

STUDENT HANDBOOK

2015-2016



Skyline High School
Home of the Spartans
1122 228th Avenue SE
Sammamish, WA 98075
www.shs.issaquah.wednet.edu
425.837.7700

Principal:

[Donna Hood](#)

Assistant Principals:

[Andy Brownson](#), [Sena Camarata](#), & [Julie Lee](#)

Counselors:

[Kristen Flemer](#), [Angela Menon](#), [Scott Paul](#), [Julie Strain](#), & [Lynsey Walker](#)

Activity Director: [Vanessa Tharp](#)

Registrar: [Stacey Slyke](#)

Athletic Director: [George Crowder](#)

Receptionist: [Michele Donah](#)

ASB Bookkeeper: [Cynthia Lorrain](#)

Librarian: [Elisabeth Bacon](#)

Attendance: [Jeanne Hartman](#)

Career Specialists: [Laura Sherman](#) & [Creslyn King](#)

Reception: 837-7700

Counselors: 837-7887

Attendance: 837-7779

ASB Bookkeeper: 837-7774

Athletics: 837-7737

Activities: 837-7742

College/Career Ctr: 837-7869 or 837-7898

WELCOME

On behalf of the Skyline High School staff, welcome you to the 2015-16 school year!

Our goal is to provide a safe and caring environment, where ALL students experience a positive learning environment. We strongly encourage you to pursue excellence in your academic studies, become actively engaged in the co-curricular programs that our school has to offer, and treat everyone at Skyline High School with respect and kindness.

This handbook includes our policies, procedures, and important information. Please refer to them when questions arise. You may also refer to the school website for updated contact information for staff, teacher websites, event dates, and more.

This booklet in no way covers or anticipates every matter that will occur during the year. It is a guide that may be applied to each situation to make educational decisions that best serve the students of Skyline High School. Whenever a revision would serve the best educational interests of the students, then that change will be made.

SKYLINE BELL SCHEDULE 2015-2016

A Lunch: Regular Schedule

Period	Begin	End	Minutes
1	7:25	8:24	59
2	8:29	9:27	58
3	9:32	10:30	58
Lunch	10:30	11:05	35*
4	11:10	12:09	59
5	12:14	1:12	58
6	1:17	2:16	59

B Lunch: Regular Schedule

Period	Begin	End	Minutes
1	7:25	8:24	59
2	8:29	9:27	58
3	9:32	10:30	58
4	10:35	11:34	59
Lunch	11:34	12:09	35*
5	12:14	1:12	58
6	1:17	2:16	59

A Lunch: Wednesday Schedule

Period	Begin	End	Minutes
1	9:55	10:42	47
2	10:47	11:33	46
3	11:38	12:24	46
Lunch	12:24	12:59	35*
4	1:04	1:51	47
5	1:56	2:43	47
6	2:48	3:35	47

B Lunch: Wednesday Schedule

Period	Begin	End	Minutes
1	9:55	10:42	47
2	10:47	11:33	46
3	11:38	12:24	46
4	12:29	1:16	47
Lunch	1:16	1:51	35*
5	1:56	2:43	47
6	2:48	3:35	47

A Lunch: Friday SPTV NEWS

Period	Begin	End	Minutes
1	7:25	8:22	57
2	8:27	9:24	57
3	9:29	10:26	57
Lunch	10:26	11:01	35*
4	11:06	12:03	57
SPTV (5)	12:08	12:17	9
5	12:17	1:14	57
6	1:19	2:16	57

B Lunch: Friday SPTV NEWS

Period	Begin	End	Minutes
1	7:25	8:22	57
2	8:27	9:24	57
3	9:29	10:26	57
4	10:31	11:28	57
Lunch	11:28	12:03	35*
SPTV (5)	12:08	12:17	9
5	12:17	1:14	57
6	1:19	2:16	57

A Lunch: PM ASSEMBLY

Period	Begin	End	Minutes
1	7:25	8:16	51
2	8:21	9:11	50
3	9:16	10:07	51
Lunch	10:07	10:42	35*
4	10:47	11:37	50
5	11:42	12:33	51
6	12:38	1:28	50
Load	1:28	1:38	10
Assembly	1:38	2:08	30
Unload	2:08	2:16	8

