

Student Handbook & Planner

2009-2010

Principal: Lisa Hechtman

Assistant Principals: Heidi Fedore and Jeff McGowan

Counselors: Kristen Doyle, Diane Hogle, Beth Kuehn

Activity Director: Allison Maners Registrar: Stacey Slyke

Athletic Director: Kevin Rohrich Receptionist: Michele Donah

ASB Bookkeeper: Barbara deKruyf Attendance: Donna Reier/Patti Hanan

Librarian: Kathy Linderman

Career Specialist: Karen Edgar/Joanna Staikos

Administration:	837-7709	Counselors:	837-7887
Attendance:	837-7779	ASB Bookkeeper:	837-7774
Athletics:	837-7718	Activities:	837-7742
Fax:	837-7705		
Website:	www.shs.issaquah.wednet.edu		



Skyline High School

1122 228th Avenue SE
Sammamish, WA 98075

*Exceptional teachers preparing Exceptional students
for an Exceptional future!*

This Student Handbook belongs to:

Name: _____

Address: _____

City: _____ Telephone: _____

SKYLINE STUDENT CO-CURRICULAR ACTIVITIES

The ASB is responsible for planning school-wide activities and supervising ASB funds. It meets weekly during the Leadership for Officers class and is composed of elected ASB officers, appointed ASB officers, and elected class presidents. Elections and appointments are held in the spring. In order to hold an ASB leadership position, students must purchase an ASB card, have a cumulative 2.5 GPA, no failing grades, and agree to the oath of office governed by the constitution.

ASB EXECUTIVE BOARD

President:	Tara Northey	Treasurer:	Adam Albaum
Vice-President:	Mallory Hutchings	Director of Student Activities:	RJ Lytle
Secretary:	Abby Reinertsen	Director of Communications:	Emily Matson

ASB BOARD

Director of Assemblies:	Zach Oseran	Director of Spirit:	Jake Heaps, Michael Hite, Anna Morgan,
Assembly Assist:	Jamie Barril	Director of Technology:	Darik Alexander
Director of Athletics:	Kayli Kohlrus	Event of the Month Director:	Emily Baldwin
Athletic Liaison:	Alexandra Hild	Fine Arts Liaison:	Emily Anderson
Cheer Liaison:	Kelsey Kuberski	Link Crew President:	Kelly Butler
Director of Comm. Serv.:	Carlie Ross	DECA President:	Michelle Aanenson, Lauren Richards
Community Liaison:	Kacy Cunningham, Ben Siu	Interhigh & IDSC Liaison:	Tait Stephens
Director of Comm. School:	Kayten Porter		
Director of Dance:	Ashley McLaughlin, Brittney Walker		
Director of Diversity:	Alexis Anderson		
Director of Elections:	Haylie Corbett, Isabela Coveli		
Director of Environment:	Alli Wilson		
Director of Fundraising:	Connor Brandt, Meighan Hawks, Kalla Kline		
Director of New Students:	Heidi Fielden, McKenzie Morrison, Haley Oswald		
Director of Recognition:	Kelly Freeman, Aly Rayfield, Natalie Stromgren		

CLASS COUNCIL OFFICERS

	<u>Seniors</u>	<u>Juniors</u>	<u>Sophomores</u>
President:	Tara Northey	Dennis Stamper	TBA
Vice President:	Mallory Hutchings	Laura Cindric	TBA
Secretary:	Abbey Reinertsen	Annemarie Chidiac	TBA
Treasurer:	Adam Albaum	TBA	TBA

Class Councils, one for each grade level, are established each year for planning class activities and fundraising. Elections for all grades are held each spring. Students may not hold more than one major office in student government simultaneously and/or related activities. Requirements for office follow those for ASB leaders.

ASB ACTIVITIES AND ORGANIZATIONS

Skyline provides a host of activities that students are encouraged to join. Some of the activities include:

<u>Organization</u>	<u>Advisor</u>	<u>Organization</u>	<u>Advisor</u>
Acting Up!	J. Henderson	Film Literacy Club	E. Bacon
Amnesty International	K. Eide	Food Club-S.N.A	E. Bacon
ASB	A. Maners	French Club	P. Cearley
Astronomical Society	S. Gillespie	Jazz Band & SHS Band	D. Pitt
Biology Club	G. Von Bargaen	Journalism	M. Frindell
Cheer Staff	S. Lemeshko, K. Johansen	JSA (Debate Club)	S. Slyke
Chemistry Club	A. Ko	Key Club	R. Fowler
Chess Club	S. Vernon/ B. Hansen	Link Crew	R. Rosemont
			G. Von Bargaen
		Math Club	H. Shim
Club Med	C. Reed	National Honor Society	J. Staikos
Class Council-Senior	J. Henderson, J. Tushar	Natural Helpers	B. Kuehn
Class Prom- Senior	J. Henderson, J. Tushar	Olympians	K. Eide
Class Council-Juniors	T. Buehler	Philosophers Club	C. Heldt
Class Council-Soph.	S. Lemeshko	Photography Club	L. Harold
Computer Gaming Club	L. Harold	Physics Club	R. Fowler
Dance Committee	J. Speyer	SHS /Symphony Orchestra	D. Longman
Dance Team	M. Halvorson	Sports Med Club	C. Reed
DECA	S. Lemeshko, B. Sherman	Traffic Court	J. McGowan
Diversity Club	S. Martin	Vocal Jazz	N. Ziebart
Fashion Club	J. Speyer - Co advisor TBA	X-Box & Anime Club	Dr. Vernon
FCCLA	T. Buehler	Yearbook	L. Harold

KINGCO SPORTS: 17 sports are offered and listed below with their head coaches.

<u>Fall:</u>		<u>Winter:</u>		<u>Spring:</u>	
Cross Country:	Brendan Hyland	Basketball Boys:	J Jay Davis	Soccer:	Don Braman
Football:	Mat Taylor	Girls:	Greg Bruns	Fastpitch:	Duane Witter
Volleyball:	Mark Peterson	Wrestling:	Gus Kiss	Track:	Dawn Geiser
Swim/Dive:	Susan Simpkins	Gymnastics:	Debbie Gliner		Nick Lombardo
Soccer:	Don Braman	Swim/Dive:	Susan Simpkins	Tennis:	Bettina Gehle
Golf:	Mike Fleming			Baseball:	Chris Tamminen
Tennis:	Bettina Gehle			Golf:	Betsy Gaines

CO-CURRICULAR PARTICIPATION

Those students who participate in our activities and athletics are representatives of our school. As representatives, students are held to high expectations and standards. We expect ALL students to demonstrate excellent sportsmanship and to be positive role models at ALL times. To be eligible for the co-curricular program, students must purchase an ASB card, clear their fines, maintain passing grades, earn credit in all classes, and maintain a minimum 2.0 GPA unless otherwise stated by school constitution, policy or handbook. Students are expected to be in attendance all six periods on the day of a practice or event in order to participate in co-curricular activities that afternoon or evening. This expectation applies to all co-curricular activities and events. Participation may be denied for failure to comply.

ASB CARDS

Students are expected to carry their ID/ASB card at all times during the school day or when attending a SHS event. Students must purchase an ASB card to be eligible for ANY co-curricular SHS activity sanctioned by the ASB. Students can save in many ways with an ASB card, which costs \$50, and is purchased during Spartan Days. It provides for free admittance to all home athletic events and discounts for plays, music performances, dances, away games, etc. Generally, the cost of the activities covered by the student card is easily twice the price of the card. Most student activities such as newspaper, dances, assemblies, special events, etc., are financed by the ASB fund. The greatest single source of revenue for this fund is provided by the sale of ASB cards.

