STEILACOOM HIGH SCHOOL
STUDENT HANDBOOK
2026-2027



Building Joyful and Confident Graduates

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Administrative Information

Principal's Message

Steilly Students,

Welcome to the 2026-2027 school year! Something super important for you to have - your student handbook. This is a guide that will give you answers to some of the things that come up throughout the school year, especially the things that happen to make the school year safe and successful.

Above all, your safety is always our top priority. If you see or hear anything that makes you concerned, please know that you can always talk about those things with our staff. Sometimes, talking with an adult can feel intimidating, so if you prefer, you can also use our anonymous tip line by texting your concern to 855-745-3674. If you are experiencing any mental health challenges, you are not alone; help is available. The national suicide and crisis lifeline number is 988, and you can call or text any time. You can also use the Pierce County crisis line if you want in-person support by texting 741-741.

As a community, it is up to us to make sure everyone feels seen, safe and valued. The resources mentioned above are just a few of the supports available to you as a member of the Sentinel Family. I look forward to this upcoming year and seeing all the ways you achieve success. Remember...the Steilly Way is getting better every day!

In partnership - Principal Hathaway

Administration and Office Team

Principal	Hayley Hathaway	hahathaway@steilacoom.k12.wa.us
Assistant Principal (A-L)	Angela Desjardins	adesjardins@steilacoom.k12.wa.us
Assistant Principal (M-Z)	Laura Conklin	lconklin@steilacoom.k12.wa.us
Office Coordinator	Stefani James	sjames@steilacoom.k12.wa.us
Registrar	Cammaryn Feller	cfeller@steilacoom.k12.wa.us
Front Office Reception	Sasha Leyva	sleyva@steilacoom.k12.wa.us
Attendance/Athletics Secretary	Carla Cooper	ccooper@steilacoom.k12.wa.us
Bookkeeper	Beth Agnew	bagnew@steilacoom.k12.wa.us
Nurse	Elyssa Shepard, LPN	eshepard@steilacoom.k12.wa.us
Campus Supervisor	Casey Lovelle	clovelle@steilacoom.k12.wa.us
Campus Supervisor	Ryan Reynolds	Rreynolds@steilacoom.k12.wa.us
Athletic Director	Tom Bradbury	tbradbury@steilacoom.k12.wa.us

Counseling Center Team

Student Last Names A-E	Jacob Johnson	jajohnson@steilacoom.k12.wa.us
Student Last Names F-Le	Brittany Cleven	bcleven@steilacoom.k12.wa.us
Student Last Names Lf-Ro	Raynai Johnson	rajohnson@steilacoom.k12.wa.us
Student Last Names Rp-Z	Chris Brugman	cbrugman@steilacoom.k12.wa.us
College & Career Director	Tina Hayden	thayden@steilacoom.k12.wa.us
School Psychologist	Shauna Mann	smann@steilacoom.k12.wa.us
Military Family Life Counselor	Sarah Rubinson	srubinson@steilacoom.k12.wa.us

School Calendar and Bell Schedules

Our most commonly occurring bell schedules can be found here.

Quick Reference Help Guide

Not sure who to ask? See the list below!

Ms. Sasha Leyva Main Office	**Mrs. James** Office Coordinator	**Mrs. Agnew** Bookkeeper's Window
Bus Information Daily Announcements Meetings with Desjardins & Conklin	Skyward Meetings with Hathaway	ASB Cards Sports Fees Dance Tickets
Ms. Carla Cooper-Haamid Attendance Office	**Mr. Lovelle &** Campus Supervisor	**Mr. Bradbury** Athletics
Absences Tardy Passes Planned Absences	Safety Concerns Lost Items and Theft Parking Passes	Appointments with Coaches Athletics Registration Sports Schedules

Communication Sources

Gmail

All students are given an email address ending with @students.steilacoom.k12.wa.us, and this is the first and best tool for communication with school staff outside of the school day.

Google Classroom

Many teachers also utilize a virtual environment as a place to house materials for class, or as a place for students to submit work. Access to these spaces will be provided to students by their instructor(s).

Social Media

Follow along with our official school Instagram account, @bigsteilly.