B Lunch: PM ASSEMBLY

Period	Begin	End	Minutes
1	7:25	8:16	51
2	8:21	9:11	50
3	9:16	10:07	51
4	10:12	11:02	50
Lunch	11:02	11:37	35*
5	11:42	12:33	51
6	12:38	1:28	50
Load	1:28	1:38	10
Assembly	1:38	2:08	30
Unload	2:08	2:16	5

A Lunch: AM ASSEMBLY

Period	Begin	End	Minutes
1 (check-in)	7:25	7:30	5
Load	7:30	7:40	10
Assembly	7:40	8:25	45
Unload	8:25	8:35	10
1	8:35	9:23	48
2	9:28	10:15	47
3	10:20	11:07	47
Lunch	11:07	11:42	35*
4	11:47	12:34	47
5	12:39	1:25	46
6	1:30	2:16	46

B Lunch: AM ASSEMBLY

Period	Begin	End	Minutes
1 (check-in)	7:25	7:30	5
Load	7:30	7:40	10
Assembly	7:40	8:25	45
Unload	8:25	8:35	10
1	8:35	9:23	48
2	9:28	10:15	47
3	10:20	11:07	47
4	11:12	11:59	47
Lunch	11:59	12:34	35*
5	12:39	1:25	46
6	1:30	2:16	46

A Lunch: 1 Hour Late Start

Period	Begin	End	Minutes
1	8:25	9:14	49
2	9:19	10:08	49
3	10:13	11:02	49
Lunch	11:02	11:37	35*
4	11:42	12:30	48
5	12:35	1:23	48
6	1:28	2:16	48

B Lunch: 1 Hour Late Start

Period	Begin	End	Minutes
1	8:25	9:14	49
2	9:19	10:08	49
3	10:13	11:02	49
4	11:07	11:55	48
Lunch	11:55	12:30	35*
5	12:35	1:23	48
6	1:28	2:16	48

A Lunch: 2 Hour Late Start

Period	Begin	End	Minutes
1	9:25	10:03	38
2	10:08	10:46	38
3	10:51	11:29	38
Lunch	11:29	12:04	35*
4	12:09	12:47	38
5	12:52	1:32	40
6	1:37	2:16	39

B Lunch: 2 Hour Late Start

Period	Begin	End	Minutes
1	9:25	10:03	38
2	10:08	10:46	38
3	10:51	11:29	38
4	11:34	12:12	38
Lunch	12:12	12:47	35*
5	12:52	1:32	40
6	1:37	2:16	39

QUICK REFERENCES

Activities/ASB Information	Activities Office	837-7774
Athletic Eligibility Forms	Athletic Office	837-7737
Attendance Problems/Verification	Attendance Office	837-7779
Bus Routes and Schedules	Counseling Secretary	837-7887
Career and Vocational Help	Career Center	837-7898
Discipline	Administrators	837-7719
Emergency Student Contact	Attendance Office	837-7779
Fees, Fines, Yearbooks	ASB Bookkeeper's Office	837-7774
First Aid, Health Room	Main Office	837-7709
Lockers	Attendance Office	837-7779
Lost and Found	Security Office	837-7924
Lunch Release Approval	Attendance Office	837-7779
Parking Tickets and Permits	Security Office	837-7924
Personal Crisis or Counseling	Counseling Office	837-7887
Records, Transcripts, Report Cards	Counseling Office	837-7887
Student Schedules	Registrar	837-7849
Student Government	ASB Advisor	837-7774
Theft	Security Office	837-7924
Visitor Approval/Check-In	Receptionist	837-7709

For additional "Whom Do I Ask" phone numbers visit our [website](#).

