



2015 - 2016

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**REQUIRED CREDITS FOR GRADUATING**  
**CLASS OF 2016**

English (4.0 credits)

9<sup>th</sup> Grade English (1.0)  
10<sup>th</sup> Grade English (1.0)  
Additional English Courses (2.0)

Physical Education (1.5 credits\*)

Health (0.5 credit\*)

\* Physical Education and Health courses may be waived for high school students who demonstrate competency and equivalency. Learn how at [bellingshamschools.org](http://bellingshamschools.org). See “Students” menu.

Science (2.0 credits)

Two lab science courses.  
Students must demonstrate proficiency in Biology through the End of Course (EOC) exam.

Math (3.0 credits)

Algebra I\*\* (1.0)  
Geometry\*\* (1.0)  
Algebra II (1.0)  
Students must earn three credits in math through Algebra II or higher.

\*\*Although these courses are not required, students must demonstrate proficiency in Algebra I or Geometry through an End of Course (EOC) exam.

Social Studies (3.0 credits\*\*\*)

\*\*\*Washington State History is required for graduation. District students fulfill this 0.5 state credit requirement in Grade 7 Social Studies. Transfer students may need to complete this requirement prior to graduation. See your counselor.  
Contemporary World History (1.0)  
U.S. History (1.0)  
Civics (0.5)  
Social Studies Elective (0.5)

World Language (2.0 credits)

Two consecutive years in the same language

Arts (1.0 credit)

Music, Choir, Art or Drama

### Occupational/Career and Technical Education (1.0 credit)

Choose from Business Education, Family & Consumer Science, Technology Education, Health Occupations, etc. Check with your counselor about possible 2 for 1 credit for CTE courses.

### Other Courses (5.0 credits)

### **23 Required High School Credits (pass 46 classes)**

Each high school semester course equals 0.5 credits.

Those students planning to attend either a two-year or four-year college upon graduation from high school may need to take additional classes in certain subject areas. Students are encouraged to speak to their counselors for specific information concerning this issue.

## **STUDENT CONDUCT**

As a professional workplace, students, parents and staff work to ensure success for all. Respect for self, others and property are important in creating a school environment where appropriate behaviors are expected.

### **Student Responsibilities:**

1. To respect the authority of teachers, principals, and other school staff to enforce division policy and school rules regarding student discipline and conduct.
2. To abide by the standards of conduct and rules governing discipline established by the school, district and state.
3. To attend school regularly and punctually.
4. To be self-controlled, reasonably quiet and non-disruptive in classrooms, hallways, study areas, school buses, on school property and at school functions.
5. To be clean and dress in compliance with school rules of sanitation, safety, and in a fashion that will not disrupt classroom procedures
6. To strive for mutually respectful relationships with staff and peers.
7. To keep language and gestures respectful and free of profanity and obscenities.
8. To respect private and public property of all.

## ATTENDANCE POLICY

### **Bellingham School District School Board Attendance Policy and Procedure**

Students are expected to attend all assigned classes and programs. Teachers shall keep an electronic record of absences and tardiness.

For the purpose of these procedures, the term "parent" means a custodial parent, legal guardian, or other person having legal custody of a child, or, in the case of adult students (those 18 or older) and emancipated students (those over 16 who have been emancipated by court action), the student himself or herself.

Sehome High School students are expected to comply with all school rules, district policies and laws of the state of Washington governing student attendance and truancy.

School District Policy states, "Pupils shall be punctual and regular in attendance and shall obey all rules and regulations of the school district as determined by the administration and the Board of Directors."

**Excused Absences:** Each student is expected to attend all assigned classes. Absences may be excused for:

- illness
- medical and dental appointments
- legal appointments
- religious observance
- family emergency
- school-sponsored event
- pre-arranged Attendance Contract
- absences temporarily agreed upon per parent request
- absences resulting from disciplinary actions or suspensions

**Returning to School:** When students return after an absence, they must clear their absence(s) **within 48 hours of return**. This may be done by: 1) parent or guardian phone call to the Attendance Secretary at 676-6470 x5211, or 2) parent/guardian note to the Attendance Secretary, or 3) email message to the Attendance Secretary at [Kelly.Gookstetter@BellinghamSchools.org](mailto:Kelly.Gookstetter@BellinghamSchools.org).

