - (Gym & Stuart)

### COUNSELING

Kirsten Bledsoe, Counselor  
Emily Eldridge, Counselor

## TABLE OF CONTENTS

Bell Schedule -----	inside front cover
PTHS Staff -----	2
Redhawk Pride - Student & Staff Expectations -----	4
Student Equity -----	5
PTHS Attendance Policy -----	6-8
Elevator Use by Students -----	8
Campus Safety -----	9-10
TIP Line Information -----	10
PTHS Discipline Philosophy -----	11
Threat Assessments and Safety -----	12-14
Safe and Drug Free Schools and School Board Policy on Tobacco 4215P -----	14
District Information on Drugs/Alcohol/Tobacco in Schools -----	15-16
Sexual Harassment and Assault Information and Reporting Process-----	16-21
Student Services -----	22-26
Visitor Policy -----	24
Student Fees -----	25
Academic Policies & Requirements -----	26-30
Grading -----	27-28
Prohibition of Harassment, Intimidation, Bullying-----	30-32
PTHS Dress Code -----	33-34
PTHS Cell Phone Policy -----	35-37
Emergency Preparedness-----	38
Counselor Services -----	39
Student Activities -----	39-42
PTHS Dance Guidelines-----	41-42
PTHS Athletics (Policy/Procedure 2151) -----	43-44
Student Awards -----	44-45
Bus Information -----	45-46
Student Rights & Responsibilities /Conduct -----	46-48
Academic Integrity-----	48
Section 504-----	49-50
Behavioral Violation Matrix -----	50-53
<b>Management Support</b>	
Required Notification on Pesticide -----	53-54
Responsible Use of Technology -----	55-61

## REDHAWK PRIDE

Port Townsend High School takes pride in its student/staff community. We expect all of our students to embrace a Culture of Excellence built upon five vital factors: Persistence, Responsibility, Integrity, Determination and Excellence (PRIDE). These traits create an atmosphere devoted to health, safety and learning.

<b>Expectations for Students &amp; Staff in All School Settings</b>		
Expectation	Student Expectations	Staff Expectations
Be Responsible	<ul style="list-style-type: none"> <li>● Choose safe behavior</li> <li>● Be in school on time every day</li> <li>● Be truthful; practice integrity</li> <li>● Be present: use technology responsibly</li> </ul>	<ul style="list-style-type: none"> <li>● Model responsible behavior by following school rules and school-wide expectations</li> <li>● Lead by example; be in school on time every day</li> <li>● Be truthful; practice integrity</li> <li>● Be present; use technology responsibly</li> </ul>
Be Kind	<ul style="list-style-type: none"> <li>● Respect yourself, others, and our school</li> <li>● Respect one another's personal space, property, feelings, and consent</li> <li>● Respect different experiences, opinions, and perspectives</li> <li>● Use polite and positive language with other students and staff</li> <li>● Listen to others; acknowledge one another with attention</li> </ul>	<ul style="list-style-type: none"> <li>● Treat all students and staff with respect</li> <li>● Respect different experiences, options, and perspectives</li> <li>● Use polite, professional, and positive language</li> <li>● Acknowledge one another and students with full attention</li> </ul>
Be Supportive	<ul style="list-style-type: none"> <li>● Assume positive intentions of others</li> <li>● Be a positive role model</li> <li>● Stand up for others; call out inappropriate remarks or behavior when you see it</li> <li>● Report anything unsafe</li> </ul>	<ul style="list-style-type: none"> <li>● Assume positive intentions of staff and students</li> <li>● Lead by example; serve as a positive role model</li> <li>● Practice the 'Five Positives' with students</li> <li>● Communicate with staff, students, and families in a way that is supportive of students</li> </ul>

Be Persistent	<ul style="list-style-type: none"> <li>● Do your best</li> <li>● Learn from your mistakes and keep trying</li> <li>● Take pride in your work</li> </ul>	<ul style="list-style-type: none"> <li>● Do your best</li> <li>● Learn from your mistakes</li> <li>● Acknowledge students' effort and encourage them to keep trying</li> <li>● Take pride in your work</li> </ul>
---------------	---	---



**HONOR OUR MASCOT!**

The formation of the PTHS Redhawk mascot in 2014 - both the profile and the full bird - is the OFFICIAL mascot for Port Townsend High School. The creation of the Redhawk image went through several revisions to become what it is today. Both the profile and the flying Redhawk images are considered as the trademark for our high school. We invite everyone to use the image in any PTHS-related written material.



This includes any documentation, signage, clothing and accessories. Please copy the images found on our school website or contact anyone in the PTHS office to get the logo for free. We encourage the use of our official mascot image!

Any other version of our Redhawk Mascot is considered unofficial and unauthorized. Go Redhawks!

**EQUITY STATEMENT**

Port Townsend High School commits to championing policies and practices of cultural equity that empower a just, inclusive, and equitable learning environment. We recognize that some existing practices in the education system grant privilege and access unequally. We believe that equity is crucial to ensure that everyone has equal access to a full and vibrant life. Within a culture of equity, everyone on staff believes that in order to meet the needs of all students, it is necessary to meet the needs of each student. We are committed to the belief that all students have the capacity to meet high expectations and we are committed to maintaining systems of support to align with that belief.

Respect and equal opportunities will be extended to all students, staff and patrons without regard to sex, age, race, color, sexual orientation, gender identity, nationality, religion or cultural differences. Please refer to the Nondiscrimination Policy at [www.ptschools.org](http://www.ptschools.org). Inquiries regarding compliance and/or grievance procedures may be directed to the appropriate district level administrator. See the list on page 10 of this handbook.

## **MARITIME DISCOVERY/PLACE BASED EDUCATION**

The Port Townsend School District integrates maritime and place-based learning projects into the curriculum across all grade levels and subjects. Students will participate in maritime and place-based projects through their regular course work and classes. Projects provide opportunities for students to be creative, be stewards and good citizens in the community, take on leadership roles, and build connections to our community.

The high school offers maritime courses during the school day, both on campus and at the NW Maritime Center. These courses will help students explore their interest in careers in the maritime industry, or provide a fun elective opportunity. The counseling office can provide more information about those speciality courses.

## **PTHS ATTENDANCE POLICY 2023-2024**

Attending school regularly helps students feel better about school—and themselves. Students can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help students do well in high school, college, and at work.

Regular school attendance is required by law (RCW 28A.225) and is the responsibility of the parent/guardian and student. Students with excessive absences, regardless of the type of absence, will receive phone/mail notifications and these may lead to truancy proceedings. Students with four weeks (20 school days) of consecutive absences may be dropped from their classes.

If your student is going to be absent, contact the Attendance Secretary at 360.379.4521 or email [pthsattendance@ptschools.org](mailto:pthsattendance@ptschools.org). If you do not notify the school in advance, send a note with your student upon return to school. Please contact a school administrator if excessive absences are due to extenuating circumstances.

State Law considers the following as Excused Absences:

Illness, Health Condition, or Medical Appointment (excessive absences may require a provider's note)

Physical health or mental health symptoms, illness, health condition or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in-patient or out-patient treatment for chemical dependency or mental health)

Family Emergency

Religious or Cultural Purpose  
Court or Court Ordered Activity  
Post-Secondary Program Visitation or Scholarship Interview  
State Recognized Search & Rescue Activities  
Related to Homelessness or Dependency Status  
Related to Deployment Activities of parent or Legal Guardian  
Absence due to Suspension or Expulsion  
Safety Concerns  
Related to Migrant Status  
A Principal or Designee Approved Activity Consistent with District Policy

Pre-Arranged Absences of three or more days must be approved in advance. Have your student pick up a form at the attendance office. This should be completed at least one week prior to the planned absence. PTHS discourages trips and vacations during the school year, as this can have a negative impact on your student's ability to pass their classes. Teachers are not responsible to recreate in-class assignments that were missed due to family vacations or other trips (i.e. science labs, socratic seminars, etc.). Teachers are also not responsible to plan in advance so students can take class work with them. When possible, the teacher may choose to give a student an alternative assignment to complete, in lieu of missed in-class work.

Any student who misses school is expected to check with teachers regarding missed lessons and assignments. Students may contact teachers by email, phone, or in person. Teachers are expected to return student and parent email correspondence within two days of receiving it.

### **Arriving Late/Tardy/Leaving Early**

**ALL STUDENTS MUST CHECK IN WITH ATTENDANCE OFFICE WHEN ARRIVING LATE OR BEFORE LEAVING CAMPUS. ALWAYS!**

Students must always check in or out with the attendance office when arriving late to school or tardy to class. Three or more unexcused tardies is considered excessive and may result in school discipline. When a student must leave campus prior to the end of the school day they must check out with the attendance office, no exceptions. Notice must be given to the attendance office in writing or by phone prior to the departure time. Students are considered tardy up to the first ten minutes of class. Students more than thirty minutes late to class will be considered absent for that period.



## **TRUANCY**

Schools are required to take daily attendance and notify parents/guardians when a student is absent for any portion of the school day. Students with unexcused absences (or excessive excused absences) may become involved in truancy proceedings.

### **TRUANCY STEPS**

After four cumulative unexcused absences - Parent/Guardian Notification

Between 4 and 10 cumulative unexcused absences - Recommendation for WARNS assessment through Juvenile Services

Between 7 and 10 cumulative unexcused absences - File “Stay” petition with juvenile court and family attends Truancy Community Engagement Board (CEB) meetings.

Continued unexcused absences after CEB - “Stay” petition lifted and family attends juvenile truancy court.

## **INFORMATION AND ASSISTANCE**

### **ELEVATOR USE BY STUDENTS**

The high school has two elevators that are available to students who have temporary or permanent mobility issues, which prevent them from safely using the stairs. The following protocols are in place for students who want to request elevator use. Students who do not comply with elevator use protocols will have their elevator use privileges removed.

Student elevator key will be checked out from the office daily and is to be returned to the office daily.

Keys are not to be taken home.

Key should be worn around the wrist or other secure location.

Do not let others borrow your key.

You are responsible for the key, if it is lost or stolen, you will be charged for replacing it, incurring a \$25 lost key charge against your Skyward account.

If you lose or can't find your key, please notify the office immediately.

Elevator use is limited to the student in need and a maximum of one assistant, if required.

Friends will not be allowed to ride the elevator with you.

### **CALLING SCHOOL**

We encourage you to contact us when questions arise. The high school office is open from 7:00 a.m. to 3:30 p.m., Monday through Friday. The main office can be reached at 379-4520; attendance office at 379-4521; the counseling office at 379-4523; ASB office at 379-4527; and athletics at 379-4520.

**Contact:**

Secretaries - To arrange conferences, appointments, report absences, school fees, insurance, and general information.

Counselors - Regarding schedules, student progress and issues related to success in school.

Athletic Director - Sports schedules, eligibility.

Assistant Principals- Attendance and discipline policy, student concerns, campus culture, safety.

Principal - Regarding overall school operation.

Teachers - Regarding specific classroom questions. Teachers have a daily planning period and, in most cases, will return your call during this time or at the end of the school day.

Note: E-mail is an effective method for corresponding with staff. The standard e-mail address is staff's first initial followed by last name @ptschools.org. Example: bgoode@ptschools.org All staff email can be accessed in the Staff Directory on our website: [highschool.ptschools.org](http://highschool.ptschools.org) Staff are expected to return parent emails within 24 hours if possible, but no later than two school days.

**STUDENT RESPONSIBILITIES**

1. Respect the rights of others.
2. Take responsibility for yourself and your own actions.
3. Make every effort to learn.
4. Attend all classes each day, on time.
5. Comply with the rules of the district and Port Townsend High School.

**CAMPUS AND STUDENT SAFETY IS A TOP PRIORITY!**

Port Townsend High School a drug-free, weapon-free, tobacco-free campus (including vape products and e-cigarettes), and an alcohol-free campus. Our campus includes a camera system to enhance safety and security. Cameras are placed both inside the buildings and outside on the grounds and in parking areas. This is not a surveillance system, as cameras are not continuously monitored, but a security system so that footage of our campus may be reviewed to document incidents and identify individuals who may be involved in inappropriate acts. See Board Policy 6505 and 6505P for more information.

Students, visitors and staff are required to comply with policies and procedures regarding keeping our campus a drug-free/weapon-free/tobacco-free/alcohol-free zone.

