

✠ *Sunrise Beach School* ✠
Sunrise Beach High School



Student / Parent Policy Handbook

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CLASS SCHEDULE

HIGH SCHOOL (HS) MON. – THUR.	GRADE 6 – 8 (MS) MON. – THUR.	GRADE 6 – 12 FRIDAY
PERIOD 0 7:30 – 8:25 AM	PERIOD 0 7:30 – 8:25 AM	PERIOD 0 7:30 – 8:25 AM
PERIOD 1 8:30 – 9:25 AM	PERIOD 1 8:30 – 9:25 AM	PERIOD 1 8:30 – 9:25 AM
PERIOD 2 9:30 – 10:25 AM	PERIOD 2 9:30 – 10:15 AM	PERIOD 2 9:30 – 10:15 AM (MS) 9:30 – 10:30 AM (HS)
	MS RECESS 10:17 – 10:30 AM	MS RECESS 10:17 – 10:30 AM
PERIOD 3 10:35 – 11:25 AM	PERIOD 3 10:35 – 11:25 AM	PERIOD 3 10:35 – 11:25 AM
PE CLASS: 11:30 AM – 12:00 LUNCH: 12 – 12:25 PM	LUNCH: 11:30 AM – 12:00 PE CLASS: 12:00 – 12:25 PM	LUNCH / PE SCHEDULE 11:30 AM – 12:30 PM
PERIOD 4 12:30 – 1:15 PM	PERIOD 4 12:30 – 1:15 PM	PERIOD 4 12:35 – 1:30 PM
PERFORMING ARTS 1:20 – 2:00 PM	PERFORMING ARTS 1:20 – 2:00 PM	
PERIOD 5 2:05 – 2:45 PM	PERIOD 5 2:05 – 2:45 PM	PERIOD 5 1:35 – 2:30 PM
PERIOD 6 2:50 – 3:30 PM	PERIOD 6 2:50 – 3:30 PM	PERIOD 6 2:35 – 3:30 PM
PERIOD 7 3:35 – 4:25 PM	PERIOD 7 3:35 – 4:25 PM	PERIOD 7 3:35 – 4:25 PM

LOWER AND UPPER ELEMENTARY: 9:00 AM – 3:30 PM
 EARLY CHILDHOOD EDUCATION - FULL DAYS: 9:00 AM – 3:30 PM
 ECE - MORNINGS: 9:00 – 12:00 PM; ECE - AFTERNOONS: 12:30 – 3:30 PM

Sunrise Beach School / Sunrise Beach High School
Student / Parent Responsibilities Policy

“The 5 C’s”

Care, Courtesy, Cooperation & Consideration through Christ

Mission of Conduct

Act at all times in a loving manner reflecting your relationship with Jesus Christ.

- Please show respect to SBS/SBHS students, staff, faculty, and property.
- Act and speak courteously to adults and fellow students.
- Arrive promptly to each class and remain attentive and non-disruptive in class.
- Attend all assigned classes unless illness or other emergency occurs.
- Check in with the SBS/SBHS secretaries:
 - Upon arrival at school.
 - If need to be excused from a class.
 - When leaving school building for outdoor activity on campus.
 - Upon leaving school grounds.
- Work cooperatively with all others.
- Complete assigned tasks with care.
- Help maintain a school environment that is safe, friendly, and considerate of all.
- Maintain trustworthiness and honesty in all thoughts, words, and deeds.

Admissions Requirements

- **SUBMIT APPLICATION FORMS:** All applicants to Sunrise Beach School / Sunrise Beach High School must submit the following either on-line or via paper:
 - Application for Enrollment
 - Health Profile
 - Washington State Department of Health Certificate of Immunization Status
 - Parent Permission Form
 - Additionally, one academic and one personal Letter of Recommendation are required for high school and middle school students, per the following examples.
 - Academic: from an instructor or school administrator
 - Personal: from a friend, pastor, or employer (no family members)
- **INTERVIEW:** Students and parents or legal guardians are requested to make an appointment and meet with the school administrator or assistant administrator for an interview. School policies, procedures, and tuition will be discussed at this time.
- **VISITATION:** School administration then invites (or requires - if further interaction is necessary for admission decision) admission candidate students to visit the school and interact in various classroom activities.
- **DETERMINATION:** The administrator or assistant administrator will notify the family of initial admission acceptance; final determination will be made after 1-2 months of school attendance.