ATHLETIC ELIGIBILITY

Skyline is a member of the KingCo Conference. In order to participate in any sport or organized activity program, you must have: (1) cleared ALL fines and outstanding charges and obligations; (2) purchased an ASB card (\$50); (3) paid the participation fee (\$85 per sport per season – max. \$170 per school year); (4) returned all previously issued sports equipment/uniforms or paid for them; (5) completed a physical examination and submitted the medical emergency and WIAA forms to the Athletic Director by the deadline; (6) signed an agreement to abide by the ISD Athletic Code of Conduct, and (7) passed all classes of the previous term with a 2.0 GPA. Any NC and/or U grades will be factored into the GPA computations as an F in that subject. Students not meeting the 2.0 GPA WILL be placed on academic probation for the first three weeks of contests. Students who meet the 2.0 GPA criteria but who do not pass all classes will be put on two weeks probation. During probation an athlete may practice with the team but not participate in contests. Probation weeks will include any break during which a team is competing. At the end of the probation period grades in all classes will be checked. If an athlete is passing all classes at this time with a 2.0 GPA s/he will be off probation. If the grades are still deficient the student will be placed on a second two-week probation. If a student completes a third probation without rectifying the situation s/he is ineligible for the rest of the season. In order to maintain athletic eligibility during the current semester, a student shall maintain passing grades in all subjects with a minimum 2.0 GPA. Students who are not passing all classes or fall below the required 2.0 GPA during the season will be placed on academic probation for two weeks of contests. All athletes must sign for a Student Athletic Handbook confirming their understanding of the rules and regulations governing their participation.

GENERAL INFORMATION

Skyline High School, *Home of the Spartans*, features a large, attractive campus, located on the Sammamish Plateau with gorgeous views. Our school is a source of pride for our students, community, alumni, and staff. With the incredible scenic beauty surrounding our school, we must strive to maintain an attractive and clean campus by treating it with respect. Put your garbage in the identified cans, eat and drink in the Commons or outside only, and always leave an area better than you found it.

SKYLINE MISSION STATEMENT

The Skyline High School learning community expects the highest level of academic and personal achievement from every individual. In a challenging and stimulating environment we support students as they assume responsibility for their success. **Communication:** At Skyline we encourage students, staff and parents to communicate with one another. There is a communication process on the Skyline home page with suggested steps for communicating and what to do if communication breaks down. The progressive steps are intended as a helpful guide only; not a rigid formula.

STUDENT RESPONSIBILITIES: I will:

- come to school promptly and prepared for learning.
- take responsibility for my actions and accept any consequences for such.
- be courteous and respectful to everyone so that everyone feels capable and connected.
- behave in such a way that it does not disrupt the learning of others.
- respect public and personal property such that a positive and safe learning environment is created.
- know and obey school and district rules and follow directions and requests of school personnel.

COUNSELING SERVICES

Three counselors are available to assist students with concerns of an academic or personal nature. Students may request to see their counselor by making an appointment before or after school, during lunch or between classes with the counseling secretary. Counselors are responsible for the following students whose last name begins with the corresponding letters: **Diane Hogle: A-G; Beth Kuehn: H-O; Kristen Doyle: P-Z**

CHANGING CLASSES

Parent permission is required to change academic courses. Class changes are not permitted after the first day of each semester unless one of the following is apparent: (a) student is misplaced academically; (b) student has health/physical reasons; or (c) for disciplinary reasons. If one of these exceptions apply, a conference with parent, student, teacher and counselor may be required. Students are expected to remain in year-long classes they have been scheduled into.

DROPPING CLASSES

Dropping is defined as a student electing to remove a class from their schedule. A parent signature is required to drop a class. All classes dropped after the first day of the semester will be replaced with a TA position. Courses dropped after the fourth week of any given semester will be marked with a failing "F" grade. F grades are calculated into a student's cumulative GPA.

GRADING

The school year is divided into two semesters, each of which is divided into two nine-week periods. Grades are issued at the end of each semester. Grades are updated 8 times during the school year and can be viewed online through Family Access. The specific timeline for updates can be accessed via the district website. The first report at the end of the quarter, (the first nine weeks), is considered a progress report. The second period ends with an examination. The grade for the semester becomes part of the student's permanent record. The following grading scale is used:

A- Excellent B- Above average C- Average D- Below average F- Failing I- Incomplete
S- Satisfactory U- Unsatisfactory NC No Credit

GRADUATION REQUIREMENTS

Subject Area	# of Semesters Required	Credits
Language Arts	8	4.0
Social Studies	6	3.0
Mathematics	4	2.0
Science	4	2.0
Health	1	0.5
Physical Ed*	4	2.0
Fine/Applied Arts	2	1.0
Occup Ed**	4	2.0
Software Tech	1	0.5
Electives	Varies	Varies
Total:	44	22

******Notes:** One semester of passing work provides 0.5 credits. The minimum number of credits required for graduation is 22; however, students typically earn 24 credits during four years of high school, especially those who are preparing for university studies. They are expected to carry a full program of studies each semester unless a modified schedule is approved in advance. Schedule changes are difficult because of class sizes and offerings. Students are expected to remain in year-long classes for the entire year.

*1.5 PE credits for the class of 2008 and beyond

** .5 of 2.0 must be Technology credit for 2009 and beyond

RECOMMENDED CREDITS FOR COLLEGE-BOUND STUDENTS

Subject Area	Minimum	Recommended
Language Arts	4.0	4.0
Social Studies	3.0	3.0
Mathematics	3.0	4.0
Lab Science	2.0	3.0
Foreign Language	2.0	3.0

Core courses, academic achievement, and college entrance examination scores are the primary factors considered in four-year college and university admissions.

LIBRARY

Library hours are 7:10 a.m. to 3:30 p.m. M,T,Th, & F and from 9:20 a.m. to 3:30 p.m. on Wednesdays. Students are welcome to use the library on a drop-in basis before and after school and during lunches. During class time a pass from a staff member is required even if the student is a TA. The circulation period for books is three weeks, and items may be renewed. Overdue books result in a daily fine, and students with large fines may lose checkout privileges. There are 28 computers available for students to use.

TEXTBOOKS

Textbooks are very expensive and are loaned, not given, to students. Students must put a cover on each book upon receipt and will be held responsible for books that are lost, stolen, destroyed, or damaged. Textbook charges must be paid before report cards, diplomas, transcripts, or registration materials are processed.

MESSAGES

Messages that are of an emergency nature may be sent to students through the Main Office. Other items are considered a disturbance to instruction and will NOT be delivered. Please make prior arrangements as classes will not be disrupted to notify students. Mylar balloons are not allowed at school.

PERSONAL CONDUCT

Students are expected to act within the boundaries of good taste while on campus or on the school buses. Prolonged embracing, kissing and/or other forms of personal displays of affection (PDAs) are not acceptable at school. Students will be warned of unacceptable behavior when noticed by a staff member or administrator. Continued demonstration of this type of behavior will be considered defiance of authority and will be referred to an administrator for disciplinary action.