IMPORTANT DATES TO REMEMBER

First day of School	09/01/15
Curriculum Night	09/10/15
Teacher Work Day: NO SCHOOL	10/12/15
PSAT	10/14/15
Homecoming Week	10/19/15 through 10/24/15
Senior Exit Interviews	10/20/15 & 10/21/15
Homecoming Football Game	10/23/15
Homecoming Dance	10/24/15
Veterans' Day: NO SCHOOL	11/11/15
Thanksgiving Holiday: NO SCHOOL	11/26/15 & 11/27/15
Senior Exit Interviews	12/09/15
Winter Break: NO SCHOOL	12/21/15 through 01/01/16
Martin Luther King Day: NO SCHOOL	01/18/16
Teacher Work Day: NO SCHOOL	01/25/16
Mid-Winter Break: NO SCHOOL	02/15/16 through 02/19/16
Spring Break: NO SCHOOL	04/11/16 through 04/15/16
IB Testing	05/02/16 through 05/27/16
Memorial Day: NO SCHOOL	05/30/16
Last Day of School	06/16/16

STUDENT ACTIVITIES/ATHLETICS

EXTRA-CURRICULAR PARTICIPATION

Students who participate in Skyline 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 extra-curricular programs, 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 organization 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 extra-curricular activities that afternoon or evening. This expectation applies to all extra-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 an SHS event. Students must purchase an ASB card to be eligible for ANY extra-curricular SHS activity sanctioned by the ASB. Students can save in many ways with an ASB card, which costs \$55, and is purchased during RSVP, the online registration days, or through the ASB bookkeeper (if you lose your ASB card during the year, you can receive a replacement for \$5). It provides for free admittance to all regular season 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.

The ASB officers are responsible for planning school-wide activities and supervising ASB funds. They meet daily during the Leadership for Officers class and are composed of elected ASB officers, appointed ASB officers, and elected class presidents. Elections and appointments are held in the spring of each year. In order to hold an ASB leadership position, students must clear all fines, purchase an ASB card, have a cumulative 2.5 GPA, no failing grades, and agree to the oath of office governed by the constitution. Students may not hold more than one major office in student government and/or related activities simultaneously.

ASB EXECUTIVE BOARD

<u>President:</u>	Sisar Gudipati	<u>Director of Student Activities:</u>	Ellie Bacon
<u>Vice-President:</u>	Alec Willig	<u>Director of Assemblies:</u>	Jaron Jin
<u>Secretary:</u>	Danielle Bae	<u>Director of Communication:</u>	Claire Kimball
<u>Treasurer:</u>	Fletcher Huish		

ASB BOARD

<u>Activities Assistant</u>	Brooke Sypher	<u>Director of Fundraising</u>	Jack McCarthy
<u>Assemblies Assistant</u>	Kelsey Barrett		
<u>Athletic Liaison</u>	Mollie Monroe	<u>Director of New Students</u>	Magdalena Larrain
	Lauren Steiner		
<u>Cheer Liaison</u>	Diana Hild	<u>Director of Recognition</u>	Avery Radigan Nicole Tsai Lauren Burke Emily Sullivan Alex Appel
<u>Co-community Liaison</u>	Blake Gregory Parklyn Neil	<u>Director of Spirit</u>	
<u>Director of Dances</u>	Alessandra Zonta		
<u>Director of Comm. Service</u>	Jill Streamer	<u>Editor of the Forum</u>	Andrew Schweitzer
<u>Director of Diversity</u>	Megan Sakamoto		
<u>Director of Elections</u>	Nicole Cox Ashlyn Wedeking	<u>KingCo Liaison</u>	Kenny Ly
<u>Director of Environment</u>	Julia Buck	<u>Link Crew President</u>	Andie Corno

CLASS COUNCIL OFFICERS

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 must follow the ASB officer requirements in order to be eligible for office.

	<u>Seniors</u>	<u>Juniors</u>	<u>Sophomores</u>	<u>Freshmen</u>
<u>President:</u>	Austin Elliott	Alex Elevantingal	John Carr	TBD
<u>Vice President:</u>	Neel Baxi	Aaron Correya	Nishi Kaza	TBD
<u>Secretary:</u>	Amulya Bhattarai	Brandon Kay	Emma Stickney	TBD
<u>Treasurer:</u>	Eric Ke	Nile Drochak	Richard Zhang	TBD

KINGCO SPORTS

17 sports are offered and listed below with their head coaches. For head coaches e-mail addresses or questions regarding athletics please go to [visit our athletic website](#) and click on the [Contact Us](#) tab.