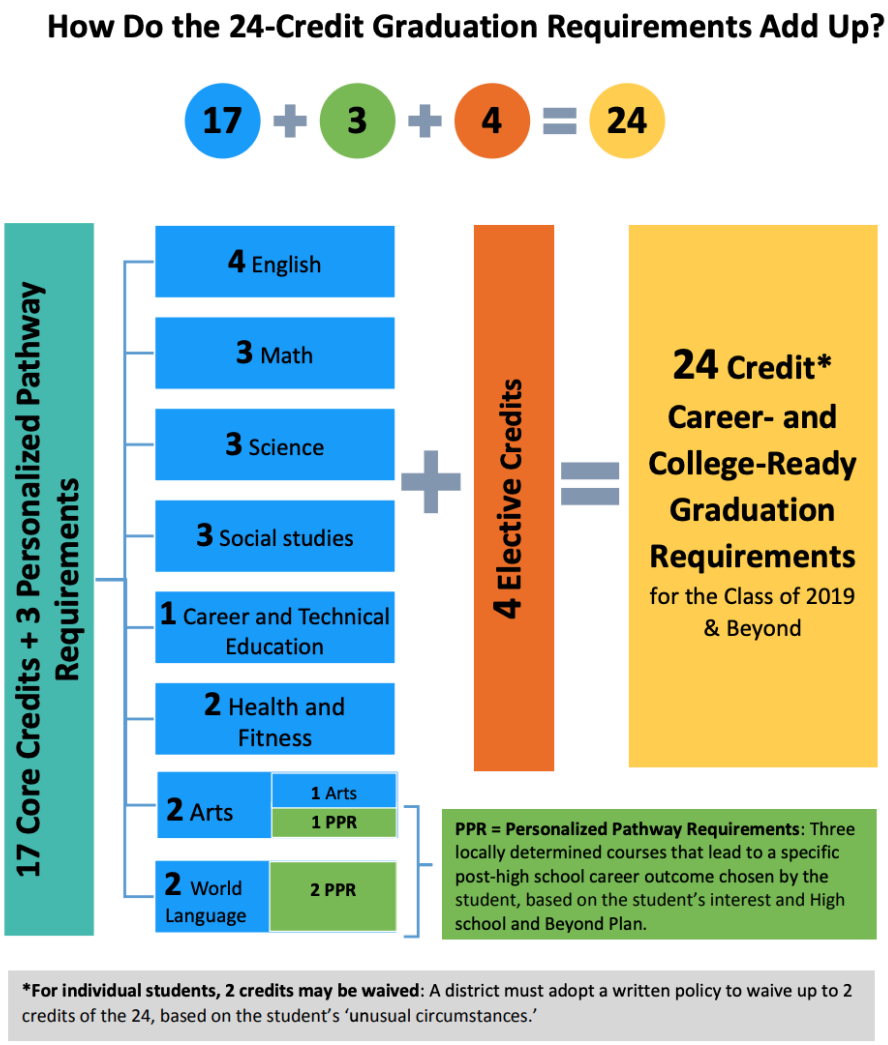
StudentSquare

Teachers and parents use our ParentSquare as a communication tool, but we also use a feature called StudentSquare. StudentSquare allows our school staff to communicate directly with large numbers of students. We encourage all students to download the StudentSquare mobile app and update their preferences regarding notification frequency. For more information, check out this section of our website.

Academics

Credit Check

Students need a minimum of 24 credits, in the correct areas, to graduate in Washington State.



College in the High School

Steilacoom High School offers students the opportunity to experience the rigor of a college course and the ability to earn college credit for free from Central Washington University and Eastern Washington University without having to leave their high school campus. See our Course Catalog (below) for more information.

Course Catalog

You can find our 2026-2027 Course Catalog here. College in the High School classes and other Dual Credit options are explained in depth, as are prerequisites and graduation requirements.

End of Semester & Finals

At the end of each semester, the last day to submit late work will be five school days before the first day of finals (seniors will have an earlier date for semester two). There will be no new assessments given on the two school days prior to the first day of finals. The department reassessment rules that exist in a class (see "Reassessment Policy" below) during the semester will be unchanged until the two days before the first day of finals. There will be no reassessment of a final. Teachers will not give early finals. Teachers and departments determine if their final is cumulative or specific to the most recent content. Finals are based upon identified standards and assess student proficiency towards these key standards.

Students must arrange an alternative option with an administrator if they have a planned absence overlapping with finals.

1. Planned absences must be approved by all parties two-weeks prior to anticipated departure.
2. Make-up finals will be administered during the summer or during the next school year. Teachers will not be expected to grade finals over the summer.
3. Absences that occur during final exams due to illness or other extenuating circumstances may require medical clearance (including mental health days).

Grade Enhancement

In order for a student to enhance a previously-earned grade there must be a reasonable assumption that the requested course covers the same essential learning and level of rigor.

Students may retake a course if:

- The course is retaken at the school of origin.
- The course is retaken at the college level and is listed as an equivalent for said course.
    - Note: SHS will not bear responsibility for the cost associated with this option.

All requests based on the criteria identified above must first be approved by an administrator and the department head associated with the course. This is a vital step in the process so it can be verified that the requested course is equivalent to the course that was originally taken. Upon completing this course, the previously earned grade does not come off the transcript, but will be zero-weighted in the student's GPA.
Seats in credit recovery courses are only to be used for students who have failed their initial attempt at the course at an in-person class at SHS.

Graduation Requirements

Graduation from high school in Washington State means that a student meets the following criteria:

1. Successful completion of the correct 24 credits;
2. Successful completion of the Washington State History requirement;
3. Successful completion of the High School & Beyond requirement via Schoolinks; and,
4. Successful completion of all requisite state testing or completion of another graduation pathway option
5. Running start students must complete all of their high school graduation requirements by the end of winter quarter. Failure to complete this could result in a student's ability to participate in the commencement ceremony/walk at graduation.

Please note that commencement and graduation are different. Commencement ceremonies are a district event, and therefore students are not required to participate. The criteria listed above will be completed and documented prior to graduation rehearsal in order for a student to be eligible for commencement exercises.

Graduation Regalia

Students who elect to participate in the graduation exercises will wear the traditional academic regalia. Students are allowed to decorate their caps. Additionally, upon Administrator approval, students may wear traditional tribal regalia, or objects of cultural significance at graduation ceremonies and related events.

Honored graduates will be recognized in the following ways at the graduation ceremony:

- Summa Cum Laude, *Top 5%, Black Cord*
    - Valedictorian - *Additional Medallion*
    - Salutatorian - *Additional Medallion*
- Magna Cum Laude, *Top 10%, White Cord*
- Cum Laude, *3.6 GPA & Above, Gold Cord*

Interventions

Sometimes, when we notice a pattern of behavior emerging, we may decide to take control of a student's autonomous time in order to provide attention and support to these area(s) of significant need. Two examples of this include a student's lunch time, or WIN Time. If a student is failing more than one class, they may be invited to participate in our Steilly Success program as well (occurs during the school day). Aside from being assigned to any of these interventions, if students are experiencing any academic stress, we strongly encourage using WIN Time each week to connect with teachers to get extra help.