DRESS CODE

Appropriate clothing contributes to a positive and quality environment at school, thus student clothing must be appropriate for an academic atmosphere. If a student's appearance is considered disruptive or inappropriate by the staff or administrator, the student will be asked to change, which could include being sent home to secure clothing or following the discipline for disruptive conduct (see Discipline #8). Clothing should allow one to move comfortably, but should not be too short, too tight or too saggy. Students are asked to wear clothes that COMPLETELY cover undergarments (bras, bra straps, boxer shorts, thong underwear, underwear, etc.). Clothing should be modest, thus will need to cover midribs, cleavage, and any underwear regardless of the action of the student. As examples, tube tops, one-shouldered tank-tops, spaghetti straps, or excessively baggy pants without a belt are not appropriate. The reasonable standard for length of skirts, dresses, and shorts (including the slits in skirts) is that they be no shorter than the student's hands when arms and hands are extended down their sides. Appropriate footwear must be worn at all times and does not include slippers. Clothing sporting logos, symbols, scenes of, or advertisements for tobacco, drugs, alcohol, gangs or other illegal activities which may include, but are not limited to, intimidation, harassment, sexual innuendo, vulgarity, and obscenities is prohibited.

MEDICATION

High school students may be allowed to carry and self administer over-the-counter and prescription medication when authorized by parent and licensed health care professional (using ISD form # 3416F2) and approved by the school nurse and principal. All medication requests are valid for one school year. All medications to be carried and self administered by the student must be:

- In the original container, labeled with the student's name, name of medication, dosage, mode of administration and name of health care provider (for prescription medication).
- Not more than 1 daily dose in the original container.

VISITORS

Non-SHS students are not allowed on campus unless they have an appointment with a staff member. All visitors must check in at the Main Office. As part of their schedule, students who are assigned off campus, have a waiver, are home schooled or have a reduced schedule are expected not to be on campus during those hours.

LOST ITEMS

The school will not be responsible for any personal property that is lost at SHS or any other school or left on school buses. We therefore urge all students to leave valuable possessions at home. A lost and found storage area is located in the Main Office. This area is cleaned out as needed, and after adequate notice is given to the student body, the abandoned clothing will be donated to local organizations dealing with those in need.

PARKING

The school district provides bus transportation, which students are encouraged to use. Parking in the school parking lot is a privilege, not a right. All students must first purchase an ASB card (\$50) to be eligible for student parking. The cost of a parking permit is \$55 per semester. All student-parking on campus is limited to one parking space per household, with the exception of multiple senior families. Parking permits may not be re-sold.

Parking permits grant students the privilege to park on campus during the school day in the *student parking lot* (consisting of the upper, lower, tennis court, and gravel lots), but does not provide an assigned spot. **Parking is first come-first served for those who have parking privileges.** All cars must be registered and students and parents must have completed a parking policy form. If students obtain another car during the semester, they must notify the ASB Bookkeeper so that the appropriate documentation can be changed. **The parking permit must be in clear view; if it is not clearly visible, the car will be towed regardless of its registered status.**

There will be severe consequences, such as but not limited to ticketing, towing at the owners expense, and/or loss of parking privileges, for students found in violation of the rules set by the ASB. No refunds will be given. Priority for parking will be given to Seniors. If any spots remain, they will be assigned, based on lottery, to qualified Juniors. No parking spots will be held for students outside of Skyline's attendance area or for those that register late for school.

If students desire parking privileges, they agree not to allow contraband in their automobiles. They agree that their vehicles are subject to search by school officials if the officials develop individualized suspicion that student(s) are or have been violating a law or student conduct rule. Students and their families understand the parking lots will be subject to periodic patrols by drug-sniffing dogs at times when students are not in the vicinity of the dogs. Students agree that if a drug-sniffing dog "hits" on their vehicle while it is parked on school premises, school officials will have authority to search the vehicle. If students refuse to allow searches of vehicles by school officials in such circumstances, such students will lose their parking privileges and must understand that the District will presume that the dogs have accurately discovered contraband in determining whether student disciplinary action is warranted. Board Policy 3230

For those who drive to school, the following policies are necessary in order to fulfill fire regulations, assure parking space for visitors and for faculty whose assignments take them off campus during the day, maintain unobstructed bus lanes, and to provide for the safety of all. Students may not park in the following areas: visitor and faculty spaces; the bus loading zone/fire lane, or any yellow zone; along driveways in the parking lot or in designated handicapped spots unless the student has a special permit. Entrance, exit and directional markings are to be followed. The speed limit on campus is **10 MPH**. Students are required to obey all Washington traffic laws; failure to do so will result in denial of the privilege of bringing a vehicle on campus. Students may NOT loiter nor sit in cars to socialize at any time. School officials will not assist students in gaining access to their car or in its maintenance. At the end of the school day, drivers must wait for all buses to exit first.

STUDENT RIGHTS AND RESPONSIBILITIES

Creating a Safe & Positive Environment

The Issaquah School District continually strives to maintain a learning environment where all students, staff and members of our community feel free from any inhibitors to doing their very best. Further, the District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality education, and to the development of youth as thoughtful participants in our democracy. There is no place at Skyline High School for anyone who promotes uncivil conduct, discrimination, tolerates its observed occurrence, or provides an environment in which uncivil or discriminatory actions are ignored. Students and staff with varied backgrounds, combined with sound educational opportunities, will promote a real appreciation for people's differences and similarities.

It is the policy of ISD that there be no discrimination against any student. In keeping with that policy, the District will not tolerate harassment of or by any of its employees, students, volunteers or parents. Harassment, intimidation or bullying is a violation of the District's rules of conduct for the work place and/or educational setting.

Examples of sexual harassment include but are not limited to: invitations for dates which do not stop when the response is negative; uninvited and deliberate touching or feigned accidental brushing against a person's body; feigned friendly pats, squeezes, pinches or other forms of physical contact; standing too close, cornering or stalking a person; using derogatory sexual terms for a person; uninvited letters, phone calls or gifts; teasing with sexually explicit or suggestive materials in the work place, including "pin-ups" or sexually degrading cartoons posted in the school site; uninvited sexually suggestive looks, constant leering or ogling, or gestures; uninvited sexual teasing, remarks or questions regarding an individual's personal life, which have no relationship to the school environment; and demands for sexual favors in return for hiring, promotion, tenure or grades or other employment or education achievement.

Examples of harassment, intimidation, or bullying include but are not limited to: graffiti, pictures or photographs offensively or negatively depicting race, color, sex, creed, religion, sexual orientation, ancestry, national origin, grade level, physical/ personality traits or style, physical, sensory or mental disabilities or any other category protected by law; disparaging remarks about or use of demeaning, offensive, negative terms related to any category protected by law; deliberate and unwelcome touching, cornering, stalking, pinching or pulling clothing; offensive jokes or teasing related to any category protected by law; and hazing, pranks, or other intimidating behavior directed toward an individual because of an individual's category protected by law. Examples of uncivil conduct include but are not limited to: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others; raising one's voice at another individual; using personal epithets; gesturing in a manner that puts another in fear for his/her personal safety; physically blocking an individual's exit from or entry to a room; remaining in a classroom after a teacher or administrator in authority has directed one to leave; or other similar disruptive conduct. It does not include the expression of controversial or differing viewpoints that may be offensive to some as long as the ideas are presented respectfully and appropriately and does not disrupt the educational process.

Any student who feels that s/he has been subjected to harassment or uncivil conduct by another student, district staff member, parent or volunteer has an obligation to report the action promptly, without fear of reprisal, to one of the following: teacher, counselor or building administrator. Any student who is found to harass shall be subject to disciplinary action according to rule #1 under Student Discipline Sanctions for Rule Violations. A complete copy of the District's Policies #3205, 3213, 3214, 5013 and 5014 are available from the District Office or any school.