- **ENROLLMENT:** Parent then completes all necessary enrollment forms, including class selection and parent permissions forms and submits them on-line, via e-mail, or at the school office.
- **BEGIN CLASSES:** Once a student has submitted all signed forms and has received initial acceptance to SBS/SBHS, he or she may begin classes immediately. Tuition payments are due on a yearly basis or monthly (by the 5th of each month) on a 10 month basis – September – June.
- **RECORDS REQUEST:** SBS/SBHS will request official school records from the previous school attended by the student.
 - To add a class, students and parents or legal guardians must sign a SBS/SBHS Add/Drop form.
 - To withdraw from a class, students and parents and instructors all must sign the Add/Drop form.
 - Withdrawal Period – 1st Semester: October 1st – Last date to drop a class with a “W”.
 - Withdrawal Period – 2nd Semester: February 24th – Last date to drop a class with a “W”.

Attendance Policy

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: the State of Washington requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school or receive homeschooling, per Washington’s Compulsory Attendance Law, RCW 28A.225. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

Attendance Records

School officials will keep an accurate record of attendance, including accurate attendance records in each class. Such records will be maintained by the classroom teacher and the administrative secretary. Absences must be reported to the school secretary. Attendance records will be used to enforce the Compulsory Attendance Law of Washington State. If truancy is suspected, the case will be investigated by school personnel and may be referred to the school counselor and/or administrator for follow-up action.

Attendance Standards

A student must attend school 50 percent of the school day in order to be counted present for the entire day. Also, a student must attend a specific class a minimum of 50 percent of the period in order to be counted present for the class.

In addition to the other policies below, the following also apply:

- For the purpose of promotion and retention, 5 tardies and/or unexcused early dismissals equal one day’s absence.

- If a student is more than ten (10) minutes late to class, this also constitutes an absence.

Tardies

Students are expected to be in the classroom at the start of each class. If a student is up to ten minutes late without a prior excuse, this is considered a tardy. For each three (3) unexcused tardies, one of the following remediation procedures will occur, as selected by the student and parent, within two weeks of the third tardy:

- One hour of time to be made up on campus
- Completion of an additional assignment assigned by the instructor
- Reduction of grade by one degree (i.e., from A to A-)

Lawful Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the school secretary on the day returning after an absence. If the student does not present a note within two (2) days, the absence will be coded as unlawful. The school will code absences in accordance with state guidelines, which provide that an absence may be coded *lawful* for the following reasons:

- Personal illness or injury which makes the student physically unable to attend school
- Isolation ordered by the State Board of Health
- Death in the immediate family
- Medical or dental appointment
- Participation under subpoena as a witness in a court proceeding
- Observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the administrator

Extended illnesses may require a statement from a physician. Out-of-school suspensions will be counted as a lawful absence for attendance record-keeping purposes.

School-Related Activities

The following school-related activities will not be counted as absences from either class or school:

- Field trips sponsored or approved by the school
- School-initiated and scheduled activities
- Athletic events requiring early dismissal from school
- In-school suspension

Assignments missed for these reasons will be completed by students. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period as set by the instructor and/or administrator.

Excessive Absences

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

Elementary - Grades K through 5

Recognizing that regular school attendance is the foundation for learning and that Washington State Attendance Law requires attendance of students between the ages of seven (or younger if enrolled) and 16, students in schools within the state are required to be in attendance at least 94.5% of the school year in order to be promoted to the next grade. A student absent more than ten (10) days shall be referred to the administrator/designee for possible retention. Upon the fifth (5th) unlawful absence, the administrator or designee will notify the parent of the school's concern and of interventions necessary for student success.