Any individuals found in violation are subject to suspension or expulsion (when a student) up to and including arrest. For adult visitors and parents, please be aware that even though Washington State has legalized marijuana possession and use by adults, marijuana and related paraphernalia is not to be brought on campus at any time by any individual.

School district policies outline specific language regarding these expectations:

**Student Conduct Code Violations for Alcohol and Other Drug Use**

Policy 3241 and 3241P, 2121 and 2121P

**Tobacco**

Policy 4215 and 4215P

**Safe and Drug-Free Schools**

Policy 5201 and 5201P, RCW 69.50.204 Schedule 1

**OUR DISTRICT'S TIP REPORTING SERVICE**

Safety is one of our district's top priorities. That's why we use SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone: 360.406.4637**
2. **Text: Text your tip to 360.406.4637**
3. **Email: 1280@alert1.us**
4. **Web: <http://1280.alert1.us>**

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1280.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

**DISCIPLINE PHILOSOPHY**

Port Townsend High School is committed to every student's right to an education. Each student has the right to learn, to be secure and to be safe. The staff at PTHS expects high school students

to be mature, responsible young adults and to act with courtesy in and out of school. We expect students to respect themselves, respect others and respect their school. It is the student's responsibility to behave appropriately, and the school community's responsibility to provide guidance and hold students accountable for their actions.

In order to keep students connected to the learning environment and school community, the school's primary response to problematic student behavior will be to utilize non-exclusionary interventions and supports. Our goal is to use a positive behavior approach, whenever possible, and utilize restorative processes as needed to support all students in our school. Together, our families, students, teachers, staff, and administrators share the responsibility in creating and sustaining an environment that enhances student achievement and well-being at PTHS.

The majority of student behavior support will be provided at the classroom level by teachers. Behaviors that cannot be supported exclusively by teachers will receive more targeted or intensive interventions, and at times corrective actions. Low-intensity non-exclusionary positive behavior interventions and supports will be attempted in most cases prior to moving to more targeted or intensive supports or interventions.

The lowest level of corrective action appropriate will be considered in order to improve behavior and maintain a productive learning environment for students. This progression of support fosters a positive school and community atmosphere and nurtures an environment for all students to grow as productive citizens.

Port Townsend High School has developed school wide expectations for students in all school settings. The expectations are divided into four main categories (values): Responsible, Kind, Supportive, and Persistent. The behaviors within the expectations are taught to our students through modeling, and direct instruction in advisory classes.

There may be specific circumstances involving student behavior issues that may require additional corrective action through the use of limit-setting. These actions may include strategies such as discipline, removal from the class or activity, suspension, and expulsion. Staff will determine the need for more targeted or intensive supports and interventions based on the specifics of the incidents and are responsible for using those more intensive interventions/consequences, in a fair, consistent and non-discriminatory manner.

To learn more about the student discipline laws in Washington state, go to [k12.wa.us/studentdiscipline/](http://k12.wa.us/studentdiscipline/)

The [high school behavioral violation matrix](#) which outlines the possible consequences of severe behavioral violations is included at the end of this handbook, beginning on page 50.

## **THREAT ASSESSMENTS**

As required by law, schools implement a supportive tool called a threat assessment team. Team members are prepared to do an assessment/evaluation of a potentially harmful or lethal situation or incident that could risk the safety of a student or staff member. Within this process, the threat assessment is typically conducted around the behavior or actions of one or more students. The threat assessment process is a preventative, multi-agency/multi-disciplinary, trauma informed protocol constructed with an equity lens to provide assessment tools and safety planning procedures. Participants are coordinated by a unique collaborative team typically made up of school, law enforcement, community mental health, and juvenile justice. When possible, the student being assessed, and their parents/guardians, will be included in the process. Threat assessment programs in schools help to increase support for students in need and emphasizes a supportive and healthy school climate. The threat assessment leader at the high school is Principal Carrie Ehrhardt.

### **Process for Responding to Potential Safety Threats**

At this time in our country, there have been many more incidents of violence in schools. Our top concern is always the safety of each and every student. We encourage people to let school staff know when there may be a threat. You can make an anonymous report of a safety concern at <https://ptsd-wa.safeschoolsalert.com/>

### **Steps the School Takes After a Report of a Threat**

1. Increase supervision of student(s). If there is the immediate or continuing danger, the student will receive an emergency expulsion, removing them from the school environment and may contact law enforcement.
2. Communicate with anyone who is the target of a threat.
3. Conduct threat assessment to determine the level of the threat.
4. Create safety protocols for all those involved in alleged threats.
5. Communicate safety plans with school staff and any student involved

Law enforcement may be contacted at the discretion of the administrator, if there is a concern of an intent to harm identified victim(s).

### **Threat Assessment**

A threat assessment is a research-based process that has been developed specifically for determining the credibility of threats made in a school setting. All school principals and other staff members have been thoroughly trained in this process for the purpose of ensuring school safety. We partner with students, families, juvenile services, the Port Townsend Police Department, and other organizations.

Part of the process is determining if the student has the motive and means, including access to weapons. We communicate the results of the threat assessment with all parents or legal guardians of students involved in the situation.

### **Safety Planning**

A key part of the process is to determine what is needed to ensure the safety of students that we determine were involved in this threat. Families and students provide input on what will make them feel safe. A safety plan may include strategies such as outside counseling, daily check-ins with staff, conflict-resolution sessions, and daily backpack searches.

While it may be necessary for us to exclude students from school while we assess the threat, we integrate them back into the school community as soon as the team determines it is safe to do so. All staff are informed of the safety plan to increase supervision and monitoring of the students involved.

### **Informing Families**

If the threat is made against a student, the threat will be communicated to the parent/guardian as soon as reasonably possible. When an alleged threat has only been made toward one student, we must ensure the confidentiality of all students, particularly while we are investigating the situation.

When multiple students or the school community are a target or a threat, we inform a wider audience. We also consider that if multiple students know of an incident, notification to a larger audience is appropriate to help prevent the spread of misinformation.

### **Further Information**

If you would like to learn more, below are links to the Port Townsend School District policies and procedures we must follow in regard to assessing threats made against students, as well as information on the family notification.

[School-Based Threat Assessment](#)

[School-Based Threat Assessment Procedure](#)

[Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm](#)

## [Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm Procedure](#)

The laws that require us to engage in the threat assessment process can be read about on the Office of Superintendent of Public Instruction's website:

<https://www.k12.wa.us/student-success/health-safety/school-safety-center/school-based-threat-assessment>

### **SAFE AND DRUG-FREE SCHOOLS & COMMUNITY ACT OF 1994**

It is important that all parents, staff and students understand that, by district policy and state and federal law, no firearms/dangerous weapons are permitted at any school facility (including buses), or at school-sponsored events. (RCW 69.50.204 Schedule 1), (20 U.S.C. 3161 et seq. Drug-Free School and Communities Act of 1986).

Port Townsend School District recognizes that the abuse/use of alcohol, narcotics and other drugs is a societal problem. Within the context of a school, use/abuse represents a health danger, disrupts the educational process, contributes to behavior problems, often results in diminishing academic performance, and can prevent the fullest physical, intellectual and emotional development of each student. Programs of education, prevention, intervention and after care are supported by Port Townsend School District, in collaboration and cooperation with public and private agencies. Intervention and corrective actions for students are listed in Policy and Procedure 2151.

### **TOBACCO (POLICY 4215/4215P)**

Port Townsend School District recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district and all adult members of the community have an obligation as role models to refrain at all times from tobacco use on school property and at school activities.

Any use of tobacco products or nicotine-delivering devices by staff, students, visitors and community members shall be prohibited on school district property and at school activities. Possession or distribution of tobacco products by minors is prohibited. This shall include all district buildings, grounds and district-owned vehicles. Employees and students are subject to discipline for violations of this policy and school district employees are responsible for the enforcement of the policy.

## Districtwide Information on Drugs/Alcohol/Tobacco in Schools

Drugs, alcohol, and tobacco are damaging to the adolescent brain and disrupt the learning process. Teens who use drugs are more likely to have serious drug use later in life. Drug use is also associated with poor judgment that can put teens at risk for violence, car accidents, and unsafe sexual behavior. In almost all of the careers that our students will enter, being under the influence of drugs or alcohol at work leads to immediate termination.

**Preventative Measures:** Schools prevent drug use by:

- Educating students on the dangers of substance use, how to decline offers from peers, and the reality that most of their peers are drug free
- Providing mental health supports to address root problems that may contribute to substance abuse
- Actively supervising areas of the school where drug or alcohol use may occur including the use of vaping detectors, keeping bathroom doors open, and entering bathrooms
- Promoting a school culture where students value academic, athletic, and artistic excellence and being present with one another
- Promoting extracurricular activities that provide healthy alternatives

### Identifying Drug/Alcohol Use

- All secondary staff members are trained in watching for signs that a student is under the influence of drugs or alcohol and inquiring with care.
- If a staff member sees signs that someone is under the influence at school, they will send the person to the nurse for evaluation. If the school nurse isn't available, the principal or dean may notify the parent/guardian of the child for a medical evaluation.
- School administrators are authorized to search students if there is reasonable suspicion.
  - Examples of reasons to suspect drug/alcohol/tobacco may include smells, eyes, speech, student/staff reports, and vaping detectors.
  - Reasonable suspicion does not include who a student socializes with.
  - A search includes asking the student to remove all items from pockets, purses, handbags, backpacks, gym bags, etc.

**Suspicion:** The school responds when any student is suspected of using drugs, tobacco or alcohol, regardless if they are found in possession. When the vaping detector goes off in a bathroom, staff review camera footage and interview and search all students who were in the bathroom at the time the detector went off. If the investigation is inconclusive, as a precaution, all students receive the following:

- Parents/guardians are contacted and informed as part of the investigation.
- Referral is made to meet with the Student Assistance Professional, school staff or a community agency for further education and reflection.



- Alternate breakfast or lunch/recess locations with education and reflection may be required if the behavior occurred during these times.

**For first-time offenses**, including telling other students how to acquire drugs, alcohol, or tobacco, the response may include:

- Alternate breakfast or lunch/recess locations with education and reflection, especially if the incident occurred during these times.
- In-school suspension (ISS) to allow time for reflection, education, and restoration.
- Daily search of personal items to ensure drugs and/or alcohol are not on school grounds.
- Referral to law enforcement and juvenile services.

**For additional offenses**, including the first offense after suspicion, the disciplinary responses are more severe and may include the items above plus:

- ISS at an alternate district location other than the school.
- Out-of-school suspension where the student is not allowed on campus and is offered remote instruction to keep up with schoolwork.

The consequences of **sharing or distributing** drugs/alcohol/tobacco are much more severe and may include emergency expulsion.

#### **Related Policies**

- [3113P Social Emotional Climate](#)
- [3230 Student Searches and Student Privacy](#)
- [3241P Student Discipline Procedure](#)
- [3424P Opioid Related Overdose Reversal](#)
- [4215/4215P Tobacco](#)
- [4311 School Safety and Security Services Program](#)

#### **NONDISCRIMINATION AND SEXUAL HARASSMENT DISCRIMINATION**

Port Townsend 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:

Darrell Thomas, Civil Rights Coordinator, [dthomas@ptschools.org](mailto:dthomas@ptschools.org), 1610 Blaine St., Port Townsend, WA 98368, 360-379-4548

Darrell Thomas, Title IX Coordinator, [dthomas@ptschools.org](mailto:dthomas@ptschools.org), 1610 Blaine St., Port Townsend, WA 98368, 360-379-4548

Shelby MacMeekin, Section 504 Coordinator, [smacmeekin@ptschools.org](mailto:smacmeekin@ptschools.org), 1610 Blaine St., Port Townsend, WA 98368, 360-379-4267

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

[http://ptschools.org/board\\_\\_supt/board\\_policies\\_and\\_procedures/series\\_3000\\_-\\_students](http://ptschools.org/board__supt/board_policies_and_procedures/series_3000_-_students)  
(3210)

## **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, who is 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 here:

[http://ptschools.org/board\\_\\_supt/board\\_policies\\_and\\_procedures/series\\_5000\\_personnel](http://ptschools.org/board__supt/board_policies_and_procedures/series_5000_personnel)  
(5011)

## **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your student 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 student'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 resolve 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 lengthier 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 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).

