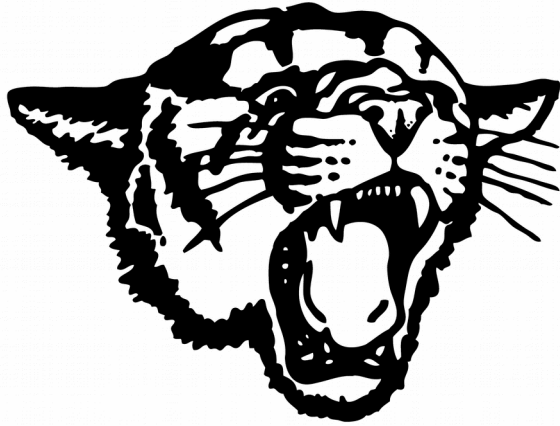


# Capital High School Student Handbook 2020-2021



**Cultivating Success**  
**Honoring Diversity**  
**Serving Others**

2707 Conger Avenue NW  
Olympia WA, 98502  
<http://capital.osd.wednet.edu>  
360-596-8000

## Capital High School Administration

- **Principal:** Curtis Cleveringa
- **Assistant Principal:** Jennifer Hewitt: **Students A-G**
- **Assistant Principal:** Michelle Anderson: **Students H-N**
- **Dean of Students:** Daniel Grimm: **Students O-Z**

## Capital High School Telephone Numbers

- **Capital Events Line:** 596-8111
- **ASB Office:** Stacy Sharp: 596-8071
- **Athletic Director:** Steve Taylor: 596-8070
- **Registrar:** Janet Anderson: 596-8023
- **Attendance:** Jaclynn Parker: 596-8019
- Jenny Morgan: Counselor – (A-D): 596-8022
- Nicole Sande: Counselor (E-K): 596-8024
- Joel Komschlies: Counselor (L-Q): 596-8020

- Stephanie Benfield: Counselor (R-Z): 596-8028
- **Main Office:** 596-8000
- **Main Office FAX:** 596-8001
- **ASB Office FAX:** 596-8021
- **Activities Director:** Louis Avden: 596-8000
- **Counseling Secretary:** Sydni Weeks: 596-8027
- **Library:** Kristi Bonds: 596-8037
- **Nurse:** Nancy Kronenberg: 596-8008

## In Person Bell Schedule

### Schedule A

Zero	6:45	7:40
Warning bell		7:40
Period 1	7:45	8:40
Period 2	8:45	9:45
Period 3	9:55	10:50
Period 4A	10:55	11:50
Lunch 1	10:50	11:20
Period 4B	11:25	12:20
Lunch 2	11:50	12:20
Period 5	12:25	1:20
Period 6	1:25	2:22

### Schedule B - Early Release Wednesdays

Zero	6:45	7:40
Warning bell		7:40
Period 1	7:45	8:33
Period 2	8:38	9:27
Period 3	9:32	10:21
Period 4A	10:26	11:15
Lunch 1	10:21	10:51
Period 4B	10:56	11:45
Lunch 2	11:15	11:45
Period 5	11:50	12:39
Period 6	12:44	1:32

### Schedule C - Coug Time Every Friday

Zero	6:45	7:40
Warning Bell		7:40
Period 1	7:45	8:30
Period 2	8:35	9:25
Coug Time A	9:30	9:55
Coug Time B	10:00	10:25
Period 3	10:30	11:15
Period 4A	11:50	12:35
Lunch 1	11:15	11:45
Period 4B	11:20	12:05
Lunch 2	12:05	12:35
Period 5	12:45	1:30
Period 6	1:35	2:22

### Schedule D - Two Hour Late Start - No zero hour classes

Warning bell		9:40
Period 1	9:45	10:22
Period 2	10:27	11:04
Period 3	11:09	11:46
Period 4A	11:51	12:28
Lunch 1	11:46	12:16
Period 4B	12:21	12:58
Lunch 2	12:28	12:58
Period 5	1:03	1:40
Period 6	1:45	2:22

### Schedule H - 10:52 Early Release

Zero	6:45	7:40
Warning bell		7:40
Period 1	7:45	8:12
Period 2	8:17	8:44
Period 3	8:49	9:16
Period 4	9:21	9:48
Period 5	9:53	10:20
Period 6	10:25	10:52

# Distance Learning Bell Schedule

<b>Reserved Time Blocks</b>	<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Flexible Office Hours/Individual Support/Planning		Teacher discretionarily accounting for student and personal needs	Teacher discretionarily accounting for student and personal needs	Coug Time, Club Meeting, Interventions, Details to be determined	Teacher discretionarily accounting for student and personal needs	Teacher discretionarily accounting for student and personal needs
Zero Hour	7:20-8:50	Period 0			Period 0	
Period 1/4	9:00-10:30	Period 1	Period 4		Period 1	Period 4
"Passing"	10:30-10:50					
Period 2/5	10:50-12:20	Period 2	Period 5		Period 2	Period 5
Lunch	12:20-1:20					
Period 3/6	1:20-2:50	Period 3	Period 6		Period 3	Period 6
Flexible Office Hours/Individual Support/Planning		Flex time to address students personal needs	Flex time to address students personal needs		Flex time to address students personal needs	Flex time to address students personal needs

## General Information

### Food Services

Capital offers a morning breakfast service from 7:30 - 7:45 a.m. Food is also available from 9:45 – 9:55 a.m during break. Two lunch periods are also provided. Students may set up meal accounts through the food services personnel at schedule pick-up in August or anytime during the school year. Free and reduced lunch applications are available from the receptionist in the main office.