Fall:

Cross Country: [Brendan Hyland](#)
Football: [Mat Taylor](#)
Volleyball: [Callie Wesson](#)
Swim/Dive Girls: [Susan Simpkins](#)
Soccer Girls: [Don Braman](#)
Golf Boys: [Mike Fleming](#)
Tennis Boys: [Bettina Gehle](#)

Winter:

Basketball Boys: [Bill McIntyre](#)
Girls: [Joe Fithian](#)
Wrestling: [Gus Kiss](#)
Gymnastics: [Michele McCombs](#)
Swim/Dive Boys: [Susan Simpkins](#)

Spring:

Soccer Boys: [Don Braman](#)
Softball: **TBD**
Track Girls: [Dawn Geiser](#)
Boys: [Michael Seymour](#)
Tennis Girls: [Bettina Gehle](#)
Baseball: **TBD**
Golf Girls: [Mike Fleming](#)

ATHLETIC ELIGIBILITY

Skyline is a member of the KingCo Conference. In order to participate in any sport or organized activity program, you must complete the [Sports Eligibility Packet](#) for your sport and have: (1) cleared [ALL fines](#) and outstanding charges and obligations; (2) purchased an ASB card (\$55); (3) paid the participation fee (\$175 per sport per season per student – max. \$350 per school year per student); (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](#). (7) All athletes must sign for a [Student Athletic Handbook](#) confirming their understanding of the rules and regulations governing their participation. (8) Athletes must have 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 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.

ASB ACTIVITIES AND ORGANIZATIONS: Skyline provides a host of activities that students are encouraged to join. Some of the activities include but are not limited to the ones listed here. Please continue to check the [ASB website](#) for updates, as clubs and advisors are subject to further changes. It's recommended you contact the advisor directly with any questions regarding a specific activity.

ORGANIZATION	ADVISOR
Acting Up (Drama)	H. Fry
Art Club	TBD
ASB	V. Tharp
ASB Dance Committee	TBD
Band	D. Pitt
Biology Club	G. vonBargen
Cheer	S. Gullikson
Chess Club	S. Vernon
Choir	N. Ziebart
CLUB MED	C. Reed
Dance Team	L. Baumann
DEAD Poets Society	L. Matheny/T. Rollins
DECA	S. Gullikson/B. Sherman
Engineering Club	H.B. Telling
Environmental Club	J. Nelson
Evergreen Philharmonic	D. Longman
FCCLA	K. Smersh
FILM Club	TBD
French Club	L. Rigelman
Freshman Class Council	T. Schellberg
Glee Club	S. Stimmel
GSA	L. Walker/S. Gillespie
Guitar Club	D. Cook
IB Club	E. Lund
Japanese Lang. N.H.S	T. Haldeman

ORGANIZATION	ADVISOR
Jazz Band	D. Pitt
Journalism	K. Woldendorp
JSA	J. Speyer
Junior Class Council	K. Eide
Key Club	H. Lee
Link Crew	G. vonBargen/R. Rosemont
Math Cub	TBD
Mock Trial Club	C. Kriebel
Model United Nations	C. Blagg
National Honor Society	B. Parsons
Orchestra	D. Cook
Red Cross Club	A. Toy
Robotics Club	C. Parker
Rocketry Club	R. Fowler
Senior Class Council	S. Gillespie & TBD
Science Club	TBD
Sophomore Class Council	S. Gullikson
Spanish Club	S. Stimmel
Technology Club	TBD
Traffic Court	P. Gai
Ultimate Frisbee Club	L. Rigelman
Video Game/Anime Club	S. Vernon
Writers Club	J. Haviln Swartz
Yearbook	A. Hendricks

STUDENT ATTENDANCE

Regular school attendance is necessary for mastery of the educational program provided to students. Daily attendance and active participation in each class are critical parts of the learning process. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria for an excused absence. The criteria may be found at District Regulation 3122.