Late Work Policy

Students are allowed up to three (3) school days to turn in an assignment after the original due date. (Note: Teachers may list this as a zero (0) during this time, or mark it as missing, or leave it blank.) After three days the assignment will turn into a zero in the gradebook. Each department will decide whether or not they accept work for credit beyond this limit.

Online Grades & Update Policy

Student grades can be monitored using Skyward. Find Skyward by visiting the district's website and clicking the Skyward button on the main page, or downloading the Skyward app on your phone. Teachers at Steilacoom High School are expected to keep a reasonably updated gradebook uploaded on Skyward every two weeks.

Reassessment Policy

Departments have their reassessment policy in their syllabus, uploaded to their Google Classroom. Outside of finals, students submitting a timely and authentic attempt at coursework on the correct timeline will be allowed to reassess summative work after receiving feedback from their teacher. When completing a reassessment, the gradebook will reflect the higher of the two scores earned.

Schedule Changes

Student schedule changes will not be made for the following reasons:

- Lunch period preferences;
- Teacher preferences; or,
- Requests to be in class with friends.

Additional information about this policy can be found in a letter from Principal Hathaway here.

The last day to drop a class without impacting the transcript is seven (7) school days after the first day of each semester. Schedule changes made within this timeframe will not appear on the transcript. Please note that if a student is requesting to drop a year-long class at semester, this cannot be guaranteed. A change in schedule will be made based on alternate course availability.

After the first seven school days, and until October 1 (Semester 1) or March 1 (Semester 2), schedule changes will only be considered for the following reasons:

- Academic misplacement; or,
- Adjustments to Running Start schedules.

Academic misplacement occurs when a student is placed in a course that does not align with their academic readiness or prior coursework, and remaining in the class would not support their educational progress. Examples include:

- Being enrolled in a class for which the student lacks prerequisite skills or credit;
- Being placed in a course that duplicates prior learning; or,
- Being assigned to a course at an inappropriate level of rigor.

Evidence of an inappropriate level of rigor may include SBA scores, prior failure in a course within the same subject area, and teacher feedback.

If a student drops a class due to academic misplacement before the October or March deadlines, the transcript will reflect a "W" (Withdrawal) for the original course. After these deadlines, grades will be assigned as follows:

- F (Fail) – Assigned when there is no academic misplacement and the student/family chooses to discontinue the course.
- NC (No Credit) – Assigned when a verified medical issue causes extended absence.
- W (Withdrawal) – Assigned at the discretion of administrators for special circumstances, such as student relocation or transfer.

Standards-Based Grading

Our grading system is based around three philosophies:

1. Grades should only reflect a student's performance on key course standards;
2. Students do best when teachers provide meaningful feedback during the learning process; and,
3. Learning is a continuum, and reassessment is an important part of that process.

Students may only use district-provided technology for assessments unless otherwise approved by an administrator.

Universal Academic Accomodations

This is a list of universal academic accommodations offered in every classroom at Steilacoom High School.

Athletics

If you have any questions or would like more information, please email our Athletic Director Tom Bradbury at tbradbury@steilacoom.k12.wa.us. Athletics registration is open for all seasons and can be found on the website.

Fall	*Winter*	*Spring*
Cross Country (Boys, Girls) Golf (Boys, Girls) Football (Boys) Soccer (Girls) Swim/Dive (Girls) Tennis (Boys) Volleyball (Girls) Cheer (Co-Ed)	Basketball (Boys, Girls) Swim/Dive (Boys) Wrestling (Boys, Girls) Bowling (Girls) Cheer (Co-Ed) Flag Football (Girls)	Baseball (Boys) Fastpitch (Girls) Soccer (Boys) Tennis (Girls) Track & Field (Boys, Girls)

Interscholastic Activity Code

Students participating in Steilacoom High School sports are subjected to the activity code as outlined starting on page 11.

ASB Card

You will need to pay for an ASB (Associated Student Body) Card before you may participate in SHS athletics or officially recognized clubs. ASB Cards are $50 and can be purchased during the year at the Bookkeeper's window.

Attendance Requirements

Per the WIAA handbook, districts are permitted to implement an attendance policy for student athletes. In SHSD, to participate in practices, contests, or extracurricular events, student athletes must meet the following daily attendance requirements:

- Practice Eligibility: Any student absent from a whole day of school may NOT participate in practice that day.
- Day of Event & Contest Attendance:
    - Full Day Absence: Student may not participate in the contest that day
    - Excused Absence: Parents may excuse a full day absence for medical/dental appointments. Verification of the appointment must be provided. If a student misses a portion of a contest day, a parent may excuse the student without verification for up to two periods.
    - Family Emergencies: We understand that unexpected occurrences happen. These must be excused by a principal or the athletic director.
    - Running Start: Students must attend all scheduled high school classes on their daily schedule.
    - Tardies: Unless this is a consistent occurrence, tardies will have a separate school-based consequence.

Academic Eligibility

Students must be academically eligible to participate in athletic contests, activities, and school sponsored events.

- Winter and spring season athletes who do not meet the district's academic standards at the end of fall semester will be ineligible for the first five weeks of the spring semester.
- Fall season athletes who do not meet the district's academic standards at the end of the previous school year will be placed on probation through the 4th Saturday in September. During this time, students may participate fully in practices and contests.