Note: The appeal procedure above is based on the Washington State School Directors Association's (WSSDA) Sample Nondiscrimination and Sexual Harassment Procedures (3210P and 3205P). WAC 392-190-070 requires each school district to provide an option to appeal the district's decision to a party or board that was not involved in the initial complaint or investigation.

### ***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](mailto: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](http://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](mailto: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](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

### **WHAT TO EXPECT WHEN FILING A SEXUAL HARASSMENT COMPLAINT**

Filing a sexual harassment complaint can be a stressful experience for all involved. We have worked with our students and district leaders to put a process in place that explains all of the steps involved. Additionally, we want our students to feel heard, understood, and supported throughout the process. When harassment complaints are brought forth, the school responds in a way to provide supportive measures to both the receiver of harm and the author of harm.

## **How PT Schools Treat Students Involved In Sexual Harassment/Assault**

### **Any Staff Member -**

- **Respond with empathy and compassion to what you tell them**
- **Take what you say seriously**
  - They will immediately connect you with your school counselor, the assistant principal or principal for follow-up.

### **Your school counselor, the assistant principal, or principal will respond with the qualities listed above, as well as the following -**

- **Connect you to supports, such as -**
  - After reporting or discussing what happened - offer a break/conversation in the counseling office to process and get immediate support
  - Safety Plan (at a minimum, identify supportive adults and peers at school)
  - Regular support/check-ins with school counselor
  - Referral to Student Assistance Professional or school-based mental health therapist
  - Referral or consultation with Dove House (service only available for receivers of harm)
- **Restore your sense of safety**
  - What can we do to help you feel safe at school?
    - Help create distance between the author and receiver of harm
    - Written safety plan
    - Does the receiver of harm want a way to address this with the author of harm?
    - Address concerns from either party about retaliation and/or implications with the wider friend/peer group (students who witnessed/were around/know about what happened)
    - Other?
- **Help you understand your rights**
  - This is part of a law called Title IX
  - Help you understand the process moving forward (see flowchart on back of page)
    - This includes but is not limited to explaining the process of mandatory reporting and police involvement.

### **If you are not receiving this level of support, contact these staff members:**

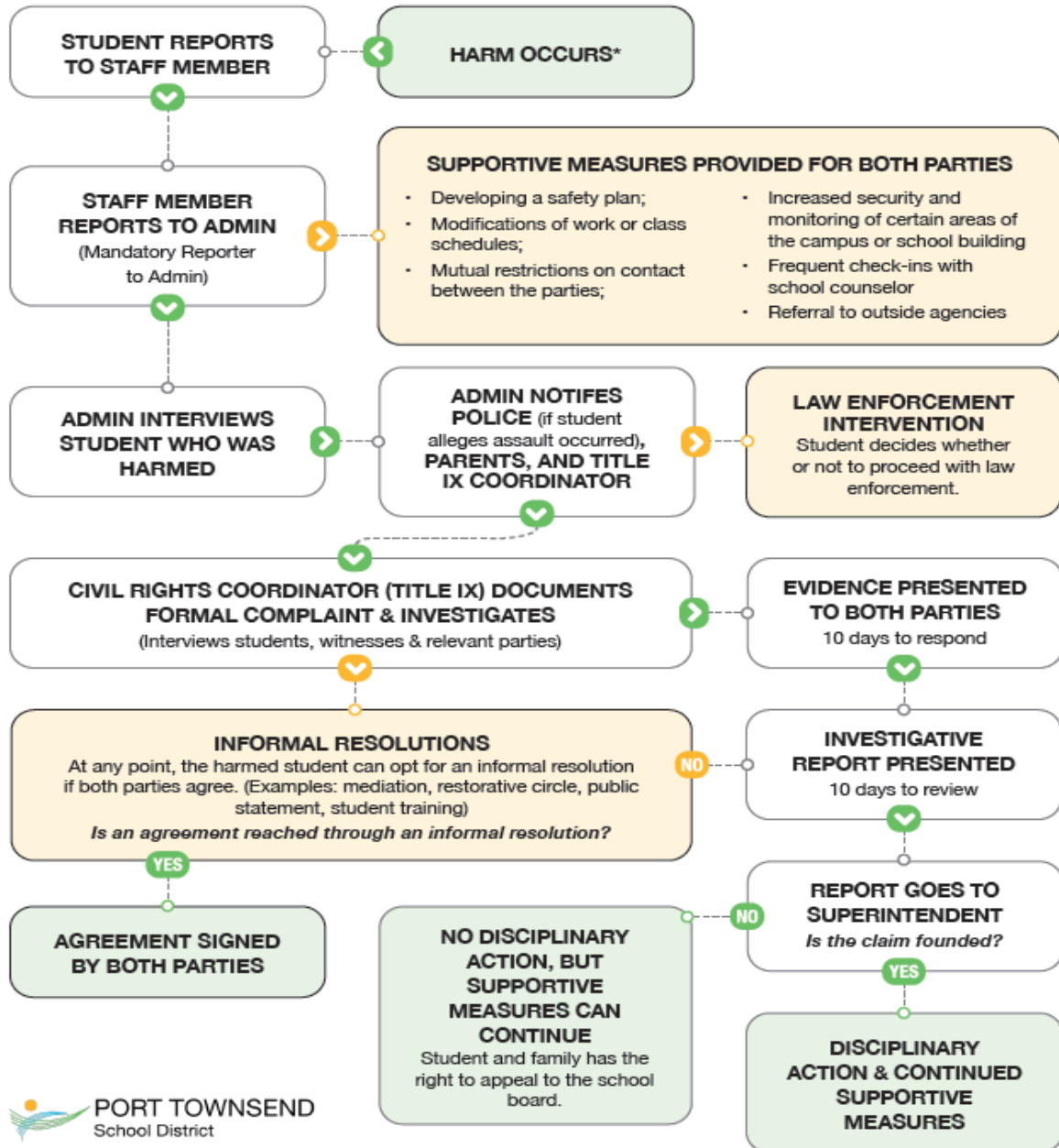
Begin with #1 and move onto the next contact person if you do not feel like all of your concerns have been addressed.

1. Your School Counselor:
  1. Emily Eldridge (Student Last Name A-L + OCEAN); 360-379-4523; eeldridge@ptschools.org
  2. Kirsten Bledsoe (Student Last Name M-Z); 360-379-4523; kbledsoe@ptschools.org
2. Assistant Principal: Mark Harris; 360-379-4519; mharris@ptschools.org
3. Principal: Carrie Ehrhardt; 360-379-4520; cehrhardt@ptschools.org

4. Wellness Director/Title IX Coordinator: Darrell Thomas; 360 379-4548; dthomas@ptschools.org
5. PT School District Superintendent: Linda Rosenbury; 360 379-4501; rosenbury@ptschools.org

**PORT TOWNSEND SCHOOL DISTRICT**

## Sexual Harassment /Assault Complaint Procedure



\* Students have up to 1 year to report sexual assault/harassment to the school administration. The school district's timeline to report does not reflect any statutory limitations for criminal proceedings.

## **STUDENT SERVICES**

### **PART-TIME STUDENTS**

Port Townsend High School welcomes all high school age students on campus for the purpose of participating in educational courses. Students who are on the PTHS campus on a limited basis, including part-time Running Start, OCEAN and home-schooled students, are subject to the same campus rules, regulations and discipline guidelines as full-time students. Additionally, certain rules have been put in place to ensure the safety of all students, especially those who are not present at the high school on a continuous full-time basis.

The following guidelines are in place for students on the PTHS campus, attending less than full time:

1. Students should arrive on campus no more than 10 minutes before the beginning of class, so they can arrive to class on time.
2. Students will leave campus immediately at the end of class(es), unless other school business is to be conducted. Students are not allowed to hang out on campus.
3. The library computer lab areas are available for independent work and research study. Students are limited to these areas for studying and doing research work. Students are not allowed to use vacant classrooms or any other unsupervised area. Students using library areas for activities other than appropriate school work will be told to leave.

Please remember that all part-time students are expected to follow all PTHS rules when they are on campus.

It is important that all students stay informed of school functions by reading posted daily bulletins. Bulletins can be viewed on the five TV screens throughout campus, and on our website. Hard copies are distributed to teachers before 1st period and are available at the main office window. All part-time students are responsible for seeking out needed information and asking questions of staff if they wish to stay connected with activities on the main campus.

### **LOCKERS**

If needed, students will receive both personal and P.E. lockers at the beginning of the year. Personal lockers are issued to students by request through the main office. Your combination should not be shared, nor should you leave your locker unlocked or switch with another student. You are responsible for the locker initially assigned to you. (If you have a large amount of money or something of particular value, you may leave it in the office for safe keeping.) The school cannot be responsible for theft. If theft does occur, complete an incident report with the dean of

students. It will be turned over to the police. If there is a problem with your locker, let the secretary in the main office know so she can get you a working locker.

You may put up appropriate posters or pictures with masking tape on the inside of your locker, but may not write on the locker or deface it. You are responsible for cleaning your locker at the end of the school year. Use the locking mechanisms provided. Personal locks will be cut off. We hope that the minimal amount of space in the lockers encourages you to be organized and neat. Remember that a locker may be searched by the principal or his/her designee, if there is “reasonable cause” to do so. You may be fined for a trashed locker at year's end.

### **LUNCHES**

The lower level of the main building containing the cafeteria and student commons will be open as well as outside eating areas. Main building stairwells and all other buildings are off limits. Students will not be served lunch until lunch time has started.

Hot lunches, both ala carte items and daily specials, are available. Students are expected to clean their eating area and keep the cafeteria and commons clean and litter-free. We each need to demonstrate awareness and responsibility by recycling appropriate containers in the receptacles provided. After eating, the glass plates and silverware should be put in the dishwashing area.

### **LIBRARY/LEARNING CENTER**

The library is a place for individual and group study, reading, and research work. Your teachers may take entire classes to the library for special projects or you may go individually with a pass during class. All library books must be checked out upon leaving the library.

All students are welcomed and encouraged to take advantage of the library’s resources. Preserving the studious atmosphere of our library is important. Socializing students will be asked to leave the library, and have their library pass privileges restricted if the problem becomes chronic.

### **STUDENT COMMONS**

The commons is open before school, during class changes and during lunch. Being in the commons during class time is not allowed. As always, students are expected to practice common courtesy and leave their area clean for those who will also enjoy the use of the commons.

### **ANNOUNCEMENTS**

All announcements are to be approved and will be made in several ways:

1. A daily bulletin can be accessed through any networked computer. A printed copy is available on the ledge outside the main office window and is also delivered to the 1st period classes.



2. The bulletin can be viewed on the five TV screens that are on campus.
3. Event information is posted on bulletin boards in the school buildings.
4. A "School Community" bulletin board is provided in the commons. Students desiring to post announcements there can do so at that location upon administrative approval.

## OFFICE

Students should go to the main office on official business or when requested to do so. The office will handle all telephone calls, parent/guardian requests, bulletins, letters sent home, attendance, tardies, dismissals, all student records, insurance, fees and accident forms. Athletic clearances will be handled through the ASB office in the commons. When visiting the main and attendance offices, remember:

- Be patient and polite.
- Have a pass from your teacher during class time.
- Return promptly to class upon completing your business.
- Attendance business is to be conducted at the attendance window. Students are not to enter the attendance office unless requested to do so by the attendance secretary. The office waiting area is intended for those waiting for an appointment with an administrator. All other student business is to be conducted at the office window.

## VISITOR POLICY

Visitors who are enrolled in other schools may be able to attend PTHS classes if their sponsoring PTHS student has completed the necessary form a minimum of **one school day** preceding the visit. The form includes teacher and principal signatures. **Student visitors will not be allowed on campus one week before or after vacation periods.** Under varying circumstances, visitors may not be acceptable on a given day. Student visitors will not be allowed on campus the last week of the semester due to finals/testing.

If any of the teachers are not in agreement with having a student visitor in their classroom, then the student will not be allowed to visit our school.

Students who are not enrolled in classes at PTHS are not allowed to come onto campus for lunch. High school students who are enrolled in the district's OCEAN School, or PTHS full-time Running Start students, who want to come onto campus to use the library or to have lunch, need to check in with the main office upon arriving on campus. When the lunch period is over or use of the library is completed, the visiting student should leave, and not continue to 'hang out' on campus. Any visitor who demonstrates inappropriate behavior on campus will be told immediately to leave, and may be denied opportunities to visit the campus in the future.