If the administrator determines retention is necessary based on attendance, the parent/guardian will be notified in writing. The parent/guardian will have five (5) days to appeal the administrator's decision to the Board of Directors. Written documentation must be provided to the administrator and must be based on appropriate reasons for the absences and completion of make-up work. If summer school attendance is deemed to be appropriate, a final decision regarding promotion will be made following the summer school session.

Middle School – Grades 6 through 8

As a local promotion standard, a middle school student may not miss more than ten (10) days of school a year or must be present more than 94.5% of the days he/she is enrolled in a middle school. The student must make up time for each day of absence over 10 days during the school year. When a student accumulates more than five (5) absences, he/she may begin to attend make up sessions/days as designated by the school. Makeup sessions/days could include before and after school learning labs, extension program classes, workdays, and summer school.

When a student has been absent for more than ten (10) days and has failed to make up the time missed, he/she will be referred to the administrator/designee as a candidate for retention. The administrator/designee will notify the parent of the school's concern and will inform the parent of the attendance requirements in regard to the local promotion standard.

If the student has accumulated more than ten (10) absences and has not made up the required time by the end of the last grading period, he/she will be retained in the current grade. The decision to retain may be re-evaluated before the beginning of the fall term, based on the student's participation in opportunities for make-up time, before and after school learning labs, extension program classes, workdays, and summer school. If the student has fulfilled the make-up requirement, the decision may be made to promote him/her to the next grade level.

Parents/Guardians who feel that extenuating circumstances have resulted in their child missing more than ten (10) days may request an Attendance Waiver through the school. Waiver requests must be submitted within five (5) days of return to school. The Board of Directors will review the waiver requests and determine if the student must make up the missed days.

High School – Grades 9 through 12

Students absent from school and/or individual classes more than seven (7) times in one month, or ten (10) times during the school year (whether lawful or unlawful), will receive a code of PF (possible failure) for the specific nine-week period. For the code PF (possible failure) to be removed time and work must be made up by the time specified by the administrator (in the student/parent handbook). High school students must make up class time on an hour-for-hour basis, as noted below.

Waiver request forms must be completed at least five (5) days before the end of the semester. The waiver period may be extended at the discretion of the administrator. The committee will review the waiver requests and determine if the student must make up missed time.

The total number of absences for a 90 day term cannot exceed six (6) (lawful or unlawful). If a student is absent from school and/or individual classes more than six (6) times, he/she will not receive credit for the course(s) unless make-up classes are completed or the school grants a waiver.

Make-Up Work Opportunities (Grades K Through 12)

All students are required to make up missed work regardless of whether the absence is lawful or unlawful. The school will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period. The administrator will implement specific procedures for students to make up work.

It is important for students to begin making up time immediately after each absence. Make-up classes are organized by the administrator and/or instructor and may be offered before school, after school, on Saturday morning or in an Extension Program format. The school may provide additional make-up opportunities during an extended day and/or summer program. Make-up classes will be designed specific to student needs and/or to compensate for time missed due to absences.

School & Events Dress Code

Students attend SBS/SBHS to study, learn, and grow in their relationship with others and with God. Being a Christ-like example to others is a call for all students and staff. Therefore, there are a few guidelines for conservative dress to help promote a godly atmosphere.

- All clothing is to be clean, in good repair (not ripped or frayed), and should fit properly (neither tight nor sagging).
- Dress conservatively (avoiding low cut clothing and the exposure of midriff and back).
- Shirts and blouses must have short or long sleeves (no tank tops).
- Dresses and skirts are to be no shorter than three inches above the knee.
- Clothing is to be free of writing, pictures or drawings that may be interpreted negatively.
- Please remove hats, caps, hoods, and sunglasses when inside the school building.
- Long pants are preferred; however capris and shorts that cover the knee are permitted during classroom hours (unless other attire is requested by instructor of sports activity, etc.).