- At the end of the probationary period, if the student is meeting the minimum academic requirements they will be removed from probation. If a student is not meeting the minimum academic requirements at the end of the probationary period, they become ineligible for competitions for the next three weeks.
- Running Start students: With the implementation of WIAA Rule 18.7.0, running start students are no longer required to complete monthly grade checks. However, when SHS receives quarterly transcripts from the college, if a student athlete does not meet regular WIAA eligibility requirements they will be SUSPENDED from all competitions for the next 5 weeks.
- Running Start Students must also maintain enough classes to be considered a student athlete. If you are concerned your class load is meeting the expectations, speak with your counselor or Mr. Bradbury.
- All Running start students must have a RS contract on file in Final Forms.

Athletic Clearance/Registration

Our school uses a completely online registration program called Final Forms which opens one month prior to the start of the upcoming sports season. All student athletes must have fully registered online, which includes a current physical which covers them through the entire season, and have paid for their ASB and Sports Fee in order to be cleared for practice or competition.

Ejections from Athletic Contests

- If a student-athlete is ejected from an athletic contest once (in any season) they will be required to write a letter to the SPSL requesting reinstatement, and complete a NFHS Sportsmanship class before resuming play.
- If a student-athlete is ejected from an athletic contest twice (within the same season) they will be removed from that sport for the remainder of that season.
- If a student-athlete is ejected from a contest once for “Abusive Language” and/or “Violent Conduct” they may also be subjected to out-of-school discipline in addition to the athletics program consequences, and that student-athlete may also be restricted from all athletics for the remainder of the school-year.
- Spectators ejected from a contest may be subject to similar consequences as well.

School Discipline and Athletics

All school discipline measures will supersede athletic events or club events. Exceptions must be approved by Mrs. Conklin.

South Puget Sound 2A League

For schedules and information about our athletics league, visit www.steillyathletics.com.

User Fees

Student-athletes are required to purchase an ASB Card for $50 and pay a one-time per season user fee in order to fully clear for their sport. The SHS Athletics Department uses ASB monies to support the day to day needs of each program. These include but are not limited to transportation costs, uniform replacements, paying refs/officials, facility upgrades. Students may not participate if they have not paid their user fee by the identified due date.

- Due dates:
    - Fall Athletes: User fees must be paid by the first Friday of the school year.
    - Winter/Spring Athletes: User fees must be paid to participate in the first practice.

    - Free and Reduced Lunch recipients must apply each year to have the sports fees waived as well as complete a Consent to Share Form with the school district.
- User Fees by Sport
    - *Tier Three, $150.00* – Football
    - *Tier Two, $75.00* – Baseball, Basketball, Fastpitch, Soccer, Track, Volleyball, Wrestling.
    - *Tier One, $50.00* – Bowling, Cheer, Golf, Swim, Tennis, XC.

Attendance

Absenteeism

Commonly referred to as the *Becca Bill*, our state has established guidelines for schools to monitor and report the accumulation of unexcused absences. Each unexcused absence within any month of the current school year will be followed by a letter or phone call to the parent/guardian informing them of the consequences of additional unexcused absences. After two unexcused absences within any month of the current school year, a conference will be held between the principal or assistant principal, student and parent to analyze the causes of the student's absenteeism. The district will also assign a staff member to give the student the WARNS assessment in order to determine potential interventions and next steps. If a student reaches five unexcused absences in any single month, or ten unexcused absences in the current school year, the district is required to file a petition for civil action in juvenile court, per RCW 28A.225.030.

Acceptable Reasons for an Excused Absence

1. Participation in district or school-approved activity or instructional program;
2. Illness, health condition, or medical appointment (including but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceedings or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation or scholarship interview, or;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homelessness status;
9. Absence resulting from a disciplinary/corrective action (e.g. short-term or long-term suspension, emergency expulsion); or,
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

Excused Absence *means being absent from campus for any portion of the school day, including lunch.*

Excusing an Absence

A parent or guardian must call, write a note, or come into the attendance office to excuse a student's absence or tardiness. Absences must be excused before the absence occurs or within 48 hours after the absence by one of the following means:

- A phone call to the Attendance Office: 253-983-2339.
    - When leaving a voicemail, please include the following information:
        - Student name;
        - Guardian name;

- Phone number where the guardian can be reached; and,
- The reason for the absence.

Extended Absences

Any absence over two days (not including illness) must have prior approval through a Planned Absence form. Signatures from guardians and teachers are required. Forms may be found in the Attendance Office and must be submitted to Mrs. Cooper prior to the absence.

Tardies, Skipping & Truancy

We want you in your classes when the bell rings. If you're not in your classroom, you aren't learning. State law requires teachers to take accurate attendance at the start of each period.

- Tardies are defined as being less than ten minutes late to the start of class.
- Skipping is defined as being unaccounted for during class.
- Truancy is defined as being tardy or skipping on a consistent basis.

If you are late to class, the teacher will let you in and change your attendance record in Skyward. Students arriving on campus for the first time after 7:45 AM will need a pass from the attendance window. Attendance reports will be consulted and students with timeliness issues will be assigned progressive discipline.

Associated Student Body (ASB) Activities and Student Groups

President: De'Veon Bruner
Vice President: Lola Sather
Treasurer: Ava Williams
Secretary: Jocelynn Mullins
Public Information Officer: Nadia Winn
Running Start Liaison: Mallory Jackson

Interscholastic Activity Code

Students participating in Steilacoom High School interscholastic activities are representing our school in public. This exposure places students in a position that requires them to assume a greater amount of responsibility for their conduct. As such, all students involved in interscholastic activities must meet the eligibility, conduct, and clearance requirements outlined in this code.