## **LOST AND FOUND**

The school cannot be responsible for losses. Therefore, we urge all students to keep their personal items locked in their locker and to leave valuable possessions at home. The lost and found container is located just outside the main office. Jewelry, cell phones and small items are turned into the main office. There are also lost and found containers in each of the two P.E. locker rooms. Every two weeks during the year, unclaimed items are taken to local charitable organizations.

## **MEDICATION**

All school districts in the State of Washington are required to have the approval of parents and physicians to allow the school district personnel to administer prescription or over-the-counter medication to students on school premises. This permission must be given for each instance and the permission statement is not to be a blanket statement. Students may obtain a form from the school office that will facilitate this procedure. No medicine, including over-the-counter drugs will be given without this form being filled out and returned to the school.

## **HEALTH CONCERNS**

Students who become ill during the day should report to the attendance office. The school will contact parents/guardians or the emergency telephone number listed on a personal data card to obtain permission for these students to go home. A school nurse is only on campus one day per week. Basic first aid materials are on hand. There is a student health clinic on campus to serve physical and mental health issues. An appointment can be made through our counseling office, through the Jefferson County Health Department at 385-9400 or by calling the student health clinic directly at 379-4609.

## **STUDENT FEES**

Cafeteria		Activity	\$ 25.00 per activity
Hot Lunch	\$ 3.25	Music Instrument	\$ 50.00 / year
Hot Lunch Reduced	\$ .40	Music T-Shirt	\$ 15.00 each
Breakfast Reduced	\$ FREE	Lost Textbooks	Replacement cost
Milk	\$ .50		
Art	\$ 50.00 / year	ASB Card	\$ 30.00
Culinary Arts	\$ 50.00 / year		
Maritime Classes	\$ 20.00 / year	Sports Fees	\$80.00 per sport

Students eligible for free or reduced priced lunch are eligible for fee assistance including full waiver of fees. Contact the school counselor or the high school main office for information on fee assistance, or to have the fee completely waived.

## **ASB CARDS**

The Associated Student Body (ASB) card supports student activities as well as giving enrolled PTHS students reduced admission prices for the majority of PTHS school functions. Students must present their card to receive this discount upon admission to an event. This card is required of all team/activity participants. The fee for this card is \$30.00. This card may not be purchased by the general (student) public or by non-registered students. An exception will be made for homeschool or private school students who are registered to participate in sports or activities at PTHS, which requires the purchase of the ASB card.

## **FINES**

Students are responsible for the reasonable care of school property such as books, uniforms and lockers. Damage or loss of school property will result in fines which will be placed on a student's Skyward account.

## **ACADEMIC POLICIES**

### **GRADUATION REQUIREMENTS**

Port Townsend School District students must pass a set of core high school classes, earn a minimum number of credits, demonstrate college and career readiness, participate in state assessments, and successfully complete a senior project and high school and beyond plan.

Each graduating class has a unique set of graduation requirements as determined when she/he enters 9th grade. Please visit the PTHS website for detailed information or visit the counseling office located in the main building.

### **PARTICIPATE IN REQUIRED STATE ASSESSMENTS**

All students must participate in state testing for English language arts, math and science. Testing is required for state and federal accountability measures, and is a local graduation requirement, as outlined in district policy 2410, High School Graduation Requirements. Please contact the high school counseling office with questions about our state assessments.

### **GRADUATION PATHWAYS**

Students have multiple ways to demonstrate college and career readiness to meet or exceed standard in a variety of pathway options, including:

- Meeting standard on state assessments
- Meeting standard using SAT or ACT exam scores
- Advanced Placement courses and/or exam scores

- College level credits earned in approved courses
- Transition Courses
- ASVAB (Armed Services Vocational Aptitude Battery) Score
- Sequence of approved CTE (Career and Technical Education) courses

An explanation of each option is available through the counseling office, in school board policy 2410, and is published on the list of graduation requirements which are provided to students annually. Completion of a pathway requirement other than meeting standard on state assessments, does not excuse a student from participating in the required state exams.

### **COMPLETE A CULMINATING PROJECT**

A successful culminating project is a combination of three phases of learning: research, a project and a presentation. In this process, students will identify, research and complete a meaningful project which connects them to an area of interest for career exploration or will have a positive impact on their school, community or world. The identification of a ‘topic’ is selected at the start of a student's senior year. The research is completed through senior English and the project is supervised through senior social studies (CWP) class. The final phase of this program occurs in May of senior year where seniors give a presentation to a teacher and community panel sharing their project, portfolio items and plan for the future. Students who do not have English 12 and/or CWP on campus will receive help through the "Culminating Project Seminar." Students who would like additional support in the process should reach out to their school counselor to explore options.

### **STUDENT STATUS**

For purposes of student activities, yearbook, open/closed campus, class meetings, etc., a student's grade level (freshman, sophomore, junior, senior) is assigned according to how many credits have been earned toward graduation. The credit ranges are as follows:

Freshman	0 - 6 Credits	Junior	12 - 18 Credits
Sophomore	6 - 12 Credits	Senior	18 - 24 Credits

Full-time athletic status is defined as continuous enrollment in five or more classes. These courses may include Running Start or courses taken through other accredited institutions.

Full-time academic status is defined as enrollment in six academic classes such as math, science, English, world language, social studies, band and orchestra. These classes may be taken through Running Start, PTHS extended study options, or through other accredited institutions. Some elective classes do not count towards full time academic status. Please see your counselor with specific questions.

### **GRADING**

1. Credits are accumulated by semester. Two semesters of course work equal one credit.

2. Courses may be dropped or added without penalty during the first two weeks of the semester.
3. Courses dropped after the 4<sup>th</sup> week of the semester will be marked as “W” (withdraw) on the student’s permanent transcript. Courses dropped after the 6<sup>th</sup> week of the semester will be recorded as “F” (failed) on a student’s permanent transcript. A student who drops a course will, in most cases, be required to attend an alternative class.
4. There may be circumstances in which a student would receive an incomplete for a class instead of a grade. Unless there is a specific written timeline agreed to between teacher and student and filed in the counseling office, the student will have three weeks (15 school days) to finish up the work and submit it to the teacher for evaluation.
5. Repeated Classes - If a class is repeated and a higher grade earned, the higher grade will be used in calculating the student’s cumulative GPA. However, both grades will be reflected on the transcript although credit will only be awarded once for the class.
6. Student absences may affect grading, when in-class discussions, or science labs cannot be made up. Students with excused absences (illness, family emergency) should work with the teacher to get caught up on missed work as soon as possible.
7. Teachers usually enter grades for most assignments within one week.
8. Teachers are expected to make contact with parents/guardians when a student is failing their course.

## **GRADE VALUES**

Grades used at PTHS and GPA value

A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	F	=	0.0
C+	=	2.3			

Students earning grade point averages of 3.33 or higher in their PTHS classes are listed on our semester honor roll. Grades are posted to Skyward, and are available to students and parents/guardians through the Family Access portal. Teachers are expected to update their grades on a weekly basis. Grades are posted to transcripts at the semester.

## **CHANGE OF SCHEDULE**

1. Parent/guardian permission is required to transfer from academic coursework.
2. If a student does have a class change, a withdrawal grade will be issued and applied to the new course. No course changes are permitted after the 2nd week of the semester unless recommended by the teacher, parent/guardian or counselor.

3. Classes dropped after the 4<sup>th</sup> week of the semester will be recorded as “W” (withdraw) on the student’s permanent transcript.
4. Classes dropped after the 6<sup>th</sup> week of the semester will be recorded as “F” (failed) on the student’s permanent transcript.

### **REPORT CARDS**

Teachers complete progress reports at the 6<sup>th</sup> and 12<sup>th</sup> week of each semester. These reports are mailed home within 10 days. Final semester grades, issued in January and June, are entered on the student’s permanent high school transcript.

### **CREDIT REPORTS**

Credit reports and progress towards graduation are mailed home each August.

### **GRADE CHECKS**

Grade check requests may be initiated by a coach or advisor to determine student eligibility in athletics or activity participation and competition. Grade checks are accessed through the Skyward system.

### **EARLY GRADUATION REQUIREMENTS**

Students wanting to earn credits to graduate early can take courses by correspondence at their own expense.

### **DEFERMENT OF GRADUATION REQUIREMENTS**

A student who maintains a full academic schedule may be eligible to defer completion of certain graduation requirements until their schedule allows enrollment in the required courses. For example, an orchestra student who is also enrolled in English, math, science, world language, and history (a full time academic schedule) could request to DEFER their occupational education requirement until their schedule allows enrollment in an occupational education course.

### **PTHS PHYSICAL EDUCATIONAL REQUIREMENT**

1.5 credits of physical education are required for graduation from PTHS. Students may have their PE fulfilled by completion of five (5) PTHS sports seasons. 3 seasons = 1 year. 2 seasons = 1 semester. This option, however, does not grant credit. Reference RCW 28A.230.055 for further information. Students may also be required to demonstrate knowledge and basic competency of health and wellness standards as part of the PE waiver process.

### **HOME RELEASE 2023-24 SCHOOL YEAR**

Only seniors may apply for home release. First semester seniors are eligible to request 1st or 6th period home release if they have earned 19 credits by the end of the junior year. Second semester seniors who request 1st or 6th period home release must have 21.5 credits by the end of first

semester. Home release applications will be considered ONLY during the first two weeks of each semester.

### **ADDITIONAL CREDIT OPTIONS**

Students may earn up to 6 credits for study outside of PTHS, through independent contracts and correspondence or home school study. Elective credits may be earned for study outside of the regular PTHS curriculum. With prior permission from PTHS, students may earn elective credits in areas such as work experience, private music instruction, or other areas of enrichment. All independent contract study is graded on a pass/fail basis. Application forms are available in the counseling office.

**Correspondence Courses:** Credits may be granted through approved and accredited correspondence schools. Application information is available in the counseling office.

**Running Start:** Running Start is a program which permits eleventh and twelfth grade students to enroll in courses or programs in a community college or technical college without paying college tuition. Both high school and community college or technical college credits may be obtained for successfully completed courses. Evidence of successful completion of each course will be included in the student's public high school records and transcripts. The college determines whether the student qualifies for admission. As part of this process, the student may be required to take the "Asset Test" administered by the college. Cost of transportation to and from the community or technical college and cost of college books and other student owned or consumable supplies are the responsibility of the student.

It is noteworthy to point out that Running Start instructors and community college officials DO NOT inform parents/guardians of student progress. Running Start students must accept complete responsibility for their attendance and academic performance. For specific information regarding these options, contact high school counselors.

## **OTHER IMPORTANT INFORMATION**

### **STUDENTS WITH DISABILITIES**

Complaints regarding discrimination relative to a disability, as it pertains to Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, are addressed in Policies and Procedures 2161 and 2162. Questions about IDEA or 504 should be directed to Shelby MacMeekin, the Executive Director of Student Services at 360-379-4366 or [smacmeekin@ptschools.org](mailto:smacmeekin@ptschools.org)

## **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING**

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

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

Nothing in this section required the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

## **BEHAVIOR/EXPRESSIONS**

Harassment, intimidation or bullying can take many forms including but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical or political views provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom or program rules.

## **RETALIATION/FALSE ALLEGATIONS**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation and bullying. Students or employees will not be disciplined for making a report in



good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Complaints regarding discrimination, harassment, intimidation or bullying are addressed through Procedure 3207. Please refer to this procedure to find the form for reporting a harassment complaint.

### **YOU HAVE THE RIGHT TO SAY "NO"**

- If a person's behavior makes you uncomfortable, it is important that you let them know.
- Tell the person that their advances are unwelcome and you want the advances to stop.
- Don't feel forced to submit just because the person is stronger or in a position of power.

### **YOU HAVE THE RIGHT TO BE TREATED WITH RESPECT**

- Your response should be respected and accepted. There are people who believe a "no" is really a "yes" and therefore do not accept refusal.
- It is important to understand that you may not be the only victim. Seek help from a staff member or an administrator.

### **YOU HAVE THE RIGHT TO SEEK HELP AND REPORT!**

- Keep notes of the harassment if it continues. Write down the time(s) and places as well as statements and behaviors made.
- Report the harassment to a trusted adult.
- Talk to counselors or administrators for information and assistance.