### Parking

Students are not encouraged to drive to school due to the limited amount of parking available, particularly while CHS is under construction. The purchase of a parking permit does NOT guarantee a parking space. Students wishing to park on campus are required to purchase a permit for \$10 with an ASB card or \$15 without an ASB card from the ASB office. The permit is valid for one school year. The parking permit is to be displayed on the front windshield. Students are to obey all state motor vehicle laws, drive no faster than 5 mph on school property, and park in a proper and legal fashion. CHS is not liable for the car or its contents while parked on the premises. Students who violate parking policies will be subject to tickets. The first ticket will be \$10. Any additional tickets will be \$25 per ticket payable to ASB. Continued abuse of parking policies may result in the loss of parking privilege and/or towing.

### Buses

All students living more than 1 ½ miles from the school are eligible to ride the bus. Information concerning bus routes may be obtained by calling the Olympia School District Transportation Department at 596-7700 or by viewing the district website. A parental note given to the school receptionist is required if a student is to take a different bus.

### FERPA /Student Access

Under Congressional Legislation local educational institutions receiving assistance under ESEA are required to give military recruiters access to 11<sup>th</sup> and 12<sup>th</sup> grade students' names, addresses, and telephone listings when requested. Students may opt out of this by completing the Student Directory information in the Students' Rights and Responsibilities Handbook and returning that document to the main office.

### Visitors

Parent visitors are always welcome after checking in at the main office. Adult visitors must wear "Visitor" badges while on campus. Capital High School does **NOT** permit non-CHS students to visit our campus during regular school hours. Exceptions may be made for prearranged requests by students considering enrolling at CHS as a student.

### Lockers

Students may be assigned a locker at lunch times during the beginning of the school year. Lockers are the property of Capital High School and may be searched at any time by an administrator who has reasonable cause for health, safety and/or legal issues. The school is not liable for any lost or stolen items left in lockers.

## Assemblies

All School Assemblies occur throughout the year and attendance is mandatory, however the library may be available for those students that prefer a quiet environment.

## Posters

The ASB/Activities Director, Ms. Angel Elam, must approve all posters and flyers. Any posters/flyers posted without an "ASB Approved" stamp will be removed.

## Fines

Student fines are posted in front of the ASB office after the end of each semester. Students are responsible for reviewing the posted fine list and paying those fines before the beginning of the next semester. During the summer, students are notified of their fines prior to schedule pick-up. Any student, who cannot pay the entire fine is permitted to enter into a contract to pay over time. Please contact the ASB secretary for further information. Per state law, transcripts, diplomas, and final report cards will not be mailed or given out if a student has an outstanding fine.

## Lost and Found

All found items should be taken to the main office. Students may go to office before or after school to search for lost items. Any found electronic items or jewelry may be retrieved in the main office. Any items not claimed at the end of each semester will be donated. Students are strongly encouraged to leave all valuables at home. CHS will not investigate theft of electronic items without substantial proof/witnesses of the theft.

## Theft

Capital High School is not liable for any student's lost, stolen or broken items. Please leave valuable items at home.

## Change of Home Address, Phone, or Emergency Number

The office should be notified if there are any changes in your address, home or work phone numbers, or the names or phone numbers of persons to be contacted in case of emergency. Students who move out of the CHS feeder area will need to complete a boundary exception form. Forms are available in the registrar's office.

## Did You Know? Cougars wear school colors EVERY FRIDAY!

## Building Safety And Emergency Procedures

### Parent Medication Information

RE: Oral medication statute (RCW 28.A210.260 and 28A.210270)

Please read these guidelines and contact the school Nurse if you have any questions. These guidelines pertain to both prescription and over-the-counter medications.

## Medication Request

A "Medication Authorization form" completed by the health care provider Including: M.D., D.O., N.P., D.C., D.D.S., P.A., and A.R.N.P. and signed by the parent/guardian and the health care provider must accompany all requests for medication to be administered in school.

## Container

Medication must be sent in the original container and properly labeled with the student's name, medication, dosage and instructions. Pharmacists will provide a second container for school use upon parent request.

## Bringing in Medication – Parent

An adult must bring all medication to school. This will help to ensure the safety of all students.

## Dividing Medication

If a tablet must be divided to obtain the correct dose, the pharmacists should be asked to divide the tablet when filling the prescription. If not divided by the pharmacist, then divided doses are the sole responsibility of the parent.

## Oral Medication Only

The state law allows administration of oral medication only. Medication inhaled through mouth (asthma inhalers) is considered oral medication. Medications given by routes other than oral such as ointments, eye or eardrops, suppositories or injections cannot be given at school. If it is medically necessary that the student receive this type of medication at school, contact the school Nurse. (The exception is epinephrine injection to prevent anaphylactic shock in students with known sensitivity to bee sting, food, latex, etc. School staff may administer these injections only when current medication authorization forms are complete and when they receive training from the school Nurse.