The Steilacoom High School administrative team, athletic director, coaches, and advisors will oversee this code while fulfilling their charge to care for students. As a condition of participation in interscholastic activities, students and families agree to abide by the rules outlined in this code for the entire school year during which they wish to participate. Parents/Guardians will acknowledge receipt of this policy via Skyward, ParentSquare, or Final Forms during the clearance process.

This code is in effect from the time a student is initially cleared for participation in each school year until June 1. For any official school-sponsored activities held between June 1 and August 1, these rules also apply.

The rules and regulations of the Interscholastic Activity Code will be regarded as a contract between the student, the school, and his/her coach or advisor. It will apply to the following groups of students:

1. **Athletes, Cheerleaders & Dance Team** - Any student that participates in a school-sponsored sport/activity.
2. **Elected ASB Officers & Class Officers** - Any student in an elected leadership position.

3. **Extracurricular Club Members** - Any student that participates in a school-sponsored club, including CTSOs.

Students violating this code will face school discipline as well as disciplinary measures in the respective club/activity. Discipline will vary on the severity of the offense and may result in suspension/removal from the club or activity.

➔ Academics

Students must be academically eligible to participate in athletic contests, activities, and school sponsored events. To remain eligible, students must meet the district's minimum academic standards: a 2.0 GPA with no failing grades or a 2.5 GPA with one failing grade. *Winter and spring season athletes* who do not meet the district's academic standards at the end of fall semester will be ineligible for the first five weeks of the spring semester. *Fall season athletes* who do not meet the district's academic standards at the end of the previous school year are placed on probation through the fourth Saturday in September, during which time they may fully participate. Students not meeting academic standards at the end of their probation become ineligible for competition for three weeks. Academic eligibility for elected officers and club members will be determined by the advisor for each group.

➔ Attendance

A student with *an absence from school for any period on the day of an event or contest will not be allowed to participate* in that day's practice, event or contest. Exceptions will be made for appointments, emergencies, etc if a note from the office of the appointment is provided. Running Start students with partial Steilacoom High School schedules need to be present for all their scheduled high school classes, as long as that day's high school schedule permits. Unexcused absences will result in the student being withheld from the activity. Appeals may be made to a school administrator for special circumstances. Tardies will have a separate school-based consequence.

➔ Behavior

Students are also subject to team-specific expectations set by coaches or advisors, consistent with school and district policies. Participants who violate the specific items outlined in this code will face disciplinary action ranging from game/activity suspension to dismissal from the team, group, or elected position.

1. **Dismissal** - Students may be dismissed from an activity or athletic team in cases where students are involved in criminal activity, HIB (which includes hazing), repeated violations of this code, or in flagrant violations of the code. If the activity is co-curricular in nature, the student in question may be removed from the classroom and placed in an alternative learning environment for the balance of the semester. Student-athletes who quit or who do not finish the season in good standing will not letter or be considered for post-season awards.
2. **Appeals** - Any student who is alleged to have violated this code is entitled to due process procedures as established by the SHSD Board Procedure 2151P. The principal should be contacted in writing to initiate this procedure.
3. **Self-Reporting** - It is the intention of this policy to provide guidance and assistance to students in need. Honesty and cooperation are the main objectives of the discipline policy. Students who seek immediate attention for an alcohol or drug-related problem, prior to disciplinary procedures issued by school authorities, will not be denied the opportunity to continue participation in extracurricular activities. An assessment will be included as part of this process and the student will be required to follow the recommendations of that assessment to continue to participate.

➔ Violations

Violations accumulate throughout a student's high school career and may result in escalating consequences.

1. **Alcohol/Drugs/Nicotine** - Regardless of a student's location or intent of use, possession or use of alcohol, drugs, or nicotine will result in the following outcomes:
    a. 1st Offense - Suspension from **at least** 20% of the current season (or events) or the next season in which the student plans to participate. The student will complete a drug/alcohol/nicotine assessment and will be required to follow through with the recommendations of that assessment.
    b. 2nd Offense - Suspension from participation in all interscholastic activities at Steilacoom High School for one calendar year.
    c. 3rd Offense - Expulsion from all interscholastic activities at Steilacoom High School for the remainder of the student's high school career.
    d. *Party Clause* - Students who knowingly remain at a function in the presence of alcohol, drugs, or nicotine will be suspended for **at least** the next contest/event. Students are expected to remove themselves from such situations promptly. Multiple violations of this rule during a student's career will result in steeper penalties to be decided by the AD and school administration.
2. **Ejections (For Athletics, by season)** - All reinstatement decisions are subject to league and WIAA approval.
    a. 1st Offense - Suspended from all team activities until they write a letter to the SPSL requesting reinstatement, and successfully complete an NFHS Sportsmanship class.
        i. If a student-athlete is ejected from a contest for "Abusive Language" and/or "Violent Conduct" they may also be subjected to school discipline in addition to their athletics program consequences. Depending on the impact and severity of the behavior, the student may also be suspended from athletics for up to one calendar year.
    b. 2nd Offense - Suspension from all team activities for the remainder of the season.

➔ Field Trips

Field trips are valuable learning experiences that extend learning beyond the classroom. Students participating in field trips are responsible for maintaining their academic progress and making up learning they missed while away from class.

Before participating, students must:

- Have a signed parent/guardian permission form.
- Field trips taking place during the school day:
    - Complete a Field Trip Eligibility Form
    - Must be passing at least 5 of their 6 classes. Students not meeting this requirement must receive additional approval from a counselor or administrator.
    - Work with their teachers to establish a plan for making up missed instruction, assignments, and/or assessments.