Students may not behave in such a manner that is disruptive to the educational process or that is unsafe for other students, staff and/or self. Any student, who willfully performs any act detrimental to the orderly operation of a school-sponsored activity or any other aspect of the educational process within the ISD, shall be subject to discipline, suspension or expulsion. A progressive discipline approach attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offenses have occurred throughout a student's time in high school. Students who violate a rule the first time face disciplinary action commensurate to the violation and a first occurrence, and second violations result in stronger actions, with repeated violations resulting in more severe consequences. At each step, the intent is to assist the student in identifying the problem, understanding what changed behavior is necessary, and encouraging the student to accept responsibility for his/her actions. Every case is considered on its individual merits. A complete copy of policy #3300 which has definitions of disciplinary terms, including expulsion, emergency expulsion, suspension, emergency removal, and discipline may be obtained from the District Administration Office or from any school or www.issaquah.wednet.edu. Further information regarding state law can be obtained via internet on these websites: www.k12.wa.us; www.leg.wa.gov/rcw/ (look for RCW 28A), and www.leg.wa.gov/wac/ (look for chapter 180.200-320).

STUDENT DISCIPLINE POLICY

Students, parents, and school personnel are jointly responsible for expecting and demonstrating behavior that ensures a safe, orderly and healthy environment for all persons at all times. Students may not behave in a manner that is disruptive to the educational process or that is unsafe for other students, staff, and/or self.

A progressive discipline approach attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offense or accumulated offenses has occurred. Students who violate a rule the first time face disciplinary action commensurate to the violation and a first occurrence. Second violations will result in stronger disciplinary action. Repeated violations may result in severe disciplinary action or suspension. At each intervention step, the intent is to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging the student to accept accountability for his/her actions. Every case is considered on its individual merit. The goal of the progressive discipline approach at school is to encourage students to:

- Correct inappropriate or unacceptable behavior
- Develop a better understanding of the problem and the need for behavior change
- Accept responsibility for their action
- Provide an opportunity to demonstrate improvement and personal growth

Students are expected to comply with all school board policies, state laws and the district's established bus policies. The transportation department imposes discipline, which may result in loss of riding privileges. Law enforcement agencies will be contacted as appropriate. In cases of destruction or theft of school district property, grades, transcripts and diplomas will be withheld until restitution is made through student labor and/or payment.

DEFINITIONS:

School District Property:

*School grounds - All the property of Issaquah School District and Skyline High School (i.e., campus, parking areas, stadium complex, and other district property) at any time before, during, or after school and at any time when the school is being used by any school group.

*Campus - The instructional areas of Skyline High School (excluding parking areas and stadium complex).

Restitution: The act of making good or compensating for loss or damage.

The damaged or stolen item is replaced or fixed.

Confiscation: The act of taking away items that are inappropriate for school (i.e. tobacco, radios, knives, noise makers, etc.).

Discipline: Action taken to correct inappropriate behavior and clarify expected appropriate behavior.

Removal from Class: The student is removed from one or more classes for a specified length of time but remains at school during these periods or receives other appropriate disciplinary action. If a student is removed from class, she/he must report to an administrator immediately. The teacher must have first attempted other methods of controlling or changing the inappropriate behavior. The teacher is responsible for telephoning the parent and recording the date of contact for future reference.

DEFINITIONS OF DISCIPLINE OPTIONS:

Students are expected to comply with all school board policies, state laws, and the district's established bus policies. The transportation department imposes discipline which may result in loss of riding privilege. In case of short-term or long-term suspensions, parents will be notified by telephone and by letter. During such suspensions, students cannot be on any school district property or attend any school events. Suspensions are assigned in units of 24 hour days. Depending on the circumstances of the infraction and the discipline imposed, a suspension may begin immediately during the school day, after school, or the following morning. In order to minimize absence from school, in-house suspension may be used as an alternative to short term suspension. Parents will be notified by letter. The disciplinary actions listed below will be applied with the discretion and professional judgment of an administrator.

- **Detention**: Up to 1 hour as assigned starting immediately after school in the attendance office; monitored study hall.
- **Work Detail**: (WD) as assigned during lunch or after school; monitored by an administrator and/or designee.
- **Saturday School**: 9:00 to 12:00 on Saturdays; monitored study hall; may include campus clean-up. Failure to serve Saturday School may result in a 2-day Short Term Suspension.
- *Although not listed under each discipline rule, Saturday School will be an option when available.
- **Short-Term Suspension**: (STS) The removal of a student from one or more classes for a period of 1-10 school days. Missed school work is available upon request.
- **Long-Term Suspension**: (LTS) The removal of a student from one or more classes for a period of 11 - 90 days. Missed school work is NOT available for Long Term Suspension.
- **Emergency Expulsion**: The removal of a student from school for an indefinite period of time. An emergency expulsion may be necessary if a student poses danger to self or others.

DUE PROCESS: No student shall be deprived of the right to an equal educational opportunity without due process. Essentially, due process means fair treatment. Procedures have been established to guarantee that punishment that denies access to educational opportunity is administered in accordance with these principles. The procedures are designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts.

STUDENTS RIGHTS AND RESPONSIBILITIES:

Students are entitled to the rights of all people as set forth in the Constitution and laws of the United States; the Constitution and laws of the state of Washington; the law regarding equal education opportunity; First Amendment Rights to freedom of press, speech, peaceable assembly and petition; and the right to be secure in their pursuit of an education while in the custody of the school district. These rights are subject to the school district's authority to make reasonable rules and regulations to maintain the educational process. A complete copy of the policy #3200 may be obtained at any school.

SEARCH AND SEIZURE:

School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not allowed to bring these items to school or any school-sponsored function.

- a. **Authority to Conduct a Search** – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have a reasonable suspicion that a particular student is in possession of something prohibited by the law or school rules.
- b. **General Inspection** -- School authorities may make general inspections of lockers or desks for the purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses unless reasonable particularized suspicion exists.
- c. **Locker/Desk/Storage Area Inspections** – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance and search. If, as a result of such a general search, a building administrator or designee develops reasonable suspicion that a container in a student locker or desk may contain evidence of student misconduct, the administrator may search the container.

RULES OF CONDUCT:

Unless specified differently in a particular rule, the following rules of conduct shall be in effect under the following circumstances: on the school grounds immediately before, during and immediately after school hours; near the school grounds immediately before, during and immediately after school hours; at any time when a school is being used by any school group; off the school grounds at a school activity, function or event; or anywhere and anytime a student's conduct has a real and substantial relationship to the lawful maintenance and operation of the district. Students engaging in such conduct, or attempting to engage in such conduct, are subject to corrective action or punishment. Accordingly students may lose the privilege of participating in school-sponsored activities including graduation ceremonies for disciplinary reasons.

Law enforcement agencies shall be contacted in violations of assault; possession, use or transmitting alcohol or other drugs not prescribed for the individual; arson; possession of a dangerous weapon or weapon facsimile; reporting false alarms; trespassing; abuse and theft as appropriate; and of other criminal activities. The Department of Social and Health Services, Children's Protective Services, may be contacted in cases of abuse or assault. If the victim is 18 or older and developmentally disabled, Adult Protective Services may be called.

Student discipline, suspension, and/or expulsion will be administered in such a manner as to take into consideration the nature, severity, and circumstances of the violation, the individual circumstances of the student, and prior or other forms of corrective action or punishment which may have been imposed. A complete copy of Policy #3300- Student Discipline and other related policies may be obtained at any school.

In case of short-term or long-term suspensions or expulsions, parents will be notified by telephone and/or by letter. Suspensions are assigned in units of 24-hour days. During such suspensions/expulsions, students **cannot be on any school district property or attend any school events**. Depending on the circumstances of the infraction and the discipline imposed, a suspension/expulsion may begin immediately during the school day, after school, or the following morning. In order to minimize absences from school and depending upon the infraction, in-house suspension/Saturday School may be used as an alternative to out of school suspension.