## Disaster Planning

If a child has a chronic health concern and would need medication if stranded at school the parent/guardian is requested to provide the school with a three day (24 hour/day) supply of medication for emergency use (i.e. earthquakes). It must be accompanied with the written request from the physician and parent/guardian.

## Field Trip Planning

All requirements above apply to day or overnight field trips. If a parent/guardian accompanies his/her child on a field trip they may give their child medication.

## "Life Threatening" Conditions

Students with "life threatening" health conditions must provide the school with complete and signed medication and treatment orders addressing the condition and any medical services to be performed at school. If these complete orders are not presented, your child **will not be allowed** to attend school. For the purpose of this legislated requirement, a "life threatening" condition is one that will put the child in danger of death during the school day if a medication or treatment order and nursing plan are not in place: e.g., severe allergies, severe asthma, seizure disorders, and diabetes.

## Emergency Procedures Policy

The City of Olympia is located in an earthquake prone area; therefore, we want to remind you in the event of an earthquake or other critical situation the Olympia School District high schools will do the following:

1. Students will not be dismissed from high school unless it is safe for them to use their regular transportation home: walking, IT bus, school bus, family car, etc. Students being dismissed must sign out through the main office or at a temporary student release station located in each parking lot.
2. We are prepared to care for your student in times of critical situations. If you are unable to reach the school, we will care for your student here. We have a number of people with first aid certificates and we will be in communication with various local emergency services.

In the case of a serious earthquake or other critical situations, we ask your help in the following areas:

1. Please do not call the school—we must have the lines open for emergency calls. To the extent possible, we will give students the opportunity to contact you.
2. Following an earthquake or other emergency, do not immediately drive to the school. The streets to our school may be blocked with debris. The school access routes and street entrances must remain clear for emergency vehicles.
3. Please tune your radio to any local AM station for information and directions.
4. As soon as possible we ask that you have a family discussion regarding your expectations of your student if a serious situation were to occur.

## At CHS We are Better Together!

### Counseling Information

Students are assigned to a counselor as a freshman and keep that counselor all four years. Please see the Counseling secretary or any counselor for specific duties of each counselor.

- **Jenny Morgan:** Students A-D: 596-8022
- **Nicole Sande:** Students E-K: 596-8024
- **Joel Komschilies:** Students L-Q: 596-8020
- **Stephanie Benfield:** Students R-Z: 596-8028
- **Angel Elam:** Career Center Counselor: 596-8041
  - College information, Career information, Job Analysis, Financial Aid, Scholarships, Jobs
- **David Johnston:** Graduation Specialist: 596-8041
- **Sydni Weeks:** Counseling Secretary: 596-8027

### Graduation Requirements

In 2021, students will be required to earn 24.0 credits to graduate. A credit is defined as 180 fifty-minute hours of classroom instruction. Capital High School operates on a semester system with a six period day; .5 credit is granted for the successful completion of a semester's work in each class.



<b>Subject</b>	<b>Class of 2021 and beyond</b>
English	4.0 Credits
Mathematics <ul style="list-style-type: none"> <li>Algebra 1 and Above</li> </ul>	3.0
Science <ul style="list-style-type: none"> <li>One Lab Science required</li> </ul>	3.0
Social Studies	
<ul style="list-style-type: none"> <li>World History</li> </ul>	1.0
<ul style="list-style-type: none"> <li>United States History</li> </ul>	1.0
<ul style="list-style-type: none"> <li>Civics and Psychology</li> </ul>	1.0
<ul style="list-style-type: none"> <li>Washington State History*</li> </ul>	.50
Health and Fitness*	2.0
Fine Arts	2.0
Career and Technical Education	1.0
Electives	3.5
<b>Total Credits</b>	<b>24.0</b>

\*Washington State History: Requirement may be satisfied in middle school or by successfully completing a high school level state history and government course.

\*Health and Fitness: Second year credit may be waived under certain conditions. See Board Policy 2127.

## Running Start Course Transfer Information

The Running Start program is a cooperative program between Capital High School and the community colleges, particularly, South Puget Sound Community College. Students on an inter-district transfer cannot attend Running Start full time. Students who attend CHS part-time must leave CHS each day as soon as they are finished with their scheduled classes. For additional information about this program, please contact your counselor.

## Graduation Walking Policy

In order to participate in Capital's commencement ceremony, seniors must maintain satisfactory progress to satisfy all graduation requirements. This may include evening courses or correspondence courses that are approved by a CHS counselor and completed before commencement ceremonies. Summer school credits gained after the senior year may not be planned to establish a student's eligibility to walk in the June graduation ceremony.

## International Baccalaureate Program

Honors courses are available to students in 10<sup>th</sup> grade. The IB program officially begins in grade 11. Students enrolling in Honors and IB courses are required to make a full year commitment to the program. Students are encouraged to become full diploma candidates and test in six areas. However, students have the option of testing in one or more areas and earning an IB certificate.

## Scheduling

Each spring students will complete a planning worksheet for the following year's classes. Student schedules will be completed during the summer based upon the student's spring requests. Students will pick up their year long schedule in August. **Schedules will only be altered if there is an error.** Any schedule changes after the initial drop period of 10 days will require administrative approval.

## Senior Status Notification

Credit checks are conducted in the spring of every student's junior year. The following September, every students' official Senior Status Notification letter is mailed home. Students are expected to double check the letter and bring back a signed copy in the fall of their senior year.