Students are responsible for following through with their agreed-upon make-up plan within one week of the field trip. Students who do not complete their plan within this timeframe may be assigned additional academic supports, lunch detention, loss of WIN time privileges, and/or may have their eligibility for future field trip opportunities impacted

ASB Card

You will need to pay for an ASB (Associated Student Body) Card before you may participate in SHS athletics or officially recognized clubs. ASB Cards are $50 and can be purchased at the Bookkeeper's window.

Clubs

A connected and involved student is a successful student. We want to provide many opportunities for students to find their niche, and we are proud that we offer a vast array of ways for students to connect with their peers over something they are passionate about. There are two types of student-led clubs at SHS.

1. **Official Clubs** - These are student groups who meet a requisite number of hours outside of the school day. These advisors are paid a stipend for their time commitment. These clubs are required to maintain a minimum number of active members, and submit records of their meeting attendance and their meeting minutes to the ASB advisor.
2. **Open Clubs** - These are clubs that only meet during WIN Time. They are interest groups that have no minimum requirement for the number of members. They do not need to keep or submit minutes. They may conduct programming during the school day, but they may not fundraise because they do not have an ASB account.

Both types of clubs are subject to approval by Principal Hathaway, who reviews the menu of current and proposed clubs every quarter with the school's leadership team. If a student wants to submit a new club they should request consideration via email to Principal Hathaway. The ASB Advisor is in charge of accountability measures for all Official Clubs. When an Official Club folds, and a new stipend becomes available, the ASB Advisor, in consultation with the Executive Cabinet, will make a recommendation to the Senate regarding which club should move into "Official" status. Once voted upon by the Senate, the recommendation of the students comes to Principal Hathaway for final approval.

Steilly Crew

Steilly Crew is our student-to-student mentor program. Juniors and Seniors apply in the spring of the previous year and are trained to run freshman orientation in the fall to ensure a smooth transition to high school for all of our new Sentinels! They will also play a role in Advisory for freshmen.

Student Senate

Each advisory, club and sport will have the opportunity to elect one Senator to represent their segment of the student body at monthly Senate meetings. All student groups and clubs are governed by the Senate, and revisions to the ASB bylaws or the ASB constitution will be voted on by this body. The Senate is led by the ASB Executive Cabinet.

Student Conduct

Scope of District's Authority

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district, including criminal acts, and/or violations of school rules and regulations may be subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

1. On school grounds, which includes SHSD bus stops, during, and immediately before or immediately after school hours;
2. On school grounds at any other time when school is being used by a school-affiliated group(s), or for a school activity;
3. Off school grounds at a school activity, function, or event;
4. Off school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or,

5. In school-provided transportation, or any other place while under the authority of school personnel.

In addition to individual rights established by law and district policies, students have the substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law. See SHSD Board Policy and Procedure 3240 for additional details.

Academic Integrity

Students shall not attempt to earn credit or receive a grade for coursework in a manner other than what has been deemed acceptable by each instructor. Actions constituting a violation of this academic integrity policy include...

- **Academic Misconduct**
  - Tampering with grades, obtaining or distributing any part of an assessment.
- **Cheating**
  - Use, or attempted use, of unauthorized materials. Includes deceit and copying.
- **Collusion**
  - Assisting another student in an act of academic dishonesty. Includes payment or bribes.
- **Distribution**
  - Sharing the content of an exam beyond common student-to-student conversations.
- **Plagiarism**
  - The use of another person's ideas, data, words, or product without permission or citation.
- **Technology Malpractice**
  - The misuse of private or public technology to acquire an advantage. Includes the use of AI.
- **Unauthorized Collaboration**
  - Working with others without the specific permission of the instructor.

Consequences for violating this policy will be as follows, per offense, per class:

- *Violation #1* - Zero on assignment. Reassessment option to be determined by the teacher and an administrator. Communication to family comes from the teacher.
- *Violation #2* - Zero on assignment, and all attached formative/summative work on that standard. No option for reassessment. Mandatory meeting with parent, student, teacher, counselor, and administrator. Communication to family comes from the administrator.
- *Violation #3* - F in the course. The administrator and counselor will determine where the most appropriate setting for that student will be for the remainder of the semester.

Advisory/WIN Time

Each Wednesday, we have reserved Advisory time for students to make social-emotional connections, as well as for us to provide safety reminders and conduct other ASB business. WIN Time is an opportunity for students to connect with other students and teachers who share the same interests, need academic support, or just need time to study.

Cell Phones

SHSD Board Policy 3245 states that students that "telecommunication/electronic devices can be turned on and operated only before and after the regular school day and during the student's lunch break, unless an an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device."

At Steilacoom HS, classroom time is designed to be rigorous and engaging. We have specific expectations in place for students to help them manage their personal technology appropriately. **Students may not have their phones out, or headphones out/on, during class.**

Teachers require students to put their personal technology (phone, headphones, computer, gaming device) in a specific location during class. Refusal to comply with any portion of this policy will result in the student placing their phone in a secure locker for the remainder of the school day. This policy is important to all of us who value a distraction-free learning environment. Repeated violations will result in a parent-administrator conference and/or student disciplinary measures.

Contact from a parent, family member, or guardian does not constitute an exception to this rule for our students. If there is an emergency, and a guardian must contact their student immediately, call our Front Desk at 253-983-2316.

Chromebooks

Please do not put stickers directly on your Chromebook. Students will be financially responsible for damages to their district-provided devices. Students may only use district-provided technology for assessments unless otherwise approved by an administrator.

Closed Campus

Steilacoom High School is a closed campus. Running Start students may only be on campus during their scheduled classes, to include a five-minute window previous to the start of any SHS class. Only Running Start & PCSC students are permitted to leave campus once the school day has started. This policy includes lunchtime. If you need to leave campus, you must check out at the attendance office first. The gas stations on the corner of Sentinel Dr. and Steilacoom Blvd. are off limits once the school day begins.