### **HOW TO AVOID STUDENT CONFLICTS**

- Do not believe everything you hear.
- Rumors: Have no part in rumor spreading behaviors.
- Respect others.
- Avoid verbal confrontations, insults or put downs.
- Do not invade people's space by standing too close, staring or using threatening body language. Do not touch or push.
- If you think there may be a problem, talk to a counselor as soon as possible. Seek the advice of an adult. They will help you.
- Avoid physical confrontation. If you feel threatened, walk away. If you stay, you are choosing to be actively involved in the conflict.

### **HAZING**

No student shall be subjected to hazing by other students at any time or for any reason. Hazing is considered an act of violence and is illegal. In addition to school consequences, hazing incidents will be referred to law enforcement.

## **PTHS DRESS CODE**

The PTHS student dress code supports equitable educational access for all students. We acknowledge students as individuals and students' dress should respect the school and district's intent and responsibility to ensure the health, safety and mental well-being of all students.

PTHS expects that all students will dress in a manner that is appropriate for the school day or for any school-sponsored event. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).

Administrators shall use reasonableness and have the discretion to determine the appropriateness of attire. Special exceptions may be made for students, in certain circumstances, with a documented health condition, or other needs.

School staff will enforce the dress code consistently, to the best of our ability and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress code expectations are in effect at all times on the high school campus, as well as at any school-sponsored event, off campus.

### **Dress Code**

#### **A. Basic Expectation for dress:**

- Certain body parts must be covered for all students at all times.
- Clothing must be worn in a way such that the buttocks, the pubic region, and breasts are fully covered with fabric that is not able to be seen through.
- Students must wear the following as part of their school outfit:
  - A shirt (with fabric in the front, back and on the sides under the arms) and
  - Pants, or equivalent (i.e. a skirt, dress, sweatpants, leggings or shorts) and
  - Shoes that are safe and appropriate for weather, course assignments, and other conditions (i.e. athletics/PE, shop, science lab, etc.)

#### **B. Other clothing items:**

- Students may wear hoodies, hats/decorative headbands, but if the teacher expresses concern that the hoodie/hat/headband is impeding the student's focus (due to ears or eyes being covered), the teacher may require the student to remove the hood/hat/headband in the classroom.
- Sunglasses are not to be worn indoors. It is understood that students who wear glasses with transition lenses will have an adjustment period once coming inside.

- Students should not wear their school issued athletic uniform to school unless directed to do so by the coach for a special event (i.e. team game day attire, or cheer outfit). Specialized athletic wear that violates the dress code, but is appropriate for the sport (i.e. swimsuit, volleyball shorts) will not be worn to school as clothing.

**C. Students Are Not Allowed to Wear the Following Clothing or Accessories:**

- With offensive images or language, including profanity, hate speech, pornography, misandry or misogyny
- That denote, suggest, display, advertise or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities
- That may interfere with the operation of the school, disrupt the educational process, invade the rights of others or create a reasonable foreseeable risk of such interference or invasion of rights
- That reasonable can be construed as being or including content that is racist, lewd, vulgar or obscene
- That reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech or threats to others:
  - That could be considered dangerous or could be used as a weapon
  - That conceals the face (except as a religious observance)

**Enforcement**

School staff shall enforce the dress code respectfully and as consistently as possible, using the requirements below. No student shall be denied attendance at school for failing to abide by the dress code. Students who are referred to the office for a violation will be provided three options to be dressed in a manner that is in alignment with the dress code:

1. Students will have the option to put on their own alternative clothing, if already available at school (i.e. a sweatshirt or coat to cover up an inappropriate shirt)
2. Students will be provided with temporary clothing from the principal’s office
3. Students will have the option to call their parent/guardian and arrange for other clothing to be brought to them at school.

**PUBLIC DISPLAYS OF AFFECTION - PDA**

Students are asked to minimize public display of affection (PDA) while at school and at school sponsored events. Prolonged or excessive display of affection is not permissible and a staff member will correct such action. If the behavior continues the students will be given a discipline referral by the staff member for defiance and failure to comply.

**SKATEBOARDS**

Students are not to ride skateboards on campus. If a student rides a skateboard to or from school, they are to leave it in the attendance office for the duration of the school day. If skateboards are

out during school hours of operation, they will be confiscated by the administration and returned at the end of the day, after a parent/guardian contact has been made. In the case of multiple incidents, the skateboard will be held until a parent/guardian can come and pick it up.

### **STUDENTS WITH LATE START OR EARLY RELEASE SCHEDULES**

Students who begin school after the first period of the day should access the campus grounds no earlier than 10 minutes before their first class. Students with early release are required to leave campus upon dismissal of their last class. Students attending to school business need a properly authorized pass to remain on campus.

### **PARKING LOT/STUDENT PARKING/CARS SUBJECT TO SEARCH**

If there is no available student parking on campus, use appropriate off-campus parking. Students may not park in any staff or visitor designated areas. Cars are not to be used as lockers for books during the school day. Once parked, cars are not to be re-entered without permission until you are ready to leave campus.

No parking is allowed behind the gym, along the art portable, behind the annex or at the Gael Stuart Building. Please park safely and responsibly. See the administration if you have questions about student parking. Students driving vehicles on campus before, during, or after the school day and/or school sponsored activities in a reckless or endangering manner may be subject to school discipline and/or citation from the Port Townsend Police Department. We retain the right to tow any vehicle at any time. Your vehicle will be towed if the parking violation is flagrant, has the likelihood of damaging school or other's property, blocks other vehicles or roadway, or would prevent emergency vehicle traffic. All vehicles parked on school grounds are subject to search by school personnel.

(Parking violations: See the last page for vehicle violation discipline.)

### **PROTECT THE AIR WE BREATHE**

After parking your car, truck, motorcycle, or any other mode of gasoline-operated transportation on campus, please be courteous to others and shut off your vehicle. Vehicle emissions are harmful to people, pets and the environment.

### **TELEPHONES**

School phones are for office and school business only. Students are not to be excused from a class to make telephone calls, except in case of emergency or when previously approved by the office.

### **PTHS CELL PHONE/PERSONAL COMMUNICATION DEVICE RULES**

The administration does not encourage students to bring electronic devices to school. If students do have cell phones, they must be turned off during class and while in the library.

Electronic devices have been the source of serious student conflicts and tremendous disruption to the educational process. Items such as cell phones (calls during class, text messaging, inappropriate or unwanted photographs) iPods, earbuds, smart watches, computers, etc. need to be used appropriately at appropriate times.

### **PTHS Cell Phone Procedures**

1. A cell phone holding device will be placed in each classroom/instructional area/office, for the purpose of holding student cell phones during class time.
2. Upon entering class, students will be expected to put their cell phone in the holder, after making sure the ringer is set to 'silence'.
3. If you carry a backpack, and want to keep the phone in there, that is allowable. Again the ringer should be set to 'silence', and you should not try to retrieve or check your phone during class.
4. You will pick up your cell phone from the holder, at the end of the class period, before leaving the room.
5. The same classroom rules for cell phone use also apply in the PTHS library during class. Student cell phones should be securely stored during the entire class period, each class period. If you have your phone out in the hallway, or outside, during class time, your phone will be taken from you, and turned into the office.
6. Teachers/instructors may give students permission to occasionally use their cell phones for education purposes in the classroom.

### **PTHS Cell Phone Consequences**

When a student is caught with their cell phone out during class, or in the hallway with/on their phone during class time, the following consequences will occur:

#### **First Offense**

1. The phone will be taken by the teacher/staff member and turned into the office.
2. A parent or guardian will be contacted and will have to come in and meet with Ms. Ehrhardt or Mr. Harris, in order for the phone to be returned.

#### **Second Offense**

1. The phone will be taken by the teacher/staff member and turned into the office.
2. A parent or guardian will be contacted and will have to come in and meet with Ms. Ehrhardt or Mr. Harris, in order for the phone to be returned. Parents will be told that the student will need to bring their phone into the main office each morning, to be held by administration, and will get the phone back at the end of each day.

#### **Third Offense**

A third offense is not possible, assuming that the student is following the consequence of a second offense, and is either not bringing the cell phone/personal device to school, or is turning it in at the office each morning before the school day. In the event that a third cell phone offense

does occur, the school will secure the device for up to a full semester of school (90 school days). Depending on the time of year, the device will not be kept by the school over the summer.

**Refusal/Defiance:** If a student is caught with their cell phone during class/instructional time and refuses to give it up to the teacher or adult in charge, an administrator will be contacted to come and get the phone. Refusal behavior will count as a discipline referral for defiance.

Cell Phone Defiance – one hour of after school detention

Cell Phone Defiance with disrespectful behavior/inappropriate language – in school suspension.

**Note:** The cell phone rules apply to all personal communication devices (i.e. Smart Watch, Apple Watch). Watches should be set to airplane mode, so that they are not used as communication devices during instructional time.

Cell phones may be searched by school officials when we believe a student has used the phone in a manner that violates the law or school rules. See Policy 3245 Students and Telecommunications Devices, and 3230 Student Privacy for more information. For incidents where a cell phone is used to violate school policy or law, more serious consequences/discipline may be utilized.

## **HALL PASSES**

Students out of classrooms, except during passing time, will need a hall pass. Students out of class without a valid pass may be subject to consequences. Date, destination, and time need to be indicated on the pass. Students arriving in the office, library, classrooms or other school business areas without a pass will be sent back to their classes.

## **CLOSED CAMPUS**

1. Students shall remain on school grounds from the scheduled time of arrival to the scheduled time of departure unless they are officially excused or dismissed by attendance office personnel.
2. All freshmen students are to remain on campus during lunch
3. Sophomores, juniors and seniors may leave campus during their lunch period, consistent with the high school closed campus guidelines. (This is a privilege that a student could lose for disciplinary reasons.) Freshmen are never to leave campus during lunch unless they have checked out with permission of the attendance office.

## **EMERGENCY PREPAREDNESS**

Staff and students at PTHS practice safety drills each month. We practice four different types of drills throughout the school year: fire drills, earthquake drills, lockdown and/or lockout, and shelter in place.

Each fall, staff members are trained on our emergency protocols for these drills, some of which may include evacuating the classroom and if needed, evacuating the campus.

In the event of an actual emergency, students will not be dismissed from school unless a parent, guardian or other individual designated by name, comes for the student.

No student will be allowed to leave with another person unless we have written permission from the parent or guardian, or that person is listed on the student's emergency contact information in our files. All parents, guardians, or designated parties who come for students must sign the student out with the office, or at the designated evacuation site.

## **IMMUNIZATIONS**

All students must present, on or before their first day of attendance, proof of: a) full immunization, b) initiation of a schedule of immunization, or c) a certificate of exemption. The immunization must include polio, diphtheria, whooping cough, tetanus and measles. Students who do not have updated/current immunizations may be excluded from school. Information regarding immunizations can be found in school district policy/procedure 3413P.

## **EMERGENCY HOME CONTACT**

Emergency phone numbers for every student are important, especially when accidents or illnesses occur. Without accurate data, it may be impossible to notify parents/guardians. It is vital to keep records up-to-date. Parents can update their contact information with any changes in home, work or emergency telephone numbers at any time in their Skyward account.

## **EMERGENCY CLOSURE**

PTHS offers several ways to get weather-related school closure information.

1. School district automated call out system (phone, text, and email capable)
2. The PTHS website: [highschool@ptschools.org](mailto:highschool@ptschools.org)
3. TV Stations: KOMO 4, KING 5, KIRO 7, PTTV CH 98
4. Radio Stations: KPTZ 91.9 FM, KOMO 1000 AM, KVI 570 AM, KMPS 94.1 FM, KPLU 88.5 FM

## **COUNSELING**

A school counselor is a person who is a specially trained professional, working with and helping students understand their unique concerns, problems, feelings or surroundings. Their main goal is to help students better understand themselves, be successful at PTHS and in life.

Counselors can help with a variety of situations: adjustment to school, concerns about personal life, difficulty with family problems, future education decisions, planning a career and finding a job.

You can drop by during your free time and see a counselor if they are available, or you may need to schedule an appointment. You may also see the counselor at parent/guardian, teacher or principal request. A visit is encouraged if you have a problem, or just need to talk to someone you can trust. The school counselor, in accordance with the American Association of Counseling and Development and the American School Counselor Association Code of Ethics, insures the right to privacy, freedom of choice, and confidentiality of students, parents and staff.