Students with excused absences will have an opportunity to complete class work, assignments, projects, activities, quizzes and/or tests upon their return to school from such absence.

After 48 hours the absence will remain unexcused. A student cannot make up work if an absence is unexcused.

**Unexcused Absences:** Any absence where a legitimate excuse, as defined above, is not adequately documented shall be deemed unexcused. Truancy is an unexcused absence that is not sanctioned by a parent or guardian.

Students with unexcused absences will not earn credit for make-up work including, but not limited to, class work, assignments, projects, activities, quizzes and/or tests upon their return to school from such absence.

In the event of extenuating circumstances, a student may petition the building principal for the opportunity to make up work. Such opportunity may be permitted at the sole discretion of the building principal.

### **Tardies**

Students are expected to arrive to each class period on time. Students who continue to arrive late are subject to school discipline.

### **Campus**

Sehome High School maintains a closed campus during lunch for 9<sup>th</sup> graders.

Students who don't have a scheduled class for one or more periods are expected to remain off campus during these times.

## **ATTENDANCE POLICY VIOLATIONS**

**Truancy:** Students are subject to ASA (After School Assignment), Short-Term Suspension, or Long-term Suspension, Attendance Contract and community service as arranged by administrator, and/or a Becca petition filed with Whatcom County Juvenile Court.

**Tardies:** Students are subject to ASA, Short-Term Suspension, Attendance Contract, and/or Community Service as arranged by school administrator/s.

## **BEHAVIOR GUIDELINES**

Student behavior is governed by school board policy #3200 "Student Rights and Responsibilities." The following is a summary of that policy.

These guidelines apply in the following situations:

- On the school grounds during and immediately before or immediately after school hours.
- On the school grounds at any other time when the school is being used by a school group.
- Off the school grounds at a school activity, function, or event.

1. **Student Responsibilities.** All students who attend Sehome High School shall comply with the written rules and regulations of the high school, the Bellingham School District and all applicable state and local laws. (WAC 180-40). In addition, all pupils shall submit to the reasonable direction and discipline of school personnel.
2. **After-School and Off-Campus events.** School rules and regulations are in effect at **ALL** school-sponsored events, including dances, events held at Civic Field, and all away athletic contests and activities involving Sehome High School.
3. **Criminal Behavior.** School should be a safe place for all students and staff. Every individual deserves to be treated with respect. Illegal and inappropriate activities such as fighting, hazing, intimidation, harassment, vandalism, theft, etc., will not be tolerated and will result in disciplinary actions and referral to the police. Students are encouraged to report any suspicious, inappropriate, or dangerous activity to school authorities.
4. **Alcohol, Tobacco and other Drugs.** The use or possession of drugs (including paraphernalia), alcoholic beverages, and/or electronic cigarettes is strictly prohibited. Such behavior is subject to suspension or expulsion from school. Use or **possession** of tobacco in any form on school grounds is prohibited. Any violation will result in discipline from the school and will be reported to the police for legal action.
5. **Possession of Illegal Weapons. Possession and/or use** of (a) any weapon, (b) an item considered to be a weapon, or (c) an item used as a weapon will result in immediate suspension or expulsion and referral to police authorities.
6. **Fire Alarm/Bomb Threats/Explosives/Arson.** Any action, which places individuals in danger or causes disruption to the school, will result in emergency expulsion and referral to police for prosecution.

**ELECTRONIC DEVICES POLICY**  
(CELL PHONES, IPODS, ETC.)

Students are encouraged to leave their electronic devices off and put away in a backpack, purse or locker during the school day. Electronic devices include cell phones, hands-free devices, iPods, iPhones, MP3 players, etc.