Any student, parent or visitor arriving after the start of the school day must show a valid ID to enter campus

Dances

All dance tickets must be purchased in advance. We do not sell tickets at the door.

- *It is the student's responsibility to know when tickets are sold.*
    - This is often a challenge for Running Start students! All important dates will be communicated via the daily announcements and (for absent or RS students) via StudentSquare.
    - Students should make plans to purchase tickets early enough that they aren't waiting in line or past the end time.
    - Students must have a signed dance contract on file, and any fines or fees must be paid before a student may purchase a dance ticket.
    - Students are expected to follow all school policies at dances. Dancing should be appropriate. Students may be asked to leave if, in the opinion of an adult chaperone, their behavior is not appropriate.
    - Dances are always a school function, even when being hosted by the school off campus. This means that unwanted behaviors may be met with school-based discipline if students make poor choices.
    - All Guest Pass Requests Forms must be completed and submitted by the correct date (listed on Guest Form) in order for guests to be approved by an SHS Administrator.

Discipline

Our primary goal is to keep students in their classrooms. However, sometimes it is necessary to remove a student from this environment for a length of time. To help our administrators make appropriate decisions, we consult the SHSD discipline matrix to help ensure a timely, effective, safe, and respectful process is followed.

Dress Code

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

1. A health or safety hazard will be presented by the student's dress or appearance, including possible membership in a gang or hate groups;
2. Damage to school property will result from the student's dress; or,
3. A material and substantial disruption of the educational process will result from the students' dress or appearance.
    - Some concrete examples of student dress that would be regulated includes:
        i. Attire that does not cover a student's personal/private areas;
        ii. Attire that does not cover a student's undergarments;
        iii. Attire featuring any of the following items or references to said items:
            1. Alcohol;
            2. Drugs;
            3. Hate Speech;
            4. Profanity;
            5. Sex (to include pornography sites/companies);
            6. Tobacco; and,
        iv. Attire that features coding for language that, when plainly said, would not be acceptable.

Entry and Doors

- **Beginning & End of the School Day**
    - Students enter the building at the beginning using the East doors closest to the bus loop.
- **Mid-School Day**
    - Students arriving on campus after the school day begins will use the doors closest to the main doors. Student IDs will be checked every time.
- **Guardians & Guests**
    - All guardians & guests will use the doors closest to the main office doors. Once inside our facility, guardians & guests must sign in at the main office and receive a visitor's badge. We ask that the visitor's badge remains visible on your clothing at all times.
    - ID is required for all visitors/guardians entering the building.
- Students should never let anyone into the building. Our staff will handle that task.

Fines and Fees

Fines and fees must be paid in full in order to participate in extracurricular activities like dances and sports. Students who require financial assistance can speak with their counselor or administrator to learn more about how the school can help with these costs.

Hall Passes

No student should be out of the class with a pass the first and last 10 minutes of class. For safety reasons, any time a student is outside of their classroom during class time, they must have one of the following present on them:

1. Bathroom – Yellow or red hall pass
2. Official Temporary Pass – This is the only form of written pass students are allowed to have.

Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it. Steilacoom High School is committed to a safe and civil educational environment for all students, employees, and volunteers. Harassment, intimidation and Bullying will not be tolerated.

State law defines HIB in RCW 28A.600.477(5)(b)(i) as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

"Intentionally" refers to an individual's choice to engage in the act in question, rather than the impact of the action(s). This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of HIB may still be prohibited by other district policies and result in discipline.

➔ Definitions of HIB at Steilacoom High School are as follows:

- Bullying
  - Negative actions which are intentional, repeated, lack empathy, and imbalanced
- Intimidation
  - Implied or overt threats of physical violence.
- Harassment
  - Any malicious act which causes harm to any person's physical or mental wellbeing.
- Hazing
  - Any method of initiation into a student organization or group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm.

➔ How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (link to form) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be

shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Susanne Beauchaine, sbeauchaine@steilacoom.k12.wa.us) that supports prevention and response to HIB.

You can also report HIB using our Safe School tip line. Every anonymous tip is responded to by a high school administrator. Please revisit the Safe Schools portal to see how the school is responding. *Contact Principal Tyrrell immediately if you believe your report has gone unnoticed.* ***Use our anonymous tip line to text us your report to 855-745-3674.***

➔ What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation. Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation;
- A determination of whether the HIB is substantiated;
- Any corrective measures or remedies needed; and,
- Clear information about how you can appeal the decision.

➔ What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

➔ What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and fits into one of three definitions:

1) Quid pro quo sexual harassment.
2) Hostile environment:
    a) Sexual Harassment between students:
        i) Unwelcome conduct or communication that is sexual in nature and,

ii) Creates a hostile environment (WAC 392-190-008).

3) Sexual assault, dating violence, domestic violence or stalking.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

➔ What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

➔ What can I do if I'm concerned about discrimination or harassment?

In addition to any administrator at the high school, you may contact the following school district staff member to report your concerns, ask questions, or learn more about how to resolve your concerns:

Susanne Beauchaine, Executive Director of HR & Enrollment, Steilacoom Historical School District
511 Chambers St.
Steilacoom, WA 98388
sbeauchaine@steilacoom.k12.wa.us, 253-983-2222

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or person named above. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

➔ What happens after I file a discrimination complaint?

The district's Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. This person must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response. When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation;
- A determination of whether the school district failed to comply with civil rights laws;
- Any corrective measures or remedies needed; and,
- Notice about how you can appeal the decision.