As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

Therefore, in any semester, when a student accumulates, 11 (IHS/SHS) or 8 (LHS) excused or unexcused absences in a class or a student amasses 5 unexcused absences in a month in a class, the student and parent/guardian will be notified that a meeting with the Attendance Intervention Team is required. This team will work with the students and families on strategies to improve attendance and will ultimately determine *if credit will be awarded*, when a student amasses 11 or 8 excused or unexcused absences or 5 unexcused absences in a month. School-approved activities and discipline suspensions which require a student to miss class do not count as one of these absences. Pre-arranged and all other absences, excused and unexcused, are included. The circumstances pertaining to the student's inability to attend school will be taken into consideration, whether the absences are directly related to the student's disability under Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, or the individuals with Disabilities Education Act.

The complete Attendance Regulation and accompanying procedures may be found on line as District Regulation 3122.

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. 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; Absences 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 school counselors or disciplinary actions or short-term suspension. A student's decision to miss a class to study for a test or complete an assignment is not appropriate.

Unexcused Absences. 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. 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.

Truancy. Students are considered truant if they leave the classroom without permission or for extended periods of time.

Verification. Excused absences must be verified within 48 hours of returning to school by a written note, email or telephone call of explanation by a parent, guardian, emancipated student or adult student. If

the student does not clear an absence in that timeframe, it becomes an unexcused absence. Further, a Wednesday morning detention will be assigned for failing to clear an 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.

Prearranged absences. A completed Pre-Arranged Absence Form must be returned to the Attendance Office one week prior to the absence when it is known the student will miss 3 or more days of school.

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 trancies.
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.

STUDENT BEHAVIOR EXPECTATIONS, RIGHTS, DISCIPLINE & CORRECTIVE ACTION

Respect for the Law and the Rights of Others, and Discipline and Corrective Action

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.

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws.-The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority-

All students will obey the written rules and regulations established for the orderly operations of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Regulation 3240 and this procedure, the term "district personnel" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

Unless specified differently in a particular rule, the rules of conduct contained herein 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 discipline. 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.

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.

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.

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 have occurred. Students who violate a rule the first time face disciplinary action commensurate to the violation and a first occurrence. Additional violations, similar in nature or not, may result in increased disciplinary action. 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

The transportation department imposes discipline which may result in loss of riding privilege. Disciplinary actions listed below will be applied with the discretion and professional judgment of an administrator.

A complete copy of Regulation 3241/3241P – *Classroom Management, Discipline and Corrective Action* and other related policies may be obtained at any school or on the district website.

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 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.
- **Detention:** As assigned to be served before school, immediately after school or during lunch; monitored study hall.
- **Work Detail:** As assigned during lunch or after school; monitored by an administrator and/or designee
- **Saturday School** 9:00am – 12:00pm on Saturdays; monitored study hall; may include campus cleanup. Failure to serve Saturday School may result in a 2-day Short-Term/In-house Suspension. Although not listed under each discipline rule, Saturday School will be an option when available.
- **Suspension** means the denial of attendance for any single subject or class or for any full schedule of subjects or classes for a stated period of time. Suspension may also include denial of admission to, or entry upon, real and personal property that is owned, leased, rented or controlled by the District. During suspension, 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 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.
- **Short-Term Suspension:** (STS) means suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days. Missed schoolwork is available upon request.
- **Long-Term Suspension:** (LTS) means a suspension that exceeds ten (10) consecutive school days and ends no later than the last day of the school year during which the student's misconduct occurred. A long-term suspension cannot cause the student to lose academic grades or credit in excess of one semester or trimester during the same school year. Missing schoolwork is NOT available for long-term suspension.
- **Emergency Expulsion** means an emergency removal from school for up to, but not exceeding, ten (10) consecutive school days from the student's current school placement by the Superintendent or designee. An emergency expulsion requires the Superintendent or designee to have good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion must end or be converted to another form of corrective action within ten (10) school days from the date of the emergency removal from school. If the District converts the emergency expulsion to another form of corrective action, it must provide notice and an explanation of due process rights to the student and parent/guardian.