## **WITHDRAWALS**

Students moving from our school will need to do the following:

1. Bring parental notice to the attendance office.
2. Obtain a withdrawal form from the counseling office.
3. Return all books and materials to classes and get teacher signatures on the withdrawal form.
4. Clean out the locker.
5. Return the withdrawal form to the counseling office.

## **ACTIVITIES**

Involvement in extracurricular activities is an important part of a high school experience. Students have the opportunity for involvement in school government, clubs and sports. Participation enhances individual development and gives students the opportunity to meet and work on collective projects and goals. Participation also helps students create a sense of belonging as well as providing for the exploration of a range of interests. We encourage and facilitate student involvement in supervised school activities.

## **STUDENT COUNCIL**

The student council is comprised of the ASB officers (elected/selected) and all of the elected class officers. Membership varies between 25-30 representatives. Each member is a voting member and, as such, vote on all aspects of ASB life: fundraising, service projects, budget expenditures, and social activities to name but a few. The executive council (made up of the ASB officers and the class presidents) set agendas, decide on emergency expenditures, and plan long-range projects for the good of the school. The ASB secretary and ASB treasurer are selected



through an application and interview process. A minimum of a 2.0 GPA is required to be a member of the PTHS ASB student council.

### **REDHAWK MENTORS**

Redhawk Mentors are a group of juniors and seniors who serve to provide leadership, support, and positivity through academics, athletics, and other social events for the entire student body throughout the school year. The Mentors take an active role in supporting freshmen students with positive and welcoming experiences at the beginning of the school year. Students who want to be considered for the Redhawk Mentor program must apply in the spring.

### **CLUBS AND ACTIVITIES**

PTHS has several clubs and activity groups that regularly meet on campus. Clubs and activity groups are supervised by staff, or community-based advisors with school permission. Clubs and activities enrich the lives of our students and provide a means for creating positive relationships while having a lot of fun! Some of our current clubs and activities are: Knowledge Bowl, Mock Trial, Key Club, Interact, Drama Club, Students for Sustainability, Art Club, Journalism Club, Spectrum Club, BIPOC Club, and Photography Club. Clubs may be active or inactive depending on student interest and the availability of staff advisors.

### **ASSEMBLIES**

Programs will be held in the gym or auditorium during the school year. When you come to a program, assembly or class meeting, speakers and other guests deserve your courteous attention and respect. Unless invited to the gym floor/auditorium stage, students will remain in their assigned seating. When the assembly concludes, an orderly return to classes is expected. Students who disrupt assemblies/meetings may be excluded from future assemblies.

Auditorium - when meeting in the auditorium, please observe the following:

- Do not step over the seats.
- Keep your feet off the seats.
- No food and drink allowed.

Gym - when meeting in the gym, remember:

- Walk around the edges of the gym floor.
- No food or drink allowed.
- Enter the gym through the door closest to your section: 9th & 10th front doors; 11th - the door by the girls locker room; 12th - the door by the weight room.

## **DANCES**

Dances are held periodically during the school year. Students are expected to dance face to face. No back-to-front dancing is allowed. Each dance will be chaperoned. Students who wish to bring guests must fill out the appropriate paperwork and have prior approval from a building administrator. Student well-being and safety is a primary concern of school staff. Therefore, if a student appears to be under the influence of alcohol or any substance that alters their ability to function or impairs their judgment; school administration, based on "reasonable suspicion," will take one or more of the following actions:

- Notify law enforcement
- Subject the student to a breathalyzer test
- Follow school policies with regard to drugs and alcohol
- Notify parents/guardians

Dance times at PTHS will vary. Homecoming, Winterfest and Springfest dances are 8 - 11 pm. Senior Prom will end no later than midnight.

## **PURCHASING PTHS DANCE TICKETS**

1. Only high school students (9th grade and above) through age 20 are allowed to attend PTHS dances.
2. Tickets must be purchased by a PTHS student (or their parent/guardian), including the ticket for their guest. Students on free/reduced meals may acquire their ticket for free.
3. When purchasing tickets, the PTHS student needs to be able to identify themselves to the staff member selling the ticket, through showing their ASB card, an ID card, etc., if not personally known to the staff member as a PTHS student.
4. Each PTHS student is allowed to bring one guest to a dance (and purchase one additional ticket for that guest).
5. Tickets cannot be purchased for a guest, without a completed and approved Guest Dance Form. The form needs to be completed and signed by all parties, no later than the end of the school day, or the day prior to the dance, and submitted to the PTHS Principal's Office for final approval. Guests need to bring identification to the dance (high school ID/ASB card preferred), to be verified by staff at the entrance. If the guest form is not turned in until the end of the school day, or after ticket sales have been completed, the PTHS student will need to purchase the guest ticket at the door. OCEAN students registered in grades 9-12 may attend PTHS dances, and need to follow the same rules for acquiring tickets, as listed for PTHS students.

Attending PTHS dances is a privilege. Administration has the right to deny ticket purchase/dance entry to any student, as deemed necessary. PTHS students who are on free/reduced price meals are eligible for free admission to our school dances.

## **GUESTS AT PTHS DANCES**

1. Only one guest per student will be authorized for admittance to a PTHS function.
2. The guest must be able to provide valid photo identification.
3. Conduct of guests will be the responsibility of the student bring the guest, and his/her parents/guardians
4. Any PTHS student whose guest violates the rules or regulations will be unable to bring a guest to future dances.
5. Guests must be a registered (th (or above) grade student at another high school/program, and be under the age of 21.
6. All guests will be subject to the rules and regulations pertaining to any registered PTHS student.
7. Use or possession of alcohol, drug or tobacco products are not allowed at any school function. Violations of these rules will result in police action and the PTHS student and their guest will immediately be required to leave the facility.

## **PORT TOWNSEND HIGH SCHOOL DANCE GUIDELINES**

The ASB executive council put together a set of guidelines for dances at PTHS: To provide a positive and safe environment for Port Townsend High School students and staff, we the students are making the following commitment:

In an effort to provide a safe and respectful dance environment, the following rules are in place at all school sponsored dances:

- \*No middle school students or anyone 21 or older.
- \*Once you enter the dance, you can not leave and re-enter.
- \*Couples must dance face to face and leave a space; No back-to-front dancing is allowed; No 'grinding' or sexually explicit dancing allowed.
- \*All students and/or their guests must arrive in appropriate attire; Clothing must adequately cover a student's cleavage and bottoms. Dresses or shorts length should be no shorter than mid-thigh; No exposure of undergarments (or lack of) is allowed.

Students may be issued a bracelet with their name on it when entering dances to help chaperones visually monitor dance behavior. Bracelet removal means you will need to leave the dance, immediately. Should a student be asked/told to leave a dance due to their behaviors or actions, the cost of their dance ticket will not be refunded.

Students who do not abide by these rules can/will be asked to leave the dance. Rules remain the same as in school. Please be respectful of yourself and others. Students who violate the dance rules and are asked to leave the dance will not be permitted to attend dances the remainder of the school year.

Please be respectful of yourself and your dance partner, and have a great time at the dance!

## ATHLETICS

Students in grades 9-12 are eligible to compete athletically and represent Port Townsend High School in the Nisqually League. Port Townsend High fields teams in: football, volleyball, cross country, soccer, basketball, wrestling, track, baseball, softball, golf, girls swimming and tennis (boys in fall and girls in spring). Our sports are combined with Chimacum High School. Together the students play as the East Jefferson Rivals. Port Townsend School District Policy and Procedures 2151/2151P guides athletics and activities for our school.

To participate in an interscholastic sport the following is required:

1. The Student must be enrolled as a full-time student.
2. Physical exam every two years that is signed by a physician.
3. Insurance coverage or a parental waiver.
4. Medical emergency authorization form.
5. Be academically eligible.
6. Purchase an ASB card.
7. Pay the appropriate sports fees (fee waivers available for low income students)
8. Complete Athletic Code/Activity Policy agreement.
9. Periodic eligibility checks are made during each sports season.

Notes:

Fee reduction/fee waivers for low income students are based on documentation such as free/reduced meals, or documentation of homeless student status.

If you are unsure if you qualify for a fee waiver, please contact us in the main office. We don't want any student to not sign up for sports due to an inability to pay.

Athletic paperwork is available on the high school website, and is submitted online through Final Forms.

Any student participating in athletics/activities who has been assigned discipline must complete the discipline before they can participate in either practice or competition/contest/performance, unless other remedies are approved by the athletic director and principal.

**Missing all or most of a school day may have an affect on a student's ability to practice or compete. Exceptions include prior administrative approval, verified medical appointments (doctor's note needed), family emergency and court appearances. Student activity/athletes are encouraged to communicate with the principal or athletic director when absent during their activity or athletic season.**

## **ATHLETIC CODE VIOLATIONS**

The opportunity to participate in the district's extracurricular program is a privilege granted to all students of the district. Students in this voluntary program are expected to conform to specific conduct standards established by the WIAA, administrative staff, athletic coaches and activity advisors. The PTSD Athletic/Activity Code (board policy #2151) is to be read by each student athlete and parent as a part of their sport enrollment. A student who is found to be in violation of this code or associated school rules will be subject to disciplinary action. An appeal process is in place for a student who wishes to grieve disciplinary action.

Behavior at athletic events / activities:

### **Student Athletes**

Show respect for opponents by shaking hands with them.

- Accept the decision of contest officials.
- Avoid unsportsmanlike gestures or language.
- Display modesty in victory and graciousness in defeat.
- Learn the rules of the game.

### **Spectators**

- Take part in cheers with the cheerleaders and applaud good performances.
- Work cooperatively with contest officials and supervisors in keeping order.
- Refrain from crowd booing, foot stomping or making inappropriate comments or gestures.
- Stay off of the playing floor or contest area at all times.
- Show respect for public property.

## **AWARDS**

Staff and students look forward to award days, and it is important to recognize students for their achievements. We are all part of the whole from which exemplary performances, attitudes and abilities develop. By showing pride in individual accomplishment, we show pride in our school.

### **REDHAWK "HIGH FIVES"**

Teachers recognize students for demonstrating our school's expectations and values of being Responsible, Kind, Supportive, and Persistent by turning a Redhawk High Five card into the office. On a periodic basis, the principal or designee draws student names and reads the recognition.

### **HONOR ROLL**

Students earning grade point averages of 3.33 or higher, in their PTHS classes, are listed on our semester Honor Roll.

## **ATHLETIC AWARDS**

Following each sports season, coaches traditionally hold an awards gathering. Letters, certificates, and trophies are given to student athletes. It is a special time for teams and individuals to reflect on the hard work, effort and relationships that develop during practices, games or meets. Families are always invited.

## **YEAR-END AWARDS**

(11th-12th Grade) Year-end awards are presented in the following areas: science, vocational education, language arts, social studies, mathematics, world language, drama, art, music and yearbook. Academic letters are awarded to students who have maintained a 3.8 GPA for a minimum of five semesters. Students graduating with a GPA of 3.33 or higher are awarded honor cords to be worn during the graduation ceremony. Numerous scholarships and honors are available to Port Townsend graduating seniors. Students should inquire at the counseling office for further information.

## **Salutatorian and Valedictorian:**

- Eligible students will have taken 90% of their classes through an accredited high school, have taken 80% of their classes on the PTHS campus and will have attended Port Townsend High School during both semesters of their senior year.
- For the purpose of this honor, a GPA will be calculated with a bonus for honors or advanced high school academic classes taken on the PTHS campus. Advanced courses include Advanced Placement (AP), College in the High School designated courses, or other courses identified as ‘advanced level’ in the course catalog.

## **BUS INFORMATION**

### **SAFETY AND CONDUCT ON THE BUS**

#### **Appropriate Behavior Expectations**

The Port Townsend School District provides bus transportation for those students who live in locations too far or unsafe to walk. The ability to ride the bus is a privilege, not a requirement. However, every student who does ride the bus has the right to be able to ride safely.

Riding a school bus is a privilege and positive behaviors are expected on the bus and at the bus stop. Bus drivers are like teachers. Students must listen and comply with all rules. If a bus driver determines that a student is creating an unsafe situation on a school bus, the student may lose the opportunity to ride the bus to school. Students are expected to:

1. Make space and welcome others to sit with them.
2. Speak in a conversational voice.
3. Get to their bus stop on time.
4. Stay on the sidewalk while waiting for the bus.
5. Sit where they will be successful and stay in their seat.
6. Help keep the bus clean.