Teachers and staff may, at their own discretion, request a student to put away their electronic device. Failure to comply with this request could result in disciplinary action, including handing over the device to a school staff member. If an electronic device is collected by a staff member, the item will be kept in the main office until the end of the school day at which time the student may pick it up. If a student has a second offense, the device will be held in the office until a parent or guardian can pick it up.

Additionally, if a student is referred to the office for immediate discipline action, they may be asked to give their cell phone and/or other electronic device to the



administrator for the remainder of the school day or at the administrator's discretion.

Sehome High School is not responsible for the loss or theft of any electronic device. If an item is lost or stolen, the student may fill out a Theft/Loss form in the main office. This helps in identifying items and returning them to students.

The use of cameras, including those in cell phones or other electronic devices, is prohibited in restrooms and locker rooms. The use of any type of camera device to copy tests or other protected, sensitive or secure material is prohibited. Failure to comply could result in disciplinary action.

### **DRESS CODE**

Sehome High School strives to create a positive learning environment for our students and staff. We have pride in our school community and we have based our dress code on issues pertinent to health, safety and practicality (or modesty) for all. We believe dressing appropriately is an important part of establishing and maintaining a culture of dignity and respect for each other. Given this, clothing should be a positive expression, not a distraction from learning and work. Designated dress-up days, sponsored by ASB, may allow for exceptions to the dress code.

**The following are examples of articles of clothing that are generally inappropriate, subject to school officials' discretion:**

- Clothing that displays, advertises and/or promotes alcohol, drugs, firearms, weapons or tobacco products;
- Clothing that displays/depicts offensive, profane, sexual or discriminatory remarks and/or graphics;
- Pants that fit below the waist; underwear that is visible;
- Shorts, skirts, and dresses which are too short (at discretion of staff);
- Low-cut tops, tube tops, halter tops, tops with straps thinner than the width of two fingers;
- Sunglasses worn indoors;
- Sexually-suggestive clothing; clothing that displays too much skin;
- Pajamas/sleepwear;
- Bandanas other than green, gold and/or white;
- Clothing deemed to represent gang affiliation (as determined by school authorities)

### **HARASSMENT, INTIMIDATION, BULLYING (HIB)**

No one should be subjected to harassment at school for any reason. Acts of harassment, intimidation, or bullying, whether verbal, written, or physical, will not

be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Law enforcement may be contacted. Sexual harassment includes all unwanted, uninvited, and nonreciprocal sexual attention as well as an intimidating, hostile or offensive school or work environment.

Harassment can include:

- Sexually suggestive looks or gestures
- Sexual jokes, pictures, teasing and/or sexually demeaning comments
- Pressure for dates or sex
- Deliberate touching, cornering, or pinching
- Attempts to kiss or fondle
- Threats, demands, or suggestions that favors exchanged for sex or tolerance of sexual advances
- Inappropriate use of electronic messaging and/or social media

## ACTIVITIES & CLUBS

Sehome High School provides many opportunities for students to participate in activities and clubs. They are a great way to get involved and share interests with fellow students.

**Activities:** The following activities have physical requirements and may require athletic sports clearance, clearing with the ASB Office and purchase of an ASB card.

***Current Activities include: Intramural Activities, Cheerleading, Dance and Sailing***

**Academic Teams:** Students participating on the academic teams are required to clear with the Athletics/Activities Office. They must complete the online registration and agree to the Athletic/Activities Code pertaining to student attendance, academic grade checks, citizenship standards and drug/alcohol violations. They are also required to clear with the ASB Office and purchase an ASB card.

***Current Academic Teams include: Chess, Debate, Knowledge Bowl, Math, Robotics and Science Olympiad.***

**Clubs:** There is an array of clubs available for students to join with no special requirements for participation. These clubs are subject to change every year.

***Current Clubs include: Adopt a Grandparent, After School of Rock, Anime, Arts, ASL, Crafting, DECA, DIA, Drama, Engineering, Environmental, FBLA, Hispanic Honor Society, Honor Society, Key, Men's Choir, Philosophy, QSA, Social Action, and Technology.***

For information please contact the Sehome Athletic/Activities office @ extension 5201.