Student 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 Regulation may be obtained at any school. Procedures are designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts.

Search and Seizure

Students are entitled to the guarantees of the Fourth Amendment and shall be secure in their persons, papers, and effects against unreasonable searches and seizures. However, school officials have the responsibility of maintaining a safe environment and are empowered to conduct a reasonable search of a student and school property when there is reasonable cause or grounds for suspecting or believing that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any search conducted must comply with applicable laws. School property will remain under the control of school officials, and will be subject to search. A complete copy of Regulation #3230 may be obtained at any school or on the district website at www.issaquah.wednet.edu.

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.

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.

General Inspection -- School authorities may make general inspections of lockers or desks for 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.

Locker/Desk/Storage Area Inspections – All lockers and storage areas provided for student use on school premises remain the property of the 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. In case of suspensions, parents will be notified by telephone and/or by letter.

Student Conduct Expectations

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

The following list of offenses generally describes such conduct, but is not intended to be exclusive. Each is specifically prohibited on school grounds, on school sponsored transportation, at school events off school grounds, and off school grounds if the conduct materially and substantially affects the educational process or District operations.

Such misconduct may also result in an expulsion or emergency expulsion under the circumstances described in Regulation 3241 and Procedure 3241P.

In case of short-term or long-term suspensions or expulsions, parents will be notified. During suspension, 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. In addition, any student who is participating in or will be participating in school athletics, ASB, cheer, dance, and/or drill is subject to sanctions for violation of the drug and alcohol Regulation as outlined in the *Student Athletic Handbook* available online at www.issaquah.wednet.edu.

The Student Conduct Expectations also pertains to students involved in Running Start and WaNIC 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.

The disciplinary actions listed below will be applied with the discretion and professional judgment of an administrator.

Alteration of Records – Falsification, alteration, or destruction of any school record or any communication between home and school is prohibited.

***Arson** - Knowingly and/or maliciously causing a fire or explosion is prohibited.

***Assault** - The threatened or attempted use of force or violence upon the person of another is prohibited. Pursuant to RCW 28A.635.090, students who interfere by force or violence with school personnel or other students are subject to immediate suspension or expulsion.

Attendance - Students must maintain regular school attendance in accordance with Regulation 3122.

***Bomb Threats** - Threatening to bomb or damage any public school facility or property is prohibited.

***Burglary** - Breaking into a school with intent to steal is prohibited.

***Dangerous Behavior** - Engaging in behavior which a reasonable person would know creates a risk of injury to another individual is prohibited.

Defiance - Students must obey the lawful instructions of school personnel.

Destruction of Property - Defacing, injuring or damaging school property in any way is prohibited. Pursuant to RCW 28A.635.060. Students and parent/guardian are liable to the school district for all damages to school district property. A student's grades, diploma, or transcript may be withheld pending repayment.

***Disruptive Conduct**- Willful conduct which creates a disturbance on school premises/busses and or at school district sponsored events or interferes with the educational process is prohibited. Such conduct includes, but is not limited to:

- A. Occupying a school building or school grounds in order to deprive others of its use;
- B. Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
- C. Preventing students from attending a class or school activity;
- D. Blocking normal pedestrian or vehicular traffic on a school campus
- E. Interfering seriously with the conduct of any class or activity.

Disruptive Dress and Appearance - Dress and appearance must not present health or safety problems, intimidate others, or cause disruption. Appropriate clothing in a school or at school events 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; this may include being sent home to secure more appropriate clothing. 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 worn below the waist are not appropriate. The reasonable standard of length of skirts, dresses, and shorts (including the slits in skirts) is that they be no shorter than the student's fingertips when arms and hands are extended down their sides. Appropriate footwear must be worn at all times and does not include slippers. Clothing with 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 See Regulation 3224.

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

1. 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.

2. 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.

3. 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.

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

***Drugs, Alcohol and Mind-Altering Substances** - A student shall not possess, use, sell, 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 Regulation 3416. Nor shall the student possess, use, sell, or transmit paraphernalia associated with such drugs, alcohol, or chemical substances.