- Tennis shoes, properly laced or fastened, are required in physical education classes and during recess.
- Dress Code for School Programs
 - Ladies wear a conservative dress or a skirt and blouse (skirts/dresses no shorter than three inches above the knee) and dress shoes.
 - Gentlemen wear a long sleeved white shirt, black (or dark navy blue) dress slacks, a belt, dress shoes, dark socks, and a dark, matching tie.
- Dress Code for School Dances
 - Ladies wear conservative dresses with straps; dresses are to be no shorter than 3 inches above the knee.
 - Gentlemen wear long sleeved shirts, tucked in, dress slacks; a matching tie and jackets are optional.
- Dress Code for School Sponsored Off-Campus Events
 - Conservative attire is requested for all school sponsored off-campus events.
 - Please select conservative, non-revealing swimwear for swimming, Wild Waves, and other school sponsored events and outings. For the ladies, a swimsuit cover-up or T-shirt must be worn, if wearing a 2 piece swimsuit. For the gentlemen, swim shorts must be no higher than 3 inches above the knee and fit properly, without sagging, etc.

Personal Grooming

- 1 Corinthians 6:19 says "...do you no know that your body is a temple of the Holy Spirit within you, whom you have from God?"
- Let your true beauty in the Lord shine through.
- No body piercings (i.e., rings, studs) including but not limited to nose, eyebrow, or tongue.
- Please avoid items of clothing, jewelry, tattoos, bulky jewelry, wallet chains, studded belts, collars or bracelets that may draw undue attention or create a distraction.
- Hairstyles
 - Hair should be clean, neat, tidy and of a natural color.
 - Hair is to be away from the face and eyes while at school.
 - Styles known as spikes, steps, undercuts, dreadlocks are unacceptable.
 - Faces must be clean-shaven; beards, moustaches and sideburns are not permitted.

Dress Code / Personal Grooming Enforcement

If non-conservative or inappropriate attire is worn to school or school events, or personal grooming issues arise, the student will be counseled regarding personal grooming or clothing choices and asked to call home for parent to bring appropriate clothing for student to wear or to discuss personal grooming.

Closed Campus

Sunrise Beach School operates under a closed campus policy. Students must stay in the building or on the grounds from the time they arrive until dismissal. Students need to check in at the secretaries' desk upon arrival, when going outside for an activity, and must sign out when leaving campus at an irregular time.

Visitors

Visitors are welcome at the school; however, they are requested to avoid classroom interruptions or distraction of any kind.

In order to properly monitor the ongoing safety of students, each visitor must report to the office upon arrival and departure.

Emergency Delays or School Closure Notification

- Radio Station: KGY (1240 AM or 96.9 FM)
- Television Station: KING 5 NEWS
- Consult Sunrise Beach School webpage for updates: <http://www.SunriseBeachSchool.org>
- Call school for information confirmation and updates.

School secretaries will notify students and parents of delay or cancellation of school during classroom hours. If school is already in session and needs to be closed, parents will be notified to pick up their student(s). Staff will wait with students until all students have been picked up. If parents are unable to pick up student, the student will be transported to the home of school administrator, secretary, staff, or other home - approved by student's parent.

Field Trips

Field trips are academic or extra-curricular activities held outside the school. Students may participate in a school-sponsored trip with a written parental consent; however, participation will be denied without a signed consent form. Attendance and behavior rules apply to field trips also.

Telephones / Cellular Phones / Electronic Devices

All electronic devices are prohibited from use during classroom hours. iPods, cellular phones, and all other electronic communication, music, and gaming devices must be TURNED OFF (not on vibrate) and not visible during class time. Messages for students should be left with office secretaries and will be relayed to the students in a timely manner. Students may use electronic devices before or after classes, and during breaks. Students will lose access to electronic devices for the entire school day if used without permission during classroom hours. Upon third infraction, device use during the school day is lost for one week (no electronic device use at school). School may confiscate an electronic device for repeated on-campus violations, after the third infraction.