## Report Cards/Progress Reports

Current student progress is available through Skyward. Please check frequently to see student academic progress and attendance. Final grades/report cards are mailed home at the end of each semester. Any discrepancy with the report card should be discussed with the teacher.

## Laws Pertaining to Delinquent or Lost Materials

Grade reports will be withheld from a student who has lost or defaced property belonging to the school. As stated in House Bill No. 462, "Any school district whose property has been lost or willfully cut, defaced, or injured, may withhold the grades, diploma, and transcript of the person responsible for the damage or loss until the pupil or the pupil's parent or guardian has paid for the damages. When the pupil, parent, or guardians are unable to pay for damages, the school district shall provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcript of the pupil shall be released."

## Withdraw/Fail Policy

Students wishing to withdraw from a class must do so before 10 school days into each semester to avoid an "F" on the transcript. After 10 days an "F" grade will appear on the student transcript and may only be replaced if the student retakes the same course during the same semester the following year. No class fees will be refunded after the first 10 days. **Any schedule changes after the initial drop period will require administrative approval.**

## Additional Class Fees

Classes that extend beyond the traditional school day will require a \$190 fee. This fee must be paid before the first day of class. See below details for clarification of this policy.

Extended day classes are defined as:

1. those offered beyond the regularly scheduled 6 period day,
2. those classes offering credit, and
3. those requiring a teaching allocation of .2 FTE outside of the 6 period day

Fees:

1. A fee per semester will be charged to each student electing to enroll in an extended day classes. Provided, that on an individual basis, a reduction up of the total fee may be made by the building principal when based on financial hardship as defined by acceptance in the “free-reduced lunch program” or in cases in which a student is significantly credit deficient.
2. Fees must be paid in full upon class registration unless arrangements are made with the principal for a payment schedule.

Students dropping an extended day class after the first full week will not be entitled to a refund of fees paid.

## Incompletes

Incomplete grades are not awarded. Students will receive a letter grades which can be modified at a later date, per agreement with teacher, student and administrator.

## Repeated Class

A student receiving an “F” grade in a class may sign up to repeat the class without prior permission. The “F” grade will be replaced with the passing grade on the transcript. Those students who passed and wish to repeat a class must have prior approval from the department coordinator in that discipline. If a course is repeated to improve a grade, only the highest grade shall be included in the calculation of the grade point average. Credits attempted for courses taken more than once to improve a grade may count toward the number of credits required for graduation on the condition that the letter grades earned for all attempts are included in the calculation of the students GPA. See (WAC 180-57-050) for further information.

## Finals Policy

Finals may be administered in all courses at the end of each semester. Students are required to take their final exams during the final exam time frame. If a student is unable to be present during the exam time, he/she may take the exam upon his/her return to school. No early finals are to be administered, unless approved by the teacher. The last three days of the semester are slated for block scheduling to accommodate extended times for exams.

## Make-up Work

It is the responsibility of all students to make arrangements to make up assignments following an excused absence from school. Each teacher will establish his or her own guidelines regarding an appropriate time frame for makeup work. However, instructors are not required to give make-up work or daily work missed due to truancy.

## Health and Fitness Requirement

### Grade 9:

All students shall be enrolled in a one-year course of study (180 hours of instruction) in Health and Fitness Education during their 9<sup>th</sup> grade year. Course work shall be directed towards meeting EALRs through benchmark three plus the development of a “Personal Health and Fitness Plan”.

### Grade 10-12:

All students shall complete state credit requirements in Health and Fitness through Health and Fitness course work regularly offered at Capital High School. Students may apply for equivalency credit for equivalent course work taken away from school in accordance with district procedures. No students shall be approved for equivalency credit, or excused from the requirement due to participation in a recreational program.

## Procedures for Requesting Credit Equivalency for Part or All of the Required Second Credit in Health and Fitness Education

All high school students are required to complete the state graduation requirements of 2 credits in health and fitness, subject to the provisions set forth below. All students shall be enrolled in a one-year course – one (1) credit – of study in health and fitness during their 9<sup>th</sup> grade year.

Students may apply for, and will be granted, a waiver from the second year of the fitness requirement upon completion of the requirements set forth below. The administration must approve a student’s application for waiver of the second year fitness requirement, based on the student’s participation in “directed athletics” if:

1. The student has received a passing grade in the 9<sup>th</sup> grade health and fitness requirement.
2. The student is an active participant in directed athletics, other than during health and fitness classes, for a period of 150 hours during the student’s sophomore and/or junior year. Directed athletics include, but are not limited to; all inter-scholastic and community-based sport and/or activities, such as swimming, dance, crew or gymnastics, where the students athletic experience is directed by an adult who is at least 21 years of age;
3. Upon completion of the school year for which a waiver is to be claimed, the students parent or legal guardian submits a signed form attesting to the student’s completion of the 150 hours, with signed verification by the supervising adult, as set forth in 2) above; and;
4. The student demonstrates the he/she will maintain in six subject matter classes each semester in grades 10-12, and is involved in a track of study which would otherwise be interrupted, such as, IB, AP,CTE, Running Start, Remediation, Arts and Music, Foreign Language, Science, and/or other academic track.