➔ What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to Gwen Miller (gmiller@steilacoom.k12.wa.us) and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

➔ I already submitted an HIB complaint...what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to fully resolve your complaint.

➔ Our school stands against discrimination.

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

➔ Our school is gender-inclusive.

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change;
- Change a student's gender designation and have their gender accurately reflected in school records;
- Allow students to use restrooms and locker rooms that align with their gender identity;
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity;
- Keep health and education information confidential and private;
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender; and,
- Protect students from teasing, bullying, or harassment based on their gender or gender identity.

To review the district's Gender-Inclusive Schools Policy, click here. If you have questions or concerns, please contact:

Susanne Beauchaine, Executive Director of HR & Enrollment, Steilacoom Historical School District
511 Chambers St.
Steilacoom, WA 98388
sbeauchaine@steilacoom.k12.wa.us, 253-983-2222

Health Room

Ms. Angela Burgess is our school nurse and is available to students with a pass from an adult. Students are not allowed to have medicine of any kind on their person at school (outside of approved inhalers and epi-pens). Students must keep all personal medication in the nurse's office.

Language

Students are encouraged to verbally express their personal opinions in such a manner (and at such times) that the language does not disrupt or interfere with the educational process or with the freedom of others to express themselves. However, the use of lewd, vulgar, profane, or personally attacking and inflammatory language is expressly prohibited. Reasonable decorum is expected at all times at school events, including activities occurring off campus.

Library (Casey Learning Center)

Our library is open during lunches for students to access technology, check out books, and have an academic space in which to work. When classes are present in the library, the space will be closed to student use. An updated schedule will be posted on the CLC doors for students weekly.

Lockers

Lockers are available for students who want one. Students can go to the main office to be assigned a locker. Lockers must be cleaned out five school days before the last day of school. All items left in the locker will be donated or thrown away.

Lunches

Students must stay in the approved designated areas. Students may not be in the parking lot during lunch. We are also a “closed campus” meaning students may not leave campus to purchase/eat lunch elsewhere.

Parking Lots & Passes

The student parking lot is an extension of the school building and is off limits from 7:35 AM - 2:05 PM. Cars parked on campus are subject to searches by school personnel with reasonable suspicion, same as a student’s bag or locker. Parking passes are free for students with a valid driver’s license. Passes may be requested by completing a Parking Application from the Campus Supervisor’s office. Running Start students should park in the parking lot next to the bus circle. Parking at school is a privilege, and students making poor or dangerous choices in the parking lot will lose their parking pass. The staff parking lot is off-limits to all student vehicles.

Safety

SHS will train and drill our students on various emergency procedures throughout the year. The following terms are important for students to understand and remember:

- **Lockout**
  - Campus entry and exit is controlled. All other normal school operations proceed as normal.
- **Modified Lockdown**
  - Campus entry and exit is prohibited, but continue instruction in current class. Wait for instructions.
- **Lockdown**
  - Full stop. Cover windows. Stay off cell phones. Barricade doors. Shelter-in-place.
- **Evacuation**
  - Leave bags in the classroom and follow the teacher's route to the football field.
  - During unstructured class time students should find their advisor on the football field.
- **Reunification**
  - In the event that we all needed to evacuate the school site, after evacuating to the field, we would process up the hill to Pierce College and systematically release students to guardians.

Searches

School administrators and campus supervisors must have reasonable suspicion to conduct a search of a student’s locker/bag/car/person. Students should note that this is a different requirement than what a police officer would need to conduct a similar search. Refusal to comply with a search request may be interpreted as an admission of guilt. This policy is based on state law and board policy. It exists solely to give administrators the ability to make quick decisions to maintain safe campuses. All searches must be communicated to a student's guardian.

Student ID Cards & Current Photo

Students are required to be able to provide proof of attendance via a physical ASB Card, or using the 5-Star App. SHS ID is needed for entrance into the building after 7:35 AM, checking out Library books, and other activities around school. Students should have an updated and current picture on file in Skyward at the start of each school year.

Technology Support

Students can receive help for commonly asked technology questions at this page on our website.

WiFi Use

All student WiFi use is monitored by SHSD IT. Students who misuse the WiFi at Steilacoom High School may lose their access. All users must comply with the SHSD Acceptable Technology Use Policy. Students must sign a copy of this agreement at the start of the year. We use a product called SecURLy to monitor student searches, to include self-harm, inappropriate site access, or other digital behavior that is concerning.

See Something, Say Something

We are safer when we all work together. If you think you see something unsafe, please tell a trusted adult. If you do not feel comfortable saying it aloud, text or call our anonymous tip line at 855-745-3674.

SHS Student Handbook Agreement

Necessary updates to the Student Handbook during the school year will be shared in Advisory and in the Sentinel Snapshot.

When students complete the SHS Student Handbook Acknowledgment form (link below), they acknowledge that...

1. *I have reviewed my student handbook and I understand my rights and responsibilities.*
2. *I acknowledge the expectations that have been set for me by my administration, the school district, and the State of Washington.*
3. *If I have questions or concerns about these policies, I will speak to a trusted adult to seek clarification.*

26-27 Student Handbook Acknowledgement Form (LINK)

SHSD publishes a comprehensive handbook each year which references district policies and procedures. For your reference, a copy of the district handbook can be found here.

Steilacoom Historical School District No. 1 provides equal access to all programs or activities without discrimination based on race, creed, ethnicity, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, neurodivergence, marital status, 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.

Allegations or concerns regarding violations of 3210P can be reported to Mrs. Susanne Beauchaine, 253-983-2222