- 1st offense of any of the above – LTS(30-90 days);emergency expulsion; police notified
- Multiple offenses of any of the above-emergency expulsion, police notified; may result in expulsion from the district

Selling controlled substance

- 1st offense – LTS(30-90 days);emergency expulsion; police notified
- 2nd offense- emergency expulsion, police notified; may result in expulsion from the district

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 Regulation concerning drugs and alcohol. The usual recommended consequence for a first offense of the ISD Drug/Alcohol Regulation is emergency expulsion, followed by a 90-day suspension from school. A second offense may result in the student's permanent expulsion from the Issaquah School District.

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, the Issaquah School District offers an alternative to a lengthy suspension. Listed below are the expectations and steps a student must follow in converting an emergency expulsion to a long- or short-term suspension:

- a. Choose a state certified assessing agency and sign appropriate release forms to:
 - 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.
- b. Fully participate in a drug/alcohol assessment at the agency.

- c. Upon completion of these steps, the emergency expulsion will be converted to a suspension of not fewer than ten days. Upon returning to school, the student will be expected to follow the recommendation as made by the assessing agency. 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.

Please note: Any student-athlete or student involved in cheer, dance, 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. This also pertains to attending and/or remaining at an event where it is reasonably 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 IMMEDIATELY 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.

***Explosives** - Possession or use of anything tending or serving to explode with force or violence, such as firecrackers, bullets or pipe bombs, is prohibited.

***Extortion/Blackmail/Coercion** - Obtaining money or property by violence or threat of violence, or forcing someone to do something by force or threat of force is prohibited.

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.

False Accusations/Defamation - Students shall not make untrue charges of wrongful conduct or other defamatory statements.

***False Alarms/Fire Apparatus** - Setting off false alarms, discharging or stealing fire extinguisher or damaging alarm systems is prohibited.

***Fighting** - The act of quarreling involving bodily contact is prohibited.

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 others (written or verbal).

A student shall not open or alter official school documents and private documents, either paper or electronic.

- 1st Offense- Depending on severity of the offense, STS (1-10 days); LTS (11-90days); Emergency expulsion; Police may be notified
- Multiple Offenses- LTS (11-90 days); Police notified

Academic Integrity/Honesty Regulation:

Academic integrity speaks to a student's commitment and responsibility to pursue scholarship 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 one's 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.
- Cheating – using notes or other materials without a teacher's permission on tests and assignments.
- 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 are required to fill out and sign an Academic Integrity/Honesty form and/or acknowledge receipt of and reading of the Student Handbook as required by your building of enrollment.

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
- Parent contact
- If 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
- *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.*

Gambling – The act of risking or betting something of value on the outcome of an event, a game of chance, etc. is prohibited.

Gang Activity - In accordance with Regulation and Procedure 3225, students shall not display, reflect, or participate in dress, apparel, activities, acts, behaviors, or manner of grooming which: (a) lead school officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would disrupt or interfere with the school environment, activity or educational objectives; (b) present a physical safety hazard to self, students, staff and others; (c) create an atmosphere in which a student, staff, or other person's well-being is adversely affected by undue pressure, behavior, intimidation, overt gesture or threat of violence, or (d) imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or on one's person.

***Harassment, Malicious** - Derogatory action or intimidation of another person in a way that places that person in reasonable fear of harm to his/her person or property; or disrupts the learning environment is prohibited. See Regulation 3207.

***Harassment, Sexual** - Unwelcome or uninvited sexual advances, requests for sexual favors, sexual comments, cartoons, innuendoes and other verbal or physical conduct of a sexual nature is prohibited. See Regulation 3207.

***Hazing** - Students shall not participate, conspire to participate, or conspire for others to participate in hazing or harassing acts that injure, degrade or disgrace, or tend to injure, degrade or disgrace other individuals.

Inappropriate Display of Affection (P.D.A.) Overt displays of affection or sexually-oriented actions which violate standards of acceptable social conduct are prohibited. Students are expected to act within the boundaries of good taste while on campus or on the school busses. Prolonged embracing, kissing and/or 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. Parents will be notified.