Laptops

Laptops must be turned on and ready to use before class begins. Screens should be closed during lectures or presentations unless used for note taking. Students will lose access to laptop for the entire school day if used during class for non-classroom activities such as: e-mail, Facebook, Twitter, YouTube, gaming, or surfing the web.

Student Illnesses / Injuries

Students who become ill or injured while at school will be sent by the teacher to the office. Parents will be contacted. At the discretion of the parents, the student may be issued an "Early Dismissal" pass and released to either the parent or a designated individual. Under no

circumstance are students to leave the campus without signing out and obtaining an “Early Dismissal” pass from the office. If a student has had a fever of 100 degrees or more within the past 24 hours, he/she should stay home until he/she has been fever-free for 24 hours. If a student has had diarrhea or has vomited within 24 hours, he/she should stay home.

Medication at School

The parent or legal guardian of any student who is using medication must provide a completed Medication Form, obtainable through the school office. All medication, including over-the-counter medications, must be turned in to the school office, and taken under supervision/observation of SBS/SBHS office staff. Any student who is required to take topical, over the counter, or prescription medication (i.e. Tylenol, cough drops, Neosporin, etc.) must be assisted by school personnel.

- Oral medication is defined as either prescription medication or over-the-counter medication (such as Tylenol, cough syrup, Benadryl, etc.). There is no distinction between them.
- Per RCW 28A.210.260-270, all oral medication must be accompanied by signed permission from both the parent and a licensed healthcare provider (e.g., physician, dentist, osteopaths, PA, ARNP, naturopaths, and chiropractors). There is no grace period in which to obtain the signature. It must accompany the medication on the day it is to be given.
- All oral medication being given for longer than 15 days must have additional instructions from the physician/dentist, prior to the end of the original 15-day prescription.
- All medication must be in the original container.

Emergency Treatment Forms

Emergency Treatment forms must be kept current. If a student becomes ill or is injured at school, treatment may be delayed without current information. Please inform office personnel of any change in living arrangements, custody, address, phone (home and work), and who may pick up your student from school.

Certificate of Immunization Status

This card (form) must be updated annually in accordance with State law.

Library Policy

- All enrolled students will receive school library cards and may use our school library services.
- Books are to be returned within the time frame as defined by our school library system.
- Librarians will contact families via telephone, internet, or letter regarding overdue materials.
- If books are unable to be found, a book replacement fee will be invoiced and sent to parents.

Admissions and Records - Hold Policy

- The Admissions and Records Hold Policy sets forth the rights and responsibilities for SBS/SBHS to place holds on student admission, registration, and academic records. This

policy assumes as a condition of use by students and/or applicants that SBS/SBHS is conferred the right to place a hold on the applicant's and/or student's record according to this policy.

- The purpose of this policy is to assist in the collection of any unpaid fee(s) arising from applicant and/or student participation at or with SBS/SBHS. Such fees include, but are not limited to, tuition, loans (with agreements that they will be repaid), books, services, event costs such as field trips or graduation, use of SBS/SBHS facilities or equipment, materials, food, or merchandise furnished to the student.
- Admissions and Records holds will be applied by the financial office at such time as an account is considered delinquent. This determination may be reached any time a balance becomes more than 90 days overdue, or when there are two consecutive months of non-payment. If partial payments have been made, if good-faith efforts to pay have been made, or if agreements have been reached for payment plans, these will be taken into account by the financial office with respect to determining delinquency.
- Upon determination of delinquency, the school bookkeeper will notify the student or applicant's family within 24 hours of placing an Admissions and Records Hold. Upon determination of delinquency, the school bookkeeper will notify the student or applicant's family within 24 hours of placing an "A & R Hold".
- The Admission and Records Hold will be released once the unpaid obligation has been fully paid. Parents will be notified immediately once the hold has been lifted.
- It is understood that this policy is a "last resort," and that SBS/SBHS is committed to finding other solutions for outstanding fees and obligation, but will and must out of fairness to all families at SBS/SBHS apply this policy when necessary.