The Code of Conduct also pertains to students involved in Running Start and NEVAC during lunch and traveling between schools. Any action which removes a student from school for more than one day will comprise a "disciplinary action" and will be documented in the student's cumulative file. An Ad Hoc Committee of citizens, convened in accordance with WAC 392-400-245(2); and 260(2) has determined that Infractions indicated below by an asterisk are misconduct deemed exceptional and may result in immediate suspension or expulsion for a first-time offense.

A student, as a citizen of the United States and the State of Washington, is to obey all laws established by the jurisdictions. A student who violates these laws during school hours or at school sponsored events, or while utilizing school district transportation, shall be subject to corrective action or punishment by the school

1. *** Abusive Behavior, Lewd Conduct, Harassment and Sexual Harassment** – A student shall not engage in any lewd, indecent, or obscene act or expression. A student shall not possess, distribute or attempt to acquire pornographic material. A student shall not engage in harassment, hazing or name-calling. The use of slurs against any person on the basis of race, color, age, gender, sexual orientation, religious affiliation, or disability is prohibited (see Policy 3214 – Prohibition Against Harassment, Intimidation and Bullying and Policy 3213 – Sexual Harassment). Any student engaging in this behavior will be subject to discipline per the Issaquah School District policy.
2. ***Alcoholic Beverages, Narcotics and Stimulant Drugs** – A student shall not possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other drugs or substances capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment, other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and used at school in accordance with Policy 3416. Nor shall the student possess, use, sell or transmit paraphernalia associated with such drugs, alcohol, or chemical substances. Please note: Any student- who is participating in or will be participating in school athletics, cheer, dance or drill, in season, out of season or between seasons, will be immediately ineligible for interscholastic competition in the current interscholastic sports/activity program for the remainder of the season if they are found in violation of this rule (#2). This also pertains to attending and/or remaining at an event where it is reasonable known by those present that alcoholic beverages, drugs and/or chemical substances are being consumed. In this situation it is the responsibility of the student-athlete or student involved in the activities noted above to remove him/herself beyond all reasonable doubt and proximity, from the situation. An individual who makes a willful choice to remain at such an event is in violation of this rule and subject to athletic sanctions for violation of the drug and alcohol policy (Rule # 2) as outline in the Student Athletic Handbook 2007-2008 available online at Issaquah.wednet.edu

Alternative Consequences for Drug/Alcohol Violations

Alcohol and drug use is a considerable threat not only to those students who are under the influence, but also to those who are innocent bystanders. The Issaquah School District is committed to providing a drug-free environment for all students and maintains zero tolerance for students who violate the School District Policy concerning drugs and alcohol. The consequence for a first offense of the ISD Drug/Alcohol Policy is emergency expulsion, followed by a 90 day suspension from school, if recommended. A second offense may result in the student's Permanent Expulsion from the school.

In an attempt to identify a student's drug or alcohol dependency or abuse and support those students in attaining follow-up care or education, Skyline High School offers an alternative to a lengthy suspension. Listed are the expectations and steps a student must follow in converting an emergency expulsion to a long or short-term suspension. 1.) Choose a state certified assessing agency and sign appropriate release forms to. 2.) Enable the school to give the assessing agency information that would be useful in making an accurate assessment, and allow the assessing agency to share information regarding the student's assessment and ongoing progress with school personnel. 3.) Fully participate in a drug/alcohol assessment at the agency. 4.) Upon completion of these steps, the emergency expulsion will be converted to a suspension of not fewer than 10 days. 5.) Upon returning to school, the student will be expected to: Follow the recommendation as made by the assessing agency. 6.) The school will stay in close contact with the assessing agency to ensure the student is compliant with the recommendations that were made, and will assist the student in remaining drug/alcohol free. These expectations will be in effect until the completion of the long-term suspension (up to 90 days). If the student fails to comply with these expectations, the privilege of returning to school will be revoked and the student will be suspended for the remainder of the semester. Selling controlled substance: First offense- Emergency Expulsion; Long-term suspension; Police notified. Second offense- Emergency Expulsion

3. ***Arson** – A student shall not set fires on school property, at school sponsored events or activities, or on school transportation.

4. ***Assault, Threats, Extortion, Causing Physical Injury or Damage to School Property –**

A student shall not threaten injury, attempt to cause physical injury, behave in such a way as could reasonably be expected to cause physical injury or cause fear of physical injury, or inflict physical injury on or to any person. A student shall not threaten to damage or cause damage to school or other property. A student shall not extort, nor attempt to extort, anything of value.

Causing Physical Injury or Damage to School Property:

- First offense – Short-term suspension; Student released to parent/guardian
- Second offense – Emergency Expulsion; Long-term suspension; Student released to parent/guardian
- Third offense – Emergency Expulsion

Assault, Threats, Extortion

- First offense – Emergency Expulsion; Short-term suspension; Long-term suspension; Police and/or CPS notified; Psychological review; Student released to parent/guardian
- Second offense – Emergency Expulsion; Long-term suspension; Police and/or CPS notified; Psychological review; Student released to parent/guardian

5. ***Criminal Acts –**

A student, as a citizen or resident of the United States and the State of Washington, is to obey all laws established by these jurisdictions. A student who violates these laws during school hours or at school sponsored events shall be subject to corrective action or punishment by the school whether or not any action is taken by law enforcement agencies.

6. ***Dangerous Weapons, Instruments and Activities -**

A student shall not possess, transmit, or attempt to possess or transmit any object that can reasonably be considered a weapon nor engage in any activity that could reasonably be expected to endanger self or others. Bringing onto District property, causing to be brought onto district property, and the possession of firearms or facsimiles and fireworks are prohibited.

Weapons include but are not limited to: 1.) any firearm 2.) sling shot, sand club, Metal knuckles, knife, or spring blade knife or any knife the blade of which is automatically released by a spring mechanism, or any knife having a blade which opens 3.) any device commonly known as “nunchu-ka sticks” 4.) any device commonly known as “throwing stars” 5.) any air gun including any air pistol or air rifle 6.) any explosives or incendiary components. Possession of Firearms, including but not limited to: Any gun, including air pistols, air rifles, pellet, look-a-likes; any explosives or incendiary components which by themselves or in conjunction with other items can result in an explosion or fire.

Possession/Igniting of Fireworks; Possession/Spraying of Pepper Spray, Mace: First offense-Confiscation; Parent contact, Emergency Expulsion; Short-term Suspension; Long-term suspension; Police notified. Second offense - Emergency Expulsion; Long-term suspension; Police notified

Possession of Hazardous & Flammable Items: These items include laser pointers, aerosol hair spray, oil, gasoline, dry ice, smoke & stink bombs. First offense - Confiscation; Parent contact; Emergency Expulsion; Short-term suspension; Long-term suspension; Police notified. Second offense – Emergency Expulsion; Long-term suspension

Hazardous Use of Flammable Items:- Emergency Expulsion; Long-term suspension

IT IS UNLAWFUL for a person to carry weapons onto school premises, on school transportation, or any area used for school activities. Violations are cause for EXPULSION FROM THE STATE’S PUBLIC SCHOOLS. Any violation with a firearm shall result in a mandatory expulsion for a period of not less than one year in accordance with RCW 28A.600.010.

7. **Destruction or Theft of Property –**

A student shall not intentionally or with carelessness damage, misuse or steal school or private property. Where school property is damaged or stolen, the superintendent shall seek restitution from the student or his/her parents as permitted by law.