***Inappropriate Language or Conduct** - Vulgar, obscene or profane language or conduct, whether spoken, in writing, or in gesture or action, is prohibited.

***Intimidation** - Intimidation of school personnel or other students by direct threat of force or violence is prohibited.

***Laser Pointers** – Use and/or possession of laser points by students in any circumstance not under the direct supervision of a teacher is prohibited

Leaving Campus During School Hours — Students are required to remain on the school grounds from time of arrival unless officially excused. 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. Students involved with approved off-campus activities during school hours must have a valid off-campus pass in their possession. Visitations to other schools must be approved in advance by both principals.

Littering - Throwing, dropping, depositing, or discarding of litter is prohibited on public property.

Loitering - Loitering in lavatories, parking lots and areas designated off-limits is prohibited.

Misuse of Electronic Information Systems - Students shall comply with the responsible use guidelines of Procedure 2022.2P when using electronic information systems such as e-mail, networks, and the Internet.

Motor Vehicles on School Property - Use of motor driven vehicles on school property by students, visitors, and school employees shall be regulated in the interest of safety. See Regulation 3243.

Need to Identify Self - All persons must, upon request, identify themselves to school personnel.

***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.

***Robbery** - stealing from an individual by force or threat of force is prohibited.

Selling Items at School - Only authorized organizations may sell on school property or at school events.

Student Expression - Student expression may not be vulgar, lewd, obscene, or plainly offensive, be used to cause a substantial disruption of the educational process or interfere with the rights of others. School-sponsored expression may be further regulated on the basis of legitimate pedagogical concerns See Policies 3220 and 3224.

Telecommunication/Electronic Devices -Cell phones or any other electronic/entertainment devices shall not disrupt the educational process. Students and their families are expected to plan carefully for the school day and communicate schedules with parents and work before school. Students shall not use school telephones except in emergency situations. Unauthorized activation and/or use of cell phones may result in confiscation and/or search of the cell phone.

No mechanical or electronic device shall be used to audio or video record any classroom instruction or activity on district premises immediately before, immediately after and during the school day or on district provided transportation without the express permission of the classroom teacher and administrative staff at the 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.

The school reserves the right to inspect a student's personal communication device/electronic equipment, e.g., cell phone, laptop, e-reader, etc., if there is reason to believe the student has violated the *Responsible Use Guide*, school rules, or engaged in other misconduct while using their device.

Theft - The unauthorized carrying away of the personal property of another person or the property of the District is prohibited.

***Threats to Kill Another Person** (Including "hit lists") are prohibited

Tobacco - Use or possession of tobacco products (including e-cigarettes) by students is prohibited. This includes chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco innovation See Regulation 4215.

Trespassing - Being present in an unauthorized place or refusing to leave when ordered to do so is prohibited.

***Verbal Abuse** - The use of disrespectful or threatening language to school personnel or other students is prohibited.

***Weapons** - Possession, transmission or use of any object that is or reasonably appears to be a dangerous weapon or related device is prohibited. Such objects include, but are not limited to: firearms, ammunition, air gun including any air pistol or air rifle designed to propel a BB, pellet, or other projectile, etc.; incendiary or explosive devices, sling shot, clubs, metal knuckles, any device commonly known as "nun-chu-ka sticks," any device commonly known as "throwing stars" which are multi-pointed; any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun/taser which projects wired probes that are attached to the device, etc., any knives with blades of at least three (3) inches in length, or other cutting or stabbing instruments brought or possessed with the intent to cause bodily harm, or to instill fear and/or intimidate by their mere presence on school property or at school sponsored events, chemical inhalants, and look-alike items or replicas displayed or represented as real weapons.

Pursuant to RCW 9.91.160. Persons over eighteen (18) years of age, and persons between fourteen (14) and eighteen (18) years of age who have written parental permission, may possess personal protection spray devices (i.e., mace or pepper spray) on school property.

No one may deliver such a spray device to anyone under fourteen (14), or to anyone between fourteen (14) and eighteen (18) who does not have written parental permission. Personal protection spray devices may only be used in self-defense as defined by state law. Possession, transmission, or use of a