WIAA SBS/SBHS Athletic Participation Policy

- Students are encouraged to participate in school athletics. This policy delineates the conditions students must meet to be permitted to apply for participation on a sports team.
- Students must meet the qualifications as detailed on the WIAA / SBS / SBHS Sports Participation Form to be eligible to play sports with the SBS/SBHS sports teams. The specifics on the form may be revised on a yearly basis, but generally include that the student must:
 - Maintain a 2.3 GPA or better.
 - Be registered for 5 or more classes at SBHS.
 - Have submitted a Course Contract for each extension class, and documented weekly all hours of study and grades for extension classes.
 - Completed documentation must be provided to an authorized SBHS representative weekly, at the end of each quarter, and to the SBHS administrator at the end of each semester.
 - Per WIAA rules, a student must remain enrolled in SBHS for the entirety of the year(s), not only during the sport season in question. Submit a signed WIAA Student Eligibility Checklist to the SBHS office prior to applying for team.
 - Have not have been absent, missed four (4) school periods, or have an unexcused tardy, to be qualified to participate in a practice or game day.
- For all students participating in sports, a SBHS Athlete Participation Eligibility Form must be signed by each academic instructor prior to every game/meet. This form shall be

submitted to a SBHS office secretary by 12:30 pm to assure eligibility to participate in the SBHS sports event that day.

Academic Honesty Code

SBS/SBHS requires all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials, as well as in testing situations. Grades should reflect the student's own work in the fairest possible way. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill that he or she does not possess. It involves any attempt of a student to substitute the product of another, in whole or in part, as his or her own work. It also includes theft, possession, or unauthorized use of any answer key or model answers.

Violation of the SBS/SBHS Academic Honesty Code will be subject to disciplinary action up to and including suspension. This policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class.

- **Cheating** – Cheating includes but is not necessarily limited to:
 - Copying/Sharing Assignments
 - Copying or giving an assignment to a student to be copied, unless specifically permitted or required by the teacher
 - Cheating on Exams, Papers or Projects
 - Using, supplying or communicating in any way unauthorized material including text-books, notes, calculators, any other electronic devices, or computer programs during an examination or on a project
 - Forgery/Stealing
 - Unauthorized access to an exam or answers to an exam
 - Sabotaging or destroying the work of others
 - Use of an alternate, stand-in or proxy during an examination
 - Alteration of computer and/or grade book records or forgery of signatures for the purpose of academic advantage

- **Plagiarism**
 - Plagiarism or submission of any work that is not the student's own
 - Submission or use of falsified data or records
 - Exchanging answers or assignments (either given or received verbally or nonverbally) with others. This includes exchanging answers by printout, disk or CD transfer, modem, or other electronic or recorded means and then submits it as "original" work.
 - Using hidden reference sheets during a test, including formulas, codes, key words on your person or objects for use in a test.
 - Using programmed material in watches, calculators, other electronic devices, or computer programs when prohibited.
 - Submitting someone else's assignment as your own, in whole or part.

Bullying and Harassment Policy

Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself...But among you there must not be even a hint of sexual

immorality, or any kind of impurity... Nor should there be obscenity, foolish talk or coarse joking... Ephesians 5:1-4.

It is the policy of Sunrise Beach School / Sunrise Beach High School to maintain a working and learning environment for all its employees, students, parents, volunteers, and others involved in school activities that is God-honoring and conducive to spiritual and emotional growth. As well, SBS/SBHS will strive to provide fair and equitable treatment in all aspects of campus life, including freedom from sexual harassment.

The 2010 Legislature passed Substitute House Bill 2801, a Washington State law which prohibits harassment, intimidation, and bullying (HIB) in our schools.

RCW 28A.300.285 defines harassment, intimidation and bullying as 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.