**Bus Passes** - If a student plans to ride a different bus home or get off at a different stop, they must bring a note from their parent/guardian to the office and get a bus pass to give to the driver. Without a bus pass, students may ride only their regular route.

### **BUS MISBEHAVIOR CONSEQUENCES**

Students and parents/guardians are responsible for any damage caused to a school bus by students. In addition to school consequences, the following consequences are imposed by Transportation:

**Step 1:** The bus driver gives a verbal warning to the student and/or imposes a change of seat, etc. Parents/guardians may be called by the bus driver.

**Step 2:** The bus driver completes an incident report and turns it into the school administrator, who meets with the student and calls parent/guardian. Disciplinary action dependent on infraction.

**Step 3:** Progressive discipline applies, which may include suspension or restriction from riding the bus.

**Step 4:** Continued misbehavior on the bus will result in loss of bus riding privileges.

NOTE: Suspensions from the school bus may prevent students from attending field trips or other activities.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **I. RULES GOVERNING STUDENT CONDUCT**

The following are prohibited on or in reasonable proximity\* to school premises, at school-sponsored activities, during school hours or in traveling to or from school, and shall constitute cause for discipline, suspension or expulsion. (The district reserves the right to refer to the appropriate non-school agency any act or conduct of its pupils which may constitute a crime under federal, state, county or local law.)

A. Any act or conduct causing substantial or material disruption or obstruction of any school

function or operation.

- B. Any action, event or group of events which constitutes a violation of federal, state or local law.
- C. The destruction, damage or theft of school property or the property of others.
- D. The attempt to inflict, or the actual infliction of, physical injury on any pupil, school employee or other person.
- E. The possession, handling or transmission of any object which can reasonably be considered a weapon.
- F. Any act by a pupil directed toward any other pupil, teacher, administrator or other school personnel or any other person for the purpose of intimidating or coercing him/her by the use of threat or force.
- G. The unauthorized entry to or use of any school facilities and materials. A student shall be expected to leave the school campus at the official close of the day unless permission to do otherwise has been granted.
- H. Skateboarding is not allowed on school property.
- I. The possession, use, sale or delivery of alcohol or any controlled substance not prescribed by a physician for such possessor or user; being under the influence of alcohol or any controlled substance not prescribed by a physician for such possessor or user; or being in the possession of drug paraphernalia.
- J. The use or possession of tobacco products, vape, e-cigarettes.
- K. Parking a motor vehicle in other than a designated area or entering or moving a motor vehicle during the school day except as authorized by school authorities; operating a vehicle in other than a safe manner.
- L. Leaving the school campus between the time of arrival until the close of school, except when authorized by school authorities. (Students in grades 10-12 are permitted on open campus during their lunch period on designated days; however, they are not permitted on any other campus during this period.)
- M. Using or exhibiting obscene or vulgar language, writing, gestures, pictures, signs or acts.



- N. Unauthorized absence from class or failure to attend class or school activities on time.
- O. Bus students are to adhere to rules found in the discipline section of this policy.
- P. Refusal to identify self upon request to proper school authorities.
- Q. Failure to comply with school district policies or school rules or with the directions of school staff during any period of time the student is properly under the authority of school personnel.
- R. Exceptional Misconduct is student misconduct which is so serious in nature and/or is so serious in terms of the disruptive effect upon the operation of the school(s) that students may be subject to immediate suspension, emergency expulsion or expulsion for a first time offense. Administrative discretion would be allowed and law enforcement officials may be informed.

\* Reasonable proximity means within two blocks from the school or school function and 30 minutes before and after school or the school function.

### **ACADEMIC INTEGRITY**

Student work is assigned to reinforce, extend and assess student learning. All work a student turns in must be their own work. The only exceptions to this rule are those instances where the teacher has specifically stated that the project is to be completed by partners or a group, in which case all members of the group share responsibility for the quality and integrity of the product. Any borrowed ideas, opinions or quotations used in a student paper or project must be properly acknowledged with credit clearly given.

If one student uses or copies another student's work with that student's knowledge, both students have cheated and both students will be held accountable for their actions. Acts of copying and plagiarism and any other academically dishonest behavior may result in loss of credit for the work and a classroom restorative process with the teacher. At the teacher's discretion, the student may be required to redo the assignment/test/project.

### **CONDUCT REQUIRED FOR STUDENTS INVOLVED IN SCHOOL ACTIVITIES**

It is the expectation of the Port Townsend School District that students participating in the extracurricular programs offered by the district will not use tobacco, alcohol, or other legal or illegal drugs, or participate in illegal acts of any kind. Conduct rules will be enforced both on and off campus. If a student receives an MIP or is observed to be in violation of PTSD or WIAA

policies, he/she will be considered in violation of the schools Athletic/Activity Code and will be subject to disciplinary action as outlined in PTSD board policy #2151.

## **DETENTIONS**

Students who violate school rules may be assigned lunch detention or after-school detention. After-school detention may include restorative actions around campus. It will be assigned and coordinated by school administration. Students are expected to serve their scheduled detentions. If a student is a no-show at detention without contacting the office, they will be assigned an additional one day of detention in addition to the original detention, still to be served. Students who continue to not complete detentions may be assigned in-school suspension.

## **SECTION 504**

### **What is Section 504?**

Section 504 of the Rehabilitation Act of 1973, commonly called “Section 504,” is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

### **You Have the Right To:**

- Receive a free and appropriate public education
- Participate in and benefit from the district’s educational programs without discrimination
- Be provided equal opportunity to participate in the district’s nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate. Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive accommodations and/or related services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on other students without disabilities.
- Receive special education services if needed.

### **Important Facts for you to know:**

*A 504 plan can be temporary or longer term:*

A student may have a temporary disability that necessitates a 504 plan (broken arm or leg) For instance, a student with a broken arm may need the accommodation of a scribe to participate in their education. This may require a 504 plan until the arm heals.

A student may have a visual impairment and require preferential seating in order to see the teacher's instruction. This is a longer term impairment and requires a longer term 504 plan.

*You, your teacher, your parent, or anyone that knows you well may request a 504 evaluation:*

You (if you are 18) or your family/guardian have the right to an evaluation before a 504 plan is developed to determine eligibility. Family or guardians will receive notice before the district takes any action regarding the identification, evaluation or placement of a student.

*Your school counselor coordinates a 504 plan:*

In Port Townsend School District, the school counselors help to coordinate building based 504 plan accommodations.

### **HIGH SCHOOL BEHAVIORAL VIOLATION MATRIX**

The behaviors listed in this matrix are prohibited on campus, on school transportation, at all school-sponsored activities, and off campus when the conduct is connected to or affects the school environment. Students who are attempting to commit a violation, or are assisting/forcing another person in committing a violation will still be held accountable for consequences. This discipline matrix is a guideline, where offenses may range from minor to extreme. Thus, consequences will also range from minor to extreme. Administrators, and those acting under their direction, have the right to discipline students in a manner which is deemed to be in alignment with the severity of the behavior, or due to the progression of behaviors which are not resolved at a lower level of intervention. Additionally, any action which violates local, or state laws will be referred to law enforcement as required.

Behavior	Definition	Possible Consequences
Multiple (Minor) Classroom Violations	Teacher managed classroom discipline issues that are continuous, without being resolved through repeated attempted interventions in the classroom.	Warning from administrator; Parent/guardian contact or conference; restorative meeting with student/teacher; detention; restitution; school service project hours; behavior management plan or contract; in-school suspension
Dress Code Violation	Dressing in a manner that does not align with the district's dress code policy	Put on alternative code compliant clothing; parent/guardian contact for clothing
Defiance	The continued refusal to comply with a reasonable request, including following directions; is socially rude using inappropriate language	Warning from administrator; parent contact/conference; restorative meeting/circle; detention; SEL or counseling referral; behavior agreement or contract; school service project hours; in-school suspension

Disruptive or unsafe behavior that prevents teacher from leading instruction in the classroom	Student engages in behavior or actions which interrupts class instruction or activity, causing the teacher or adult in charge to redirect their attention to that of the student causing the incident.	Warning from administrator; parent /guardian contact or conference; restorative meeting/circle; detention; restitution; behavior management plan or contract; in-school suspension; short term suspension
Disruptive or unsafe behavior	Student engages in behavior or actions that cause an interruption to an activity or management of the school day, causing the adult or administrator in charge to redirect their attention to that of the student causing the incident.	Warning from administrator; parent/guardian contact or conference; restorative meeting/circle; detention; restitution; school service project hours; behavior management plan or contract; in-school suspension; short term suspension
Out of control behavior	A student whose physical actions and/or verbal behavior is erratic, unrestrained, and the student is unable to gain control of their emotions/return to a calm state after being prompted to do so; student may become physical using objects; causes disruption to the overall function of the classroom or school	Parent/guardian contact or conference; restorative meeting/circle; detention; restitution; behavior management plan or contract; SEL referral to Juvenile Services, or counseling referral; in-school suspension; short term suspension; long term suspension; emergency expulsion
Leaving classroom without permission or leaving class early	A student who leaves the classroom without teacher permission, leaves class early without being excused/given permission by the teacher, or refuses to remain in the classroom when directed to do so by the teacher	Warning from administrator; Parent/guardian contact by teacher; restorative meeting between student/teacher; detention; behavior contract; school service hours; in-school suspension
Bullying/harassment/intimidation/threats	The delivery of repetitive direct or technology-based messages that involve intimidation, teasing, taunting, threats, shunning, or name-calling. See handbook for further guidance and more details	Parent/guardian contact/notification; behavior/no-contact agreements; restorative meetings; SEL referral to Juvenile Services; law enforcement notification; other requirements as required by law and district policy
Sexual Harassment	Unwanted comments or actions of a sexual nature that are repeated over a period of time. Sexual harassment is against the law and may involve a report to law enforcement.	Parent/guardian contact/notification; behavior/no-contact agreements; restorative meetings; SEL referral to Juvenile Services; law enforcement notification; other requirements as required by law and district policy
Cyberbullying	Use of internet, cell phones, other electronic devices, or social media to harass, threaten, embarrass or hurt another person. Cyberbullying is against the law and may involve a report to law enforcement.	Parent/guardian contact/notification; behavior/no-contact agreements; restorative meetings; SEL referral to Juvenile Services; law enforcement notification; other requirements as required by law and district policy
Theft/Arson/Bomb Threats	Is involved in being in possession of, having passed on, or being responsible	Parent/guardian contact/notification; law

	for removing someone else's or the school's property; student plans or participates in malicious burning of school property; student plans or participates in a false message saying that a destructive device is on campus	enforcement notification; restitution; prosecution; emergency expulsion; long term suspension; expulsion
Possession or use of weapons (including combustibles)	Any item designed to be used with the intent of inflicting harm on others. Any item that is used by a student to cause harm to another, whether intentional or unintentional	Parent/guardian contact, confiscation of weapon, law enforcement notification, in-school, short term or long-term suspension, emergency expulsion or expulsion depending on circumstances
Unsafe Behavior	Student creates or participates in a situation that could potentially or does cause harm to others. (Examples may include speeding through the parking lot, setting off combustibles, or creating physical tripping hazards.)	Parent/guardian contact or conference; restorative meeting/circle; detention; restitution; school service project hours; behavior management plan or contract; SEL or counseling referral; in-school suspension; short term suspension; long term suspension; emergency expulsion; law enforcement contact if behavior involves illegal activity
Use or threat of physical force	Student is involved in threatening to use, or uses physical force against another (ex. pushing, hitting, slapping, throwing objects) individual, including students or adults	Parent/guardian contact/notification; behavior/no-contact agreements; restorative meetings; SEL referral to Juvenile Services; law enforcement notification if required by law; other requirements as required by law and district policy; in -school suspension, short term suspension, long term suspension
Fighting	Student is involved in mutual participation in an incident involving physical violence. Discipline need not be the same for each student involved in a single fight.	Parent/guardian contact or conference; restorative meeting/circle; detention; restitution; school service project hours; behavior management plan or contract; SEL referral to Juvenile Services or counseling referral; in-school suspension; short term suspension; long term suspension; emergency expulsion; law enforcement contact if behavior involves serious injury
Defacing Property or Vandalism	To intentionally deface, trash, damage, ruin, or cause destruction	Warning from administrator; Parent/guardian contact; financial restitution/payment for damage; cleaning or repairing damage; detention; completion of school service hours; in-school suspension; law enforcement notification if damage is over \$500 value.