## Transcripts

Any student or parent may request an official transcript through the Registrar's office. A form must be completed for this request along with paying a \$5.00 fee to the ASB office. Bring receipt and completed form to the Registrar. The Registrar will mail the transcript or the requesting student or parent may pick it up. Transcripts will not be mailed or given out if the student has an outstanding fine.

## Work Credit

Students who are employed are eligible for work credit by registering for Work Based Learning through the Business Education department if they have completed a prerequisite business or marketing class. Contact your counselor or Mrs. Beers for further information.

## Student Testing

**PSAT: (Preliminary Scholastic Aptitude Test)** This is an optional test given each fall to college-bound juniors. It offers students reliable information about their scholastic abilities in relation to other students in high schools across the nation and students who have already entered college. Results of this test may qualify the student for scholarship awards.

**SAT I: (College Entrance Examination Board Scholastic Aptitude Test) Grades 11 & 12:** The SAT is accepted by most public and private colleges in Washington state and by most out-of-state institutions. Students enlisted in military academies or applying for ROTC scholarships are encouraged to take the SAT in the spring of their junior year. The latest date for ROTC scholarship applications is mid-October senior year. Some students may choose to take this test prior to the 11<sup>th</sup> grade. The SAT may be taken more than once.

**SAT II: Subject Test:** These are one-hour tests in any of 13 subjects. A maximum of three may be taken on any one testing day. They are offered at the same time as the SAT I and the registration form is the same. Subject tests are required by some selective out-of-state schools, along with the SAT I. Consult college catalogs and/or the Career Center, in the Library, for further information.

**ACT (American College Test) Grades 11 & 12:** The ACT is accepted by most colleges in Washington State and by most out-of-state institutions. Most Eastern colleges require this test. Some scholarship and/or aid programs require ACT results. Students interested in military academies or in a ROTC scholarship are encouraged to take the ACT in the spring of the junior year. Some students may choose to take this test prior to their junior year. The ACT may be taken more than once.

**Smarter Balanced Tests:** This is a test required for federal accountability for all 10<sup>th</sup> grade students. Taking the 10<sup>th</sup>-grade Smarter Balanced ELA and Math test is required for high school graduation.

**Washington Comprehensive Assessment of Science:** This is a test required for federal accountability for all 11<sup>th</sup> grade student

## Student Leadership

### 2020-21 ASB Officers

ASB President  
ASB Vice President  
ASB Secretary  
ASB Treasurer

### Class Of 2021

President  
Vice President  
Secretary/Treasurer  
Senator  
Senator

Senator

## Class Of 2022

President

Vice President

Secretary/Treasurer

Senator

Senator

Senator

## Class Of 2023

President

Vice President

Secretary/Treasurer

Senator

Senator

Senator

## Class Of 2024

\*Elections held in early September 2019

## Student Life

**Link Crew:** Link Crew is a vital part of making all students at CHS feel welcome. Link Crew Leaders link up with incoming freshmen and new students during New Student Orientation and lead them in activities geared towards getting to know CHS. Link Crew Leaders help all students get to the correct classes the first week of school and ensure that no student is alone during lunch. Throughout the year, there are Link Crew events, such as Tail Gate parties at Football games, dances and movie nights. All students that are interested in becoming Link Crew Leaders should see Mrs. Elam. Link Crew Leaders want all students to know the following tips for being a student at CHS:

- Make New Friends
- No PDA
- Don't Stop in the Hallways (Keep Right)
- School Spirit is Cool!
- Get to Know your Counselor
- Clean Up After Yourself
- Dress Appropriately (Keep it Classy)
- Attend School Events
- Don't Procrastinate
- Attitude is Everything

## ASB Sponsored Student Activities, Clubs and Organizations

Anime 101

Archery

Art  
American Sign Language  
Basketball  
Board Games  
Climbing  
Coug Crew  
Crafts  
Creative Writing  
Cribbage  
Cultural Awareness  
DECA  
Decks and Dice  
Drama  
Environmental  
Film Studies  
Fishing  
FBLA  
FFA  
GSA  
HOSA  
Honor Society  
Japanese  
Key Club  
Knitting  
Knowledge Bowl  
Life Smarts  
Model United Nations  
Mountain Bike  
Once Upon a 2<sup>nd</sup> Chance  
Outdoors  
Ping Pong  
Relax and Read  
Red Cross  
Rotary Interact  
Skills USA  
Speech and Debate  
Theater Sports  
Writers Club

Students who participate in school related activities and athletics are expected to attend all classes on the day of the scheduled activity. When the activity occurs during the school week, students are expected to attend all classes the following day. When the activity occurs on a weekend, attendance in all classes the previous Friday is expected. Students who do not comply with these regulations may be declared ineligible and prohibited from participating in the activity.

Activities at Capital High School range from academic and athletic competitions, special interest groups, and social functions. Many of these activities include recognition such as varsity letters, awards, and certificates of achievement. Get involved and be an active member



of the CHS community. Please check with Ms. Elam, Activities Director, for further information regarding Clubs and Activities.