Bullying is repeated negative behavior toward a less powerful person or persons. Hitting, name-calling, shunning, and shaming are all forms of bullying. Spreading rumors, gossiping and making threats are also forms of bullying. Schools are required to take action if students report they are being bullied.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, innuendos, verbal and/or physical contact of a sexual nature when:

- Submissions to or rejection of the conduct or communication is either explicitly made a term or condition of an individual's employment, grades, work opportunity, or other benefit, or
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's performance or creates an intimidated, hostile, or offensive working or school environment.

Weapons & Violence Policy

Sunrise Beach School has a ZERO TOLERANCE policy involving bullying, threats, or PERCEIVED threats of violence by students. Parents should understand that the school's first responsibility is the protection of all students, faculty, and staff from physical, mental, and emotional harm, therefore, if a student threatens to or brings a weapon* to school, or to a school function, or has a weapon on his/her person, the school will immediately suspend or expel the student according to the discretion of school administration. Parents are advised that the school will contact local police and/or appropriate authorities, and will note in the

student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not limited to, having a weapon in a locker, desk, pocket, book bag, purse, or vehicle, or under the student's control or accessible or available, such as hidden by the student.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities as well as parents. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school in writing that the student, in the counselor's opinion, does not present a threat of danger. If the threat involves a statement that will immediately suspend the student. At this stage, the credibility of the threat is not relevant. Once the investigation has been completed, the student will be expelled if warranted. Regardless of any statutory requirements, the best response is to report such incidents to appropriate law enforcement authorities.

RCW 9.41.280: Possessing dangerous weapons on school facilities-penalty-exceptions. It is unlawful for a person to carry onto, or to possess, public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:

- Any firearm
- Any other dangerous weapon as defined in RCW 9.41.250;
- Any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as "throwing stars" which are multi-pointed, metal objects designed to embed upon impact from any aspect; or
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide, or other gas.

Child Abuse or Suspected Child Abuse Policy

SBS/SBHS personnel are required by Washington State law to report any child abuse or suspected child abuse. The identity of the person reporting abuse or suspected abuse will be protected.

Discipline Policy

Levels of Offence

Level 1

Level 1 infractions are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program, or approved transportation.

The school staff involved will intervene in the misconduct. If further action is necessary, the school staff will submit a disciplinary referral to the administrator.

Level 1 potentially results in the following: warning, referral to school office, after school work duty, in-school suspension, or suspension from school. A student may be placed on work duty for failure to follow school rules. The amount of work duty assessed is dependent on the severity and the number of times a rule has been violated. The administrator will review the request for and administer appropriate consequence. Multiple work duties for a student during the school year may result in suspension.

Work duty is designed as a positive learning experience for the student. It involves doing work in and around the school - cleaning windows, sweeping walkways, cleaning classrooms, etc. Work duty begins after school dismissal and will last one hour from 3:45 to 4:45 pm or until assigned task is complete. Tardiness or unexcused absence from a work party will result in time being doubled and/or Saturday Work Detail. No student will be excused from serving work duty because of employment, athletic practice, or games.

When a student receives a work duty from a teacher or staff member, notice will be given to the student immediately. One copy of the work duty form will be sent to the office, another will be sent home with the student for parent/guardian signature.

A \$15.00 per hour fee will be assessed to cover the cost of necessary supervision during the work duty. This fee is payable when the work duty form is returned.

The receipt of a third work duty will result in a Saturday Work Detail consisting of a four-hour Saturday morning workday at the school and a \$60 supervision fee, payable when form returned.

Level 2

Level 2 infractions represent acts of misconduct that are more serious or disruptive than Level 1 offenses. Level 2 also includes repeated acts of Level 1 offenses, and acts directed against people or property that do not seriously endanger the health or safety of others. A disciplinary referral will be submitted to the administrator for these offenses.

Level 3

Level 3 infractions are major acts of misconduct. They include repeated misconduct acts from Levels 1 & 2, serious disruptions of school order and threats to the health, safety and property of others. A disciplinary referral will be submitted to the principal's office for these

offenses. Level 3 offenses may result in a long term suspension, possible recommendation for expulsion and/or referral to law enforcement.