8. ***Disruptive Conduct, Dress or Appearance –**

A student shall not cause the disruption of any school operations. This includes but is not limited to the interfering with the conduct of any class or activity; inappropriate dress, the blocking of entrances, exits, or the normal flow of vehicular or pedestrian traffic; or the occupation of school buildings or grounds in order to deprive others of their use. Personal Displays of Affection (P. D. A.): Students are expected to act within the boundaries of good taste while on campus or on the school busses. Prolonged embracing, kissing and/other forms of personal displays of affection (PDA’S) are not acceptable at school. Students will be warned of unacceptable behavior when noticed by a staff member or administrator. Continued demonstration of this type of behavior will be considered defiance of authority and will be referred to an administrator for disciplinary action.

Dance Policy: The following rules and regulations are applicable to all school dances:

A. Freak Dancing will not be allowed nor is it an acceptable style of dancing. The definition of Freak Dancing is any or all dancing that is found to be "sexually suggestive in any way." Examples of this are, but not limited to:

- Any inappropriate backside dancing (ankle/knee grabbing, bending over more than 90 degrees, etc.)
- Inappropriate touching, fondling, excessive displays of affection.
- Removal of shirts, pants or necessary articles of clothing
- No on the floor dancing or lap dancing
- Nor front to front dancing with legs up or legs intertwined
- No violent, "mosh pit" style dancing

****Dance Chaperones** will be given the authority to ask students to stop if students are found to be dancing inappropriately.

B. Students who bring a guest to a school dance are required to have the appropriate dance pass completed, signed and returned to the ASB bookkeeper no later than two days prior to the dance. Dance passes are available in the attendance office. **Students may not bring a guest that is over 21.** If you or your guest is asked to leave a dance, both parties will be required to leave. Your parents will be called to come and pick you up if necessary.

C. Any student or guest that is dressed inappropriately will be asked to change or be removed from the dance. No refund will be given. For appropriate dress description, see Dress Standards.

D. Dance admission: **EVERYONE MUST HAVE PICTURE ID.** Current school ID, passport, or driver's license will be the only forms of picture ID accepted.

9. **Failure to Pursue Studies -**

A student is required to pursue a program of studies, which includes regular class attendance, coming prepared with materials required, participating in class activities, and completing assigned work.

10. ***False Alarms -**

A student shall not report false information regarding emergencies or misuse alarms or other emergency equipment.

11. **Forgery, Lying, Cheating, Plagiarism and Misuse of Documents -**

A student shall tell the truth, shall present oneself honestly and shall not forge any signature or make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of the school. A student shall not attempt to earn credit or receive a grade for coursework in a manner other than defined as acceptable by the teacher. Cheating/plagiarism include, but are not limited to, copying another's work to use as one's own or making an effort to distribute class assignments or test information without teacher permission to another student (written or verbal). A student shall not open or alter official school documents and private documents, either paper or electronic.

Academic Integrity/Honesty Policy:

Academic integrity speaks to a student's commitment and responsibility to pursue scholarship openly and honestly. It respects the concept that *learning* is the primary purpose of education, secondary to grades and credits. Academic Dishonesty is defined as any action or attended action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other student. A student shall not attempt to earn credit or receive a grade for coursework (tests, quizzes, assignments, discs, projects, essays) in a manner other than defined as acceptable by each instructor. Academic Integrity violations are tracked throughout a student's entire high school career (grades 9 – 12). Academic Integrity violations include, but are not limited to:

- **Plagiarizing** or submitting any part of another person's work as representing ones' own scholarship
- **Distribution/sharing of class assignments or test information** in either written or verbal form to another student without teacher permission
- **Unauthorized Collaboration** – working with others without the specific permission of the instructor on assignments that will be submitted for an individual's grade. This applies to in-class or take-home assignments/homework, projects, tests, or labs.
- **Collusion** – supporting the lack of integrity/honesty by another student, as in allowing one's work to be copied or submitted for assessment by another. Collusion also includes the use or sharing of identical or highly similar passages of one's own work, or the work of another, unless specifically authorized by the teacher.
- **Technology Malpractice** – any misuse or abuse of private or public technology in relation to grades or in acquiring an academic advantage, including infractions of the school technology user agreement, language translation websites, cell phone messaging or picture transmission.

Students will be required to sign an Academic Integrity/Honesty pledge that acknowledges understanding and commitment to honor this policy.

Consequences for Violation of Academic Integrity/Honesty:

The degree or level of violation of the academic integrity/honesty, including specific circumstances, will be weighed in each case. Depending upon the severity of the violation, consequences may be accelerated even for a first time offense.

- **Standard Consequence for 1st violation** is:
 - ✓ failing grade for the assignment/ test/project,
 - ✓ possible short-term suspension,
 - ✓ parent contact

- Standard Consequence for 2nd violation ranges from:
 - ✓ failing grade for the assignment/test/project
 - ✓ loss of credit for the entire course if the violation is within the same course and within the same grading period as the first violation
 - ✓ loss of credit with a failing grade and possible withdrawal from the course, including a reduction and possible rearrangement of the student's academic schedule
 - ✓ possible short-term suspension
 - ✓ parent contact
 - ✓ *Please note – if the course is a graduation requirement, the student will need to take responsibility to make up the course requirement on their own, i.e. summer school, correspondence course, etc. as approved by the student's school counselor.*
 - Standard Consequence for 3rd violation of integrity/honesty policy, regardless of the class or grading period, is:
 - ✓ Withdrawal from class with failing grade, including a reduction and possible rearrangement of the student's academic schedule
 - ✓ Possible short-term suspension
 - ✓ Parent contact
 - ✓ *Please note – if the course is a graduation requirement, the student will need to take responsibility to make up the course requirement on their own, i.e. summer school, correspondence course, etc. as approved by the student's school counselor.*
 - Non-Standard Consequences for violation of academic integrity/honesty, as determined by administrative investigation, may include:
 - ✓ Successful completion of Academic Integrity Tutorial
 - ✓ Re-do of assignment/test/project without opportunity for grade/credit
 - ✓ Short-term suspension (in-house or out-side of school)
 - ✓ Placement with a different teacher/course
12. **Loitering and Trespassing** - A student shall not linger in a parking lot or in other unauthorized areas during the school day. During the school day, a student shall not be on the grounds of a school other than the school of attendance without permission of school personnel. Guests of students must have administrative approval for being on campus.
 13. **Negligent Driving** - A student shall not drive in a manner which demonstrates disregard for the safety of others, oneself, or property.
 14. **Possession of or Use of Tobacco** - A student may not smoke or use any form of tobacco or a substance resembling tobacco, in school, on school grounds, or at school-sponsored activities.
 15. **Truancy, Tardy** - A student shall not be absent or tardy from classes without an approved excuse.
 16. ***Repeated Misconduct** - A student shall not repeatedly fail to comply with district policies or school rules or with directions of school personnel during any period of time when properly under the authority of school personnel. Teachers shall establish reasonable rules in their classrooms to assist them in providing a good environment for learning. Students are to follow these rules.
 17. **General Rule Violation, Insubordination, Disrespectful Conduct** - A student shall identify oneself when asked to do so by school personnel. A student is to comply with reasonable directions or requests of school personnel during any period of time the student is properly under the authority of the school personnel. A student will treat staff, students, parents, and visitors with respect.
 18. **Unauthorized Entry** - A student shall not enter or attempt to enter any school building or other unauthorized school property other than during regularly scheduled school activities.
 19. **Inappropriate Computer/Network Behavior** – A student shall not engage in any activity characterized as unethical (and unacceptable) as defined in Policy 2022 – Electronic Information Systems (Networks). Unacceptable use would include but is not limited to: Personal gain, commercial solicitation and compensation of any kind; liability or cost incurred by the District; downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from the Executive Director of Educational Technology or designee; support or opposition for ballot measures, candidates and any other political activity; hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools; unauthorized access to other district computers, networks and information systems; cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks; information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture); accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and attaching unauthorized equipment to the district network. Any such equipment will be confiscated and destroyed. A complete copy of the District's policy 2022 may be obtained at any school. Every student using a district computer is required to have a parent sign a Network Access Agreement and Release form.
 20. **Gangs** - The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected or participated in by a student shall not imply gang membership or affiliation with a gang.
 21. **Closed Campus/Lunch Release** - Skyline High School is a closed campus. Students who are 11th and 12th graders may leave campus during lunch ONLY if they have written parent permission on file in the attendance office. This privilege may be revoked by the school at any time due to behavior infractions. This rule also applies to NEVAC and Running Start students when at lunch and traveling between schools. 9th and 10th graders may not leave campus at any time.