## ASB Card

Student activities such as athletics, student government, newspaper, debate, dances, and assemblies are financed by student funds. One source of revenue comes from the student ASB card. This card provides admittance to all regular season home athletic events. It permits the student to purchase League tickets away from school at a reduced price and makes the student a participating member of the Capital High School Student Body Association. The price of the ASB card is \$20.00 for students receiving free and reduced lunch, and \$40 for all other students. ASB cards may be purchased any time during the school year. **ALL STUDENTS WHO PARTICIPATE IN AN ASB SPONSORED ACTIVITY OR CLUB ARE REQUIRED TO PURCHASE AN ASB CARD.**

## Yearbooks

Pictures will be taken at the beginning of the year for ID/ASB purposes. Yearbooks can be purchased in the fall and throughout the school year. They are distributed before the end of school in June. If students are not present for school pictures, they will not be in the yearbook.

## Dance Guidelines and Guest Policy

NO GUESTS will be allowed without prior approval from the Director of Activities. A form may be picked up from the ASB office and must be returned no later than the Tuesday of the week of the dance. The CHS student requesting a guest be admitted will need to check with Ms. Elam, Activities Director on Friday to verify his/her admittance to the dance. Guests will need to show identification at the door. Mrs. Elam's number is: 596-8224

## Dance Regulations

- Students must have student ID to enter.
- Once admitted student may not leave and re-enter.
- No entry is permitted after 10:00 p.m.
- No outside food or drink is allowed inside the dance.
- All bags and purses are subject to search.
- Conduct during the dance is to be appropriate at all times. Behaviors interpreted as provocative, sexually harassing or suggestive and disruptive will not be tolerated and students will be asked to leave the dance. **Students ejected from dances may be prohibited from dances in the future.**

## Sports

**Athletic Director:** Steve Taylor: 596-8070

**Athletic Secretary:** Kathy Cognasso: 596-8073

**ASB Secretary:** Stacey Sharp: 596-8071

## Interscholastic Activities

Capital High School is an "AAA" school, a member of the South Sound Conference, and the Washington Interscholastic Activities Association.

## Policies

Capital High School has a Pay-to-Play fee for each sport season. Check with the ASB office for the current cost for the 2017-2018 school year. The Capital High School Athletic Code is available in the ASB office and should be carefully reviewed by all participants in the various sports and activities. The following highlights are of particular concern:

- Student athletes and those in related activities must be in full attendance in order to remain eligible to participate. The Athletic Director or an administrator must clear any absences. This also applies to tardies. Students who violate this standard shall be dismissed from the day's practice or game.
- Participants are to abide by all the rules and regulations stated in the school's Student Handbook, Athletic Code and the Olympia School District's Policy 3200 for student conduct. Failure to comply will result in discipline and/or suspension from participation. Administered discipline is cumulative for the duration of high school eligibility.
  - A participant must present a completed eligibility packet, including current medical examination, insurance coverage and a copy of the Athletic Code signed by the student participant and parent/legal guardian prior to initial participation. The Student Athlete Information Sheet must be complete. Missing signatures or paperwork may result in missed practices.

<b>FALL</b>	<b>Winter</b>	<b>Spring</b>	<b>Fall/Winter</b>
Boys Cross Country (V, JV)	Girls Gymnastics	Girls Fastpitch (V, JV, C)	Cheer
Boys Tennis (V, JV)	Boys Basketball (V, JV, C, F)	Boys Soccer (V, JV, C)	Drill/Dance Team
Football (V, JV, C)	Boys Swimming	Boy's Baseball (V, JV, C)	
Girls Swimming	Girls Basketball (V, JV, C, F)	Boys Golf (V, JV)	
Girls Volleyball (V, JV, C)	Wrestling (V, JV)	Girls Tennis (V, JV)	
Girls Cross Country (V, JV)		Boy's Track	
Girls Soccer (V, JV, C)		Girl's Golf (V, JV)	
		Girl's Track	

\*The above schedule is subject to change

## Academic All-American Award

A unique program of recognition at Capital is the Academic All-American Award. To qualify students must:

- Have a 3.4 GPA minimum during the semester being evaluated.
- Take four core courses: Math, Science, English, World Language, and/or Social Studies.
- Participate in a WIAA activity, or hold a leadership role in any ASB sponsored activity, or be recommended by the Music Department, or complete 30 hours of community service (**prearranged through the Principal**)

- Good attendance: No unexcused absences and fewer than 4 tardies per semester. Students who achieve Academic All-American status for 6 of 7 semesters will receive special recognition at graduation. (Final Sem. Of Senior year does not count) **Applications must be completed each semester, signed by the coach or staff advisory of activity and turned in by the deadline on the application.**

## Fees

Many of the activities and sports offered at Capital require a fee. Parents should be aware that students are informed of the cost requirements when signing up for the activity. Financial planning for some of these activities may be appropriate. All fees are paid to the ASB office. If a student cannot afford a classroom or workbook fee there is a special fund for that purpose at the ASB office. Students will not be denied access to a class because of the inability to pay fees. College entrance tests (SAT/ACT) have fee waivers as do the PSAT/PLAN.

## Be Proud, Be Bold, Be Cardinal and Gold!

### Student Rights And Responsibilities

Olympia School District's policy 3200 addresses guidelines adopted by the Board of Directors in compliance with statues and State Board of Education policy. They are designed to protect the rights of all members of the school community in the exercise of their responsibilities. Effective implementation of these guidelines requires the exercise of good faith on the part of students, parents, and school personnel. Copies of Policy 3200 may be obtained from the main office.