Vehicle Violation	To use own or another's vehicle while on the high school campus in a manner that impedes access or could potentially cause harm to others.	Administrative warning, parent /guardian contact, financial restitution, restorative restitution, school service hours, law enforcement notification if warranted, removal of or banning vehicle from campus
Gang Violation	Student uses gestures, dress, and/or speech to display affiliation with a gang	Parent/guardian contact or conference; SEL referral to Juvenile Services or counseling referral; behavior agreement; in-school suspension; short term suspension; long term suspension; emergency expulsion; law enforcement contact
Alcohol or Drug Use, Possession, or Distribution	Student is in possession of or is using, gave, shared, sold or delivered alcohol. Student is in possession of or is using, gave, shared, sold or delivered illegal drugs/substances, including prescription drugs. Possession also includes paraphernalia including, but not limited to, pipes and syringes.	Parent/guardian contact or conference; school service hours; research and report on dangers of substance use; SEL referral to medical (nurse); SEL referral to Juvenile Services; SEL referral to prevention-intervention specialist; referral for drug/alcohol assessment; counseling referral; in-school suspension; short term suspension; long term suspension; emergency expulsion; law enforcement contact if required by law
Inappropriate personal displays of affection	Student engages in inappropriate, consensual verbal and/or physical gestures/contact, of a sexual nature to another student.	Warning from administrator, parent/guardian notification, guidance counseling services, in-school suspension
Plagiarism or cheating (multiple incidents)	Student knowingly takes and presents another's ideas as their own on a formal assignment, presentation or exam; intentionally copies or steals someone else's work	Parent/guardian contact, parent/guardian conference with teacher, restorative conference with teacher, redo assignment or work; detention, in-school suspension, counseling support

## MANAGEMENT SUPPORT

### Pesticide Notification, Posting and Record Keeping Requirements

The district shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the district shall notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building

office in addition to being provided to parents and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, shall include the heading, "Notice: Pesticide Application," and shall state the product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize).

# Middle School and High School

## Learning Environment and Technology Use

The Port Townsend School District supports the rights of all students to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behavior of all members of the school community.

In our district we

- educate our students to be safe and responsible users of digital technologies through lessons in digital citizenship and cyberbullying;
- instruct students in Media, Technology and Information Literacies;
- raise our students' awareness of the ethical use of technology such as intellectual property, copyright, on line privacy and digital footprints;
- supervise and support students when using digital technologies within the classroom and establish clear procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities;
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed;
- respond to issues or incidents that have the potential to impact the well-being of our students including those reported through online services;
- know that some online activities are illegal and as such we are required to report this to the appropriate authority;
- maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA); and
- support parents'/guardians' understanding of safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; provide this Responsible Use Compact (RUC) and Parent Tip Sheets on the school district webpages.

This Compact is subject to periodic review. For the latest version check the district and school websites: [www.ptschools.org](http://www.ptschools.org)

## Student Agreements

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, by

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in intentionally harmful, inappropriate or hurtful online behaviors);



- protecting my privacy; not giving out personal details, such as full name, telephone number, address, passwords and images, with the exception appropriate school contact information as directed by my teacher;
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent;
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online;
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviors;
- understanding these terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult;
- confirming that I meet the stated terms and conditions and completing the required registration processes;
- handling digital technology devices with care and notifying a teacher of any damage or required attention;
- abiding by copyright and intellectual property regulations;
- not downloading unauthorized programs, including games and videos or attempting to bypass internet filters;
- not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student;
- accessing only content that is appropriate for school and learning; and
- recognizing that these accounts are not private, administrators have access to student accounts, and that past versions of all content are retained in the cloud, so content should always be school appropriate.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times, by

- keeping devices on silent during class times; only making or answering calls or messages outside of class times (except when approved as part of a lesson);
- following my teachers' directions in the use of my device;
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided;
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding others' messages; and
- obtaining appropriate consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

## Student Email Guidelines

Port Townsend School District provides students with a district-owned Gmail account for learning, communication and collaboration.

### General Email Guidelines for Students

- Email is to be used for school-related communication, not personal communication.

- Assume that your email will be read by teachers and other District adults.
- Read and send email at appropriate times that don't interfere with class instruction.
- Emails should support academic honesty and integrity.
- Use only your account.

#### **Uses for district-owned Gmail Accounts**

- Students are encouraged to check their district email at least once per day.
- Teachers may send email to their students to communicate reminders, course content, pose questions related to class work, and such.
- Students may send email to their teachers on teacher's Gmail account with questions or comments regarding class.
- Students may send email to other students to collaborate on group projects and assist with school classes as described by permissions, below:

#### **Student email permissions**

Our Gmail system controls who email messages can be sent to and whom they can be received from.

- HS Freshmen and Sophomore students may email other HS students and all staff.
- MS students may email MS students only and all staff.
- Elementary students may email elementary students only and all staff.
- HS Juniors and Seniors may send and receive email outside the Port Townsend School District Domain for school purposes.
- If teachers have a project where an exception to the above permissions is required, teachers may request a temporary change in permissions for the duration of a project.

#### **Students Emails to Staff**

- Students are encouraged to email staff concerning school-related content and questions.
- However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

#### **Email Monitoring**

- Students should have no expectation of privacy and know that all email passes through a security system and may be flagged as inappropriate.
- Rules/filters monitor student email for profanity, harassment and other inappropriate content.

## **Parent Support for Responsible Digital Media Use**

The technology landscape has rapidly changed. Laptops, Chromebooks, iPads and e-books are regularly used by students and contribute to new ways of teaching and learning. You can support your child to develop habits of ethical and responsible use to:

#### **Stay Safe**

- Talk to your student about not sharing personal information online, including name, address, phone number, photos and financial information; nothing posted online is private.
- Ask your student to set privacy settings on their devices to safeguard passwords.
- Ask your student to tell you or a trusted adult if they feel uncomfortable or pressured by someone online.

#### **Think First**

- Discuss online behavior with your student, the importance of avoiding bullying, humiliation or upsetting others online or on their phone, and to tell a trusted adult if they see it happening to others.
- Remind your student that any posted information, photo or email can go viral and be shared without their knowledge and will remain on the internet.
- Encourage your student to properly give credit to authors and artists whose work they may use in completing homework or assignments.
- Discuss with your student that not everything online is true or accurate.

### Stay Balanced

- Encourage your student to set reasonable media time limits so they continue to enjoy other activities and the people in their lives.
- Talk with your student about their online interests.

## School Use of Personal Devices for Learning Grades 6-12

Port Townsend School District values equitable access to quality learning tools, technologies and resources for learning. As a result, the District provides students with technology for learning while at school. Some students may want to use their personal digital devices at school in addition to, or instead of district provided devices. The use of these devices will follow the Responsible Use Compact guidelines in the preceding pages. In addition, students and families agree to the following guidelines.

### Ownership

- The device is owned by the parents/student but is made available for student learning.

### School support

Support **will be** provided for

- set up and management of school student email accounts; and
- Google for Education applications.

Support **will not** be provided for

- connecting to home networks, or home devices;
- personal email accounts and settings;
- software issues; or
- hardware issues.

### Damage or loss of equipment

- The school is not responsible for damaged or lost personal devices.

### User responsibilities

- If a personal device is brought to school, students are responsible for adhering to this Responsible Use Compact when using the device at school, including during lunchtime and when not in the classroom.

## Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to)

- school-owned information and communications technology {ICT} devices (e.g. desktops, laptops, printers, scanners);
- mobile phones and student-owned devices;
- email and any form of messaging;
- internet, intranet;
- social networking sites (e.g. Facebook);
- video and photo sharing websites (e.g. YouTube);
- blogs or micro-blogs (e.g. Twitter);
- forums, discussion boards and groups (e.g. Google groups);
- wikis (e.g. Wikipedia);
- podcasts; and
- video conferences and web conferences.

### Further acknowledgement

- Parents/students should be aware that files stored on the device, or on the school's server, are not private.
- The content of district provided email is not private, and district provided student email is to be used for learning purposes only.
- No one should have any expectation of privacy to the extent that files are subject to public disclosure law.

### Damage or loss of equipment

- Any problems, vandalism, damage, loss or theft of a district-owned device must be reported immediately to a teacher or administrator.
- If a school device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to such devices in the future.
- If a school device is damaged and the damage is not covered by the manufacturer's warranty, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

This Responsible Use Compact applies when digital technologies are being used at school, during school excursions, extra-curricular activities, and when students use school provided applications at home.

## Glossary

**Common Sense Media- Common Sense** is the nation's leading independent non-profit organization dedicated to empowering kids to thrive in a world of media and technology. <http://commonsense.org>

**Computer ethics-** Ethics is a set of moral principles that govern the behavior of a group or individual. Therefore, computer ethics is set of moral principles that regulate the use of computers. Some common issues of computer ethics include intellectual property rights (such as copyrighted electronic content), cyberbullying, privacy concerns, and how computers affect society

**Copyright-** Copyright is a legal means of protecting an author's work. It is a type of intellectual property that provides exclusive publication, distribution, and usage rights for the author

**Cyberbullying-** The use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature

**Digital citizenship-** Acting as a responsible and ethical member of a worldwide community linked by the Internet A digital citizen is one who understands human, cultural, and societal issues related to technology and practices legal and ethical behavior; advocates and practices safe, legal, and responsible use of information and technology; exhibits a positive attitude toward using technology that supports collaboration, learning, and productivity

**Digital footprint-** A digital footprint is a trail of data you create while using the Internet. It includes the websites you visit, emails you send, messages and photos on social networking and information you submit to online services. Once digital data has been shared online, there is no guarantee you will ever be able to remove it from the Internet

**District Gmail account-** A Gmail for Education account provided by the Port Townsend School District for students and teachers to collaborate and communicate for teaching and learning. The account is administered by the **PT** School District and has enhanced security and is limited to educational use. The District Gmail account is used by students in grades 3-12 and deleted after students graduate or leave the school district

**Domain-** A domain contains a group of computers that can be accessed and administered with a common set of rules. All computers used within the Port Townsend School District are required to be networked within the same domain so that the computers can be managed and located from a central server. Setting up a domain also blocks some outside traffic from accessing computers within the network, which adds an extra level of security. The domain name of the Port Townsend School District is ".ptschool.org" The domain for district Gmail addresses is "g.ptschools.org" with the "g" standing for Google.

**FERPA** (Family Educational Rights and Privacy Act of 1974) is federal legislation in the United States that protects the privacy of students' personally identifiable information (PII). The act applies to all educational institutions that receive federal funds

**Google for Education-** A suite of free productivity tools for classroom collaboration. It includes enhanced security features for schools, school district managed student accounts, student access to Drive, Docs, Slides and more, and is accessible to students for school work wherever they have an internet connection

**Identity theft-** A type of crime in which a person's private information is stolen and used for criminal activity

**Information literacy-** A set of abilities requiring individuals to: "recognize when information is needed and the ability to locate, evaluate, and use effectively the needed information."

**Intellectual property-** A work or invention that is the result of creativity, such as a manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, trademark, etc.

**Online-** In general, when a machine is "online," it is turned on and connected to other devices. Recently, however, the term "online" usually means being connected to the Internet

**Private information:** Information that can be used to identify you, such as your name, Social Security number, address, email, phone number, etc.

**Responsible use Compact-** The Port Townsend School District agreement between the District, Students and families to guide the safe and ethical use of technology for teaching and learning

**Username:** A name you make up so that you can see or do things on a website, sometimes called "screen name". A username uniquely identifies someone on a computer system. Many websites allow users to choose a username so that they can customize their settings or set up an online account. Usernames are not private and should not contain private information

**Virus protection-** Software used to protect computers and networks from small programs or scripts that can negatively affect the health of computers. Sometimes called an antivirus, it is a type of utility used for scanning and removing viruses from your computer

Definitions from <http://techterms.com>, <https://www.common sense media.org>. and Google for Education <https://www.google.com/edu/products/productivity-tools/>

Additional resource:

Common Sense Media, a non-profit organization dedicated to empowering kids to thrive in a world of media and technology. <https://www.common sense media.org>