22. **Cellular Phones and Electronic Equipment** – Cell phone or PDA's shall not disrupt the education process. Students are strongly discouraged from bringing CD or DVD players, video games, headphones, iPods, and/or any other electronic or entertainment devices to school. Students are not to use school telephones except in emergency situations. Students and their families are expected to plan carefully for the school day and communicate schedules with parents and work before school. Skyline High School is not responsible for the loss or damage of any of the above items. If any of the above items are stolen from a locker, classroom, backpack, or person, the incident should be reported to Security. Skyline High School Security is not responsible for the retrieval of any of the above items. Remember: cell phones, like other personal items brought by a student into the school zone, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by police.

Possible Consequences for Misbehavior/Exceptional Misconduct, 6-12
Series 3000: Students Procedures 3343P

An Ad Hoc Committee of citizens, convened in accordance with WAC 180-40-245(2); and 260(2) has determined that infractions indicated below by an asterisk are misconduct deemed exceptional and may result in immediate suspension or expulsion for a first-time offense.

INFRACTIONS	Corrective Actions	School Discipline	Short-term/ In-house Suspension	Long-term Suspension	Emergency Expulsion	Expulsion Recommend.
1. *Abusive behavior lewd conduct, harassment and sexual harassment	x	X	x	x	x	x
2. *Alcoholic beverages, narcotics and stimulant drugs				x	x	x
3. *Arson			x	x	x	x
4. *Assault, threats, extortion, causing physical injury or damage to school property		X	x	x	x	x
5. *Criminal acts	x	X	x	x	x	x
6. *Dangerous weapons, instruments & activities Firearms/facsimiles	x	X	x	x	x	x
7. Destruction or theft of property	x	X	x	x	x	x
8. *Disruptive conduct, inappropriate dress	x	X	x	x	x	x
9. Failure to pursue studies	x	X	x			
10. *False alarms			x	x	x	x
11. Forgery & lying, cheating, Plagiarism & misuse of documents	x	X	x	x		
12. Loitering and trespassing	x	X	x	x		
13. Negligent driving (high school)		X	x	x	x	x
14. Possession of or use of tobacco		X	x	x		
15. Truancy, tardy	x	X	x			
16. *Repeated misconduct			x	x	X	X
17. General rule violation, insubordination, disrespectful conduct		X	x	x		
18. Unauthorized entry	x	X	x	x	x	x
19. Inappropriate computer/ Network behavior	x	X	x	x	x	x
20. Gang activity	x	X	x	x	x	x

ATTENDANCE PROCEDURES

The Issaquah School District Board of Trustees believes that regular school attendance is essential to students of the district for mastery of the educational program. Regular attendance has a direct effect on the academic progress of all students and the development of good habits that will aid students as they move into the world beyond the district. Regular and consistent attendance results from a partnership between the district, school, parent/guardian and students-each with equal levels of responsibility. Students are considered truant if they leave the classroom without permission or for extended periods of time.

Excused and Unexcused Absences

Students are expected to attend all classes each day. Teachers shall keep an accurate record of absences and tardiness. Students are considered absent if they enter class after 15 minutes have elapsed. Students entering after the final bell of the passing period are considered tardy. Any student who leaves a class without permission prior to it ending is considered truant. A computerized message will contact households in the evening informing parents that their student(s) missed one or more periods that day. Remember, students participating in a co-curricular activity must be in attendance in all periods, as assigned, to be eligible for participation in the activity or event.

Excused Absences. The following are valid excuses for absences and tardiness: Participation in a school-approved activity with appropriate documentation and notification to teachers. a student's decision to miss a class to study for a test or complete an assignment is not appropriate. Absence due to requests made by the parent/guardian such as illness, health conditions, family emergencies, religious purposes, or educational opportunities. Absence resulting from sessions with counselors or disciplinary actions or short-term suspension.

Unexcused Absences (truancies). All absences that are not authorized by the principal, not excused from among the above reasons, or results of leaving school without checking out are unexcused absences. Failing to provide a note/[phone call from parent/guardian to verify an absence on the day of the student's return to school is also truancy. Students may not receive credit for a graded activity or assignment assigned or due during the time of absence nor must they be allowed to make up missed work.

Tardiness Students arriving late for school or class for any reason not described as an excused absence will be counted as unexcused tardy and subject to disciplinary action. Students arriving later than 15 minutes shall be counted as absent for the class and not tardy.

Verification. Excused absences must be verified by a telephone call of explanation by a parent, guardian, emancipated student or adult student by 7:00 a.m. of the day following the absence or by a signed note of explanation upon the student's arrival on campus. If the student does not clear an absence in that timeframe, it becomes an unexcused absence. Further, a detention notice for failing to clear an absence will be sent. If the student has an 18-year-old agreement, verification must be made by the student prior to 9 a.m. on the day of the absence. Otherwise, a parent will need to verify the absence.

**Absences should be documented at home on a personal calendar. A student shall be allowed one make up day for each day of absence. Failure to punctually complete missed assignments will result in the loss of credit for those assignments. Students should note that not all types of work can be made up (pop quizzes, guest speakers, graded class discussions, etc.). If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments whenever practical. If the student is unable to do his/her schoolwork, the student may be required to take an incomplete or withdraw from the class without penalty.

Procedures:

Upon returning to school from an absence, students must obtain an Admit Slip at the Main Office and present it to each teacher that day.

Prearranged absences may be secured through a form from the Main Office signed by the parent/guardian. Form must be returned to the Attendance Office one week prior to the absence. If the absence causes a serious adverse effect on the student's educational progress, the absence shall not be approved.

Students requesting a partial day absence must check out through the Main Office before departure. Contact with the parent/guardian will be necessary if a note from the parent/ guardian is not available. Leaving school without signing out will result in disciplinary action for truancy even if the parent/guardian calls the school or provides a note to excuse the absence at a later time.

1. Students who become ill at school must check out with the attendance office even if the health attendant speaks with a parent/guardian. Failure to do so could result in an unexcused absence and disciplinary action.
2. Procedures outlined in the BECCA Bill will be followed as unexcused absences occur. RCW28A.225.010.
3. Disciplinary action, in the form of after-school detention or Saturday School, will be assessed for all truancies.
4. Requests for homework to be gathered from teachers will be sent to the Main Office to be available by 3 p.m. when a student is expected to be absent for more than three days because of illness or disciplinary action. Homework will not be gathered for students missing school because of personal choice or truancy.