## ATHLETICS

Participation in the athletic program at Sehome High is a privilege. To participate, students must complete an online registration, have a current sports physical and pay athletic fees.

Students and parents must agree to the District Athletic/Activities Code pertaining to student attendance, academic grade checks, citizenship standards and drug/alcohol violations.

### ***Current Athletic Teams include:***

Fall: Football, CrossCountry, Girls' Swimming and Diving, Girls' Soccer, Girls' SlowPitch Softball, Boys' Tennis, Girls' Volleyball  
Winter: Boys' Basketball, Girls' Basketball, Girls' Bowling, Gymnastics, Boys' Swimming and Diving, Boys' Wrestling, Girls' Wrestling  
Spring: Baseball, Boys' Golf, Girls' Golf, Boys' Soccer, Girls' FastPitch Softball, Girls' Tennis, Track and Field

For information please contact the Sehome Athletic/Activities office @ extension 5201.

## FREQUENTLY ASKED QUESTIONS

**Is there public school bus transportation?** Yes. Qualifying Sehome High School students may ride Bellingham Public School buses to and from school. The buses arrive at Sehome by 7:45 a.m. and depart at 2:20 p.m. For more information, please visit the Bellingham School District's website at [www.bellinghamschools.org](http://www.bellinghamschools.org) and go to the "Families" tab and select "Bus Routes and schedules." There is a feature where you can type in your address to determine the bus number.

**How do I find out if school is closed when it snows?** School closures or delayed openings are announced on Bellingham and Seattle radio and TV stations by 6 a.m. You may access information at <http://bellinghamschools.org/emergency>. You may also call 676-6400 for a recorded message in English, or 647-6815 for translated messages. SchoolMessenger® is a communication service used to stay in touch with families to send announcements, school newsletters and district news via email, phone or text. On the Bellingham Public Schools' website, click the Families tab and select SchoolMessenger® to set up the service.

**What if I need to take medication at school?** Medications can be self-administered, or administered by a designated staff member. In either case, completed paperwork with signatures from both parent/guardian and physician is required to be on file. Forms are available in the main office or at [BellinghamPublicSchools.org](http://BellinghamPublicSchools.org). Click on Families, select Health Services, then Medication at School on right side of screen. Contact School Nurse, Alyssa Johnson, at 676-6470 ext. 5208 for more information.

**If I am absent, what should I do?** If you are absent from school, your parent or guardian may excuse your absence by calling the attendance office at 676-6470 x5211 or emailing the attendance secretary at [Kelly.Gookstetter@BellinghamSchools.org](mailto:Kelly.Gookstetter@BellinghamSchools.org). You may also bring a note to the attendance office when you return to school.

**If I arrive to school late, what should I do?** You must check in at the attendance office when first arrive and obtain a slip that allows you to be admitted to class. If you have a note, please present it to the secretary at this time, or have your parent/guardian call to excuse your tardy or absence.

**What if I am sick and need to go home?** Students who need to go home may call a parent from the main office and get permission to go home. The attendance secretary will need to speak with a parent before the student leaves campus.

**Is it possible to get a message or delivery during the school day?** Messages and deliveries for students may be brought to the main office. Since this process disrupts class time, please use discernment with deliveries.

**Are pets allowed on the school campus?** Pre-approved, registered service animals are allowed on campus.

**What is the policy on cell phones and electronics in classes?** Teachers set their own parameters about electronics in the classrooms. Students should check with each teacher. For more detailed information, please see page 8 of this handbook.

**Are all students allowed to go off campus for lunch?** No, only 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students may leave campus during their lunch period. Freshmen (9<sup>th</sup> graders) must remain on campus during lunch time.

**If I miss school how do I arrange for homework?** Homework can be arranged for pick-up by contacting teachers directly via email or phone message. Staff email addresses and extensions are available on the [Sehome](http://Sehome) website.