A student may be suspended or expelled for violation of school rules. Expulsion may be requested by any staff member and will be forwarded to the School Board with a recommendation by the school Administrator. The School Board will review the request for expulsion and call appropriate staff, student, and parents to determine the appropriateness of the request. Witnesses may be called to testify to substantiate the request for expulsion. The School Board will weigh the evidence presented in the request and the testimony given before approving the request. The School Board may choose to reduce the request for expulsion to a lesser form of punishment based on previous experience of similar requests.

Level 4

Level 4 acts of misconduct are the most serious offenses. They include repeated misconduct acts from Levels 2 & 3. A disciplinary referral will be submitted to the principal's office for these offenses. Level 4 offenses will result in a mandatory long term suspension with a possible recommendation for expulsion, alternative placement and/or referral to law enforcement officer.

Grievance Procedure

Student/Parent Concern or Grievance Procedure

Concerns or grievances will be handed in the following manner:

- Student and / or parent or guardian may request a meeting with a teacher, the administrative secretary, or school administrator concerning any problem that has arisen.
- If the problem is unresolved by the teacher, the teacher is encouraged to accompany the student and / or parent (guardian) to the administrative secretary or school administrator to explain the problem and seek resolution.
- The secretary will do all possible to resolve the problem in a godly manner. If another person is involved or has witnessed an occurrence, the secretary will request a written explanation of the situation from his or her perspective.
- The circumstances will be recorded in an Incident Report by school staff.
- If the problem is unresolved, the school administrator will be notified immediately and will assume responsibility of the situation.
- A parent or guardian of involved student will be notified by the secretary or school administrator with explanation of the problem and proposed plan of resolution.
- If parents, guardians, or students wish to speak to a teacher, staff member, or another student, he or she is requested to do so in a calm, respectful, godly manner avoiding disruption of the class or school.
 - If the parent or student with concerns wishes to meet with a teacher, staff member, or student, the meeting will be arranged and must take place in the presence of school administration.
 - The secretary will set an appointed time for the meeting.
- School secretaries will have control of the situation until that responsibility is turned over to school administration.

- All people involved are requested to be respectful of others, to consider the consequences before taking action, and to remain calm in all circumstances.

Student/ Parent Concern or Grievance Secondary Procedure – If Student/ Parent Grievance Procedure is Not Followed

If there is a threat (verbal, physical, or perceived) or if the Student / Parent Grievance Procedure was not adhered to by involved parties, the following procedure will ensue:

- School administration will be notified at once.
- All parties involved will be escorted off the school premises. Parent(s) will be notified immediately by secretary and the secretary or other school official will wait with the student until his or her parent arrives.
- All parties involved will be requested to document, sign, and date the incident (the original report(s) will be given to the school administrator).
- If unresolved, a certified Christian Mediation/Reconciliation Team will be summoned by the school to establish a mediation plan for reconciliation and follow the problem to a godly resolution.
- If Christian mediation is refused or if resolution is unattainable at this time, parents will be counseled by school administration and may be requested to seek an alternative school environment for the student.

† Sunrise Beach School †
Sunrise Beach High School

Grading Policy

Grades are determined according to the following percentage scale:
Note: Completed course work and test grades are weighted and averaged.

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	<60

Grade Point Averages will be documented according to the following scale:

A	4.0
A-	3.7
B+	3.3
B	3.0
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7

✝ Sunrise Beach School ✝
State-Approved Christian School Pre-K-12 / Fully Accredited / Non-Profit 501(c)3
6101 Mink Street Northwest Olympia, WA 98502-9542
Telephone: (360) 866-1343 / Fax (360) 866-1824
E-Mail: Info@SunriseBeachSchool.org
Sunrise Beach High School

I have read the Student / Parent Policy Handbook and understand the
SBS / SBHS guidelines and the student / parent responsibilities.
I agree to adhere to these school policies.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____