Class absence limit/loss of credit

1. When a student accumulates the equivalent loss of 11 instructional hours in any semester, excused or unexcused, in a given class, the student and parent/guardian will be notified that there has been a loss of credit. The student has the right to appeal and will remain in class during this time to allow for continued learning. School approved activities and disciplinary suspensions, which require a student to miss class, do not count as one of the 11 absences. Pre-arranged and all other absences, excused and unexcused, are included. If these 11 absences have been caused by long-term extenuating circumstances or an extended chronic health condition, the parent should contact an administrator.
2. If a student chooses to appeal, he/she must contact the Attendance Secretary and appear before the Attendance Appeals Committee to account for his/her absence and appeal for reinstatement of credit. This Committee will consider the appropriateness and circumstances of each absence and will notify the student of its decision within 3 days of the hearing. Committee decisions will not be reconsidered. Acceptable absences are those defined in district policy as excused. If credit is denied, a NC grade will be assigned if the student attends class, is productive, and earns a passing grade. Otherwise, an F is assigned. A NC grade is not factored into the GPA; however, an F is included. A student may be removed from class due to disruptive or nonproductive conduct. The student will then receive a modified schedule and an F on his/her transcript for the F's.

OTHER IMPORTANT INFORMATION**Compliance Officer/ Title IX/504:**

Nondiscrimination Policy: The Issaquah School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability in education programs, services, and activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and/or Section 504/ADA Coordinator.

Title IX/RCW 28A.640 Officer

Kathy Miyauchi
(425) 837-7061
565 NW Holly Street
Issaquah, WA 98027

Section 504/ADA Coordinator

Linda Corr
(425) 837-7046
565 NW Holly Street
Issaquah, WA 98027

Student Records

State law now requires that disciplinary records be included with permanent records when a student moves from one school to another. The Issaquah School District maintains student records as deemed necessary to meet educational needs. Skyline High School will include in the permanent file notification of disciplinary actions that result in the removal of a student from school attendance for more than one day.

Parents have the right to inspect all school records directly related to their student. "Parents" are defined as a child's natural or adoptive parents, a guardian, or a parent's designated representative. Students over the age of 18 are considered to be adults and may view their own records. School principals arrange with parents for review of a student's records. Copies will be furnished upon the request of parents or an eligible student. A fee will be charged to defray the cost of copying. Parents who have concerns regarding the accuracy or appropriateness of any information found in a student's record are encouraged to inform the principal of their concern. The principal will provide a meeting for the purpose of resolving the concern. If the parents' challenge is not resolved to their satisfaction within 30 days, the parents, upon written request, will be given the opportunity for a hearing before the Board of Directors or a committee thereof. Such hearing will not be released for commercial purposes.

Directory Information/Release of Student Information

The Issaquah School District cannot release student information to persons or organizations outside the district without the written consent of a parent, with the following exceptions:

- The school district will forward education records upon request to a school in which a student seeks enrollment;
- The school district will release directory information which includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities, sports, weight and height of members of athletic teams, attendance dates, diplomas, awards received, yearbook photos and most recent school attended;
- The school district may release photographs or videotapes of students taken in circumstances not generally considered harmful or an invasion of the privacy of the involved students. Information may be used for purposes such as school related fund-raising, publication of a student directory, parent organization mailing lists, school yearbooks and newspapers, commencement programs and publication of honor rolls, and other school information about students in the district publications or public media. Information will not be released for commercial purposes.

The Family Educational Rights and Privacy Act grants parents the right to restrict the release of information. If a written request is placed in a student's record, directory information, photographs and videotapes will not be released except in an extreme emergency to protect the student's health and safety. The student's name will not appear in the directory, school programs, yearbook, newspaper, or other public news media. Those families who have unlisted telephone numbers may request that only that part of the directory information not be released without prior consent. A complete copy of district policy #3600 may be obtained at any school.

Family Educational Rights and Privacy Act (FERPA).

The Family Educational Rights and Privacy Act affords parents and students over 18 years of age certain rights with respect to the student's education records, which are:

- The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the principal or appropriate school official a written request, identifying the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The right to request an amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may submit a written request to the principal, identifying the part of the record they wish to have amended, and the reasons why they believe the record is inaccurate or misleading. If the district decides not to amend the record, the parent or eligible student will be notified of the decision, of their right to a hearing, and of the hearing procedures to be followed. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is the disclosure to school officials with legitimate educational interests, such as: an administrator, supervisor, teacher, or support staff member, a school board member, law enforcement personnel; a person/company with whom the district has contracted to perform a service, such as: an attorney, auditor, medical consultant or therapist; or a parent/student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning any alleged failure by the district to comply with the requirements of FERPA at the following address: Family Policy Compliance Office U.S. Dept. of Education, 400 Maryland Ave. S.W., Washington, D.C., 20202-4605.

USING A WORKS CITED

The following examples are some of the most common in MLA formats, but you may use sources not included here. You should consult *MLA Handbook, sixth edition*, when you have questions. Copies are available in the library. Underlined portions of entries may be *italicized* instead, but you may not alternate between styles. When you are missing a piece of information, such as the author's name, begin with the first information you know.

A Book by a Single Author, Editor or Compiler

Author's last name, Author's first name. Title of Book. City where book was published: Publisher, date.

Clark, Kenneth. Subtraction: Addition's Tricky Friend. London: Thames, 1979.

If the person named on the title page is the editor or compiler, rather than the author, add a comma then the abbreviation "ed." or "comp." Carpenter, Allan, comp. Facts About the Cities. New York: Wilson, 1992.

Kreider, Jan F., ed. Handbook of Heating, Ventilation, and Air Conditioning. Boca Raton: CRC, 1993.

A Book with Two or Three Authors (List names in order they appear on title page. Only the first author's name should be reversed: Last Name, First Name. Use a comma between the authors' names when there are more than two. Place a period after the last author's name.) Smith, John and Marie Franklin. Reality! What a Concept. Seattle: McGraw-Hill, 2000.

An Article in a Reference Book

Author of Article (if given). "Article Title." Title of Book. Publishing information. City of Publication: Publisher, Year. Fagan, Jeffrey. "Gangs and Drugs." Encyclopedia of Drugs, Alcohol and Addictive Behavior. Ed. Rosalyn Carson DeWitt. 2nd ed. 4 vols. New York: Macmillan, 2001.

An Article from a Newspaper:

Author. "Title of Article." Name of Newspaper Date, edition: Page(s).

If the article is not on consecutive pages, write the first page number and a plus sign: B1+.

Daranciang, Nelson. "Sex Offender Web Site Debated." Honolulu Star-Bulletin 8 Apr. 2004, night final ed.: A3.

An Article from a Periodical:

Author. "Title of Article." Title of Periodical Date: Page(s).

Talcott, Richard. "Great Comets." Astronomy May 2004: 36-41.

Movies or Videorecordings

Title. Director, Producer, and/or Writer. Medium. Distributor, Year.

Monet: Legacy of Light. Writ., dir, and prod. Michael Gill. Videocassette. Home Vision, 1989.

Essay, Poem or Short Story in an Anthology

Author of Story. "Title of Story." Title of Book. Name of Editor. Edition (if given).

City of Publication: Publisher, Year. Page numbers.

Purcell, Arthur H. "Better Waste Management Strategies Are Needed to Avert a Garbage Crisis."

Garbage and Recycling: Opposing Viewpoints. Ed. Helen Cothran. San Diego: Greenhaven, 2003. 20-27.

Document from a Web Site:

Author. "Title of Web Page." Title of the Site. Editor. Date and/or Version Number. Name of Sponsoring Institution. Date of Access<URL>.

Sherman, Chris. "Everything You Ever Wanted to Know About URL." SearchEngineWatch. Ed. Danny Sullivan. 4 Sept. 2004 <<http://searchenginewatch.com/searchday/article.php/3398511>>.