At the beginning of each new school year, the Olympia School District provides every student and staff member with its policies related to student rights and responsibilities. These policies are contained in a district publication, "Olympia School District Student Rights and Responsibilities". This publication or handbook is distributed to all students and is used as guidance for staff when orienting students at the beginning of the school year. It is the expectation of the district that each student will share the publication with parents and the parent and student will acknowledge receipt of the handbook by reading and signing the parent acknowledgement form enclosed in the handbook and by returning that signed form to the school during the first ten days of the school year.

### Attendance Procedures

**Attendance Secretary:** 360-596-8019

### Attendance Policies

A parent/guardian should call the attendance office on the day of any absence from school. Absences must be cleared within 24 hours of the students' absence. Please call 596-8019 to leave a message to clear an absence for a student. Please leave the following information, Students name, date of absence, reason for absence and number where a parent or guardian can be reached. Doctor's notes may be required for excessive absences.

## Excused Absences

Professional appointment, medical, and or legal appointments are considered appropriate excused absences. Students who will miss more than three days of school will need to complete an extended absence form to get pre-authorization from teachers. It is the responsibility of the student and parent to excuse absences when school has been missed.

## Pre-arranged Absences

If a student needs to be released from class during the school day, please call the attendance office 596-8019 before 9:00am. The student will be given a pass to leave class at the appropriate time. The student must then sign out BEFORE they leave for their appointment, and sign back in upon their return.

## Tardy Policy

At Capital High School, we expect all students to be on time to every class, every day. Capital has a tardy policy that will be followed by all teachers. If a student is not in their classroom before the bell finishes ringing, they are considered tardy. The student will not be admitted to the classroom without first going to the attendance office and getting a tardy pass. An accumulation of five tardies, will result in one period of lunch detention. Each additional tardy from tardy six to nine will result in an additional period of lunch detention. If a student reaches a tenth tardy through the school day, they will be assigned one week of lunch detention. The student may earn their way out of one week of lunch detention by having two days in a row with no tardies. However, if the student has another tardy during the one week period, their one week will start over. Every subsequent tardy will result in one week of lunch detention.

## State Compulsory Attendance Law “BECCA Bill”

The 1992 legislature revised the Compulsory Attendance Law. All students aged 8 – 18 are expected to attend classes on a regular basis. Daily attendance is one of the most important keys to a student’s educational success.

School officials must enforce the State Compulsory Attendance Law Chapter 28A.225RCW. Parents’ duties are to send their children to school daily, or excuse their absence for illness, or other legitimate reasons such as; injury, quarantine, or death in the family, family emergencies, and professional appointments.

When a student fails to attend school as required by law, the school must:

Inform the parent in writing and/or by phone.

Attempt to schedule either an in-person or phone call conference with the parent and student.

Take steps to reduce or eliminate the student’s absences.

File a petition with the juvenile court alleging a violation of the State Compulsory Attendance Law by the student. This may occur upon the fifth unexcused absence within any month, and must occur upon the seventh unexcused absence within any month or the tenth unexcused absence in the school year. *(Parents could be subject to legal action if found to be aiding in the student’s absenteeism.)*

## Truancy and Unauthorized Absence from Class (Policy 3200-section 8 of the OSD Policies & Procedures Manual)

Students enrolled in the District must comply with rules of conduct regarding truancy set forth in this policy and as set forth in individual school building attendance procedures. No student subject to compulsory attendance will be suspended by reason of one or more unexcused absences unless the District has first imposed an alternative corrective action or punishment reasonably calculated to modify his or her conduct. Corrective action and punishment for truantries will be progressive with warning to the student, written notification to student and parent/legal guardian, conferences, penalty of campus service or Saturday work, and/or adjustment of program, if judged by school officials as appropriate. Should such measures fail to eliminate the truant behavior, the student may be subject to referral to court disciplinary action. When a student reaches 10 or more total unexcused absences during the current school year, the District is required to file a court petition. When a student reaches 20 or more excused absences during the school year, the District may file a court petition.

## Capital High School Expectations

A student shall comply with all District policies and school rules and with the reasonable directions of all authorized school personnel during any period of time when he/she is under the authority of school personnel, on or in reasonable proximity to any school district property to include before, during, and after school; or on any form of approved school district transportation; or at any school or school district-sponsored activity on or off school district property.

Any student who willfully performs any act which is reasonably certain to materially interfere with or be detrimental to the orderly operation of a school, a school-sponsored activity or any other aspect of the educational process within the District shall be subject to discipline, suspension or expulsion. Such acts shall include, but not be limited to, those enumerated within Policy 3241. Please read Policy 3241 in its entirety and see below for **several examples**.

1. Disruption of School
2. Damage or Destruction of School Property/Vandalism
3. Assault or Causing Physical Injury
4. Weapons and Dangerous Instruments
5. Explosive Devices
6. Alcohol and Other Drug
7. Truancy and Unauthorized Absence from Class
8. Harassment, All Forms
9. Criminal Acts
10. Fire/Arson
11. Gangs
12. Reckless and Dangerous Driving

**Please refer to the Olympia School District Students Rights and Responsibilities Policy 3241 for further clarification of discipline policies and procedures.**

## Closed Campus

Capital High School is a closed campus. Students are **NOT** permitted to leave campus once they have arrived for the school day or during lunch/break. Students must check out with the attendance office prior to leaving campus for appointments. **STUDENTS ARE NOT TO BE ON CAMPUS WHEN NOT ATTENDING CLASS.** Students are not permitted in unsupervised areas including the parking lot, unsupervised areas of the building and the trails adjacent to the school during the school day.

## Building Hours

The building is open from 6:30 am - 7:00 am for zero hour students only. The building is open to all students from 7:00 am – 4:00 pm. All building doors will be locked outside of these times.

## Student Deliveries

Food deliveries made to CHS by restaurants, Uber Eats, etc. are not allowed. If a delivery is made to CHS, the vendor will be turned away. Parents may deliver food for their students to the Main Office.

## Lunch Time Rules of Conduct

(1) Take your correct place and turn in the lunch line. (2) Adhere to common rules of courtesy (3) Leave the table and floor area where you ate clean and free of debris. Utilize the compost, recycle and garbage bins appropriately. (4) Dispose of reusable lunch trays and silverware in the appropriate bins, not the trash cans.

## Public Displays of Affection

Be appropriate in displays of affection in the hallways, classrooms, and at all school sponsored events.

## Dress Expectations (OSD Policy 3224)

Students and parents are primarily responsible for determining the student's personal dress standards, provided the student's dress does not violate district policy or procedures. Student attire must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, shop classes and other activities where unique hazards, specialized attire or safety gear is required.

## Students Must Wear:

- Shirt
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity-specific shoes requirements are permitted (for example for sports)

Note: Courses that include attire as part of the curriculum (for example, professionalism, public speaking and job readiness) may include assignment-specific clothing. Similarly, courses at

any level that require specific clothing to meet safety requirements, such as closed-toed shoes in wood or metal shop courses, may be enforced.

## Students Cannot Wear:

- Violent or lewd language or images
- Images or language depicting drugs, tobacco or alcohol (or any illegal item or activity) or the use of same
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class
- Apparel identified by local law enforcement as belonging to or identifying one as a member of any violent or criminal group.

The allowance or disallowance of hats, hoodies and headwear is a site-based decision. However, any permissible head attire must allow the face to be visible to staff and must not interfere with the line of sight of any student or staff. Exceptions will be made for medical/health and religious reasons. Headwear is also allowable for sun protection.

If it is necessary for staff involvement around a student's attire, it should be done in a way that is the least restrictive and disruptive to the student's school day. Violations of the dress code that are outside the bounds of what students must wear or include items under the Students Cannot Wear section may be removed from class. In these situations, administrators have discretion over how to rectify the situation with an emphasis on the student missing the least amount of learning time. Any school dress code enforcement actions should not be done publicly in front of other students and should minimize the potential loss of educational time. Students should not be forced to wear clothing that is not their own when they are in violation of the dress code.

## Harassment

Harassing conduct includes, but is not limited to, the following: Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, disability or sexual orientation; or written material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability or sexual orientation.

It is the policy of C.H.S. that harassment will not be condoned or tolerated. Any student who believes that he or she has been harassed is encouraged to file a complaint with their counselor or an administrator in the main office.

## Electronic Devices

If an electronic device is used in class without prior permission of the teacher, the teacher may confiscate it and turn it in to the office. Devices confiscated will not be returned until the end of the school day. Students will not be released from class to answer cell phones. The school is not responsible for lost or stolen cell phones/pagers or other electronic devices.

## Smoking, E-Cigs, Vapes and Chewing Tobacco

R.C.W. 28A.210.310. It is against state law for any student under the age of 21 to smoke or be in possession of tobacco products. If apprehended by police, they will receive a ticket for a minimum of \$95.00. Therefore, the District implements the following policy in support of legal regulations and to protect the health and welfare of all students: Smoking and/or the possession or use of tobacco products, including smokeless tobacco and electronic cigarettes (vapes), within school buildings, on school property (including vehicles) and at school-sponsored events is prohibited and will result in disciplinary action.

## Academic Integrity

Cheating includes but is not necessarily limited to:

- Cheat sheet during quiz/test
- Copying during quiz/test
- Copying of assignments
- Copying/pasting from other sources (blatant plagiarism)
- Lack of citations for quotations or paraphrases
- Turning in another student's work as your own
- Turning in your own work again in another class
- Collusion: Giving or sharing your work resulting in that work being used by another student

**\* Plagiarism is copying another's work and submitting it as if it were the original work of the student.**

(If you have any questions, check with your teacher prior to completion of the assignment).

Plagiarism will include classroom consequences, a referral in the student file and possible school discipline.

## Internet Code of Conduct/Acceptable Use Policy

Use of the Internet and all technological devices by students and staff of Olympia School District shall be in support of education and research that is consistent with the District's Strategic Plan. Internet use is limited to those people who have been issued district-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and the Internet Code of Conduct as outlined in the Student's Rights and Responsibilities Handbook. Students will not engage in any form of Harassment, Intimidation or Bullying (HIB) while using any school internet, school platform or school technology device (see Policy 3207). Students will ensure that all user names, photos and any visual or written material posted is school appropriate and does not cause a disruption of the educational process (see Policy 3241). Failure to do so will result in disciplinary action.

**The District reserves the right to remove a user's INTERNET account if it is determined that the student is engaged in unauthorized activity or is violating the code of conduct.**

## Food and Drink

No Food/ Drink (with the exception of water) will be allowed in classroom areas, unless there is a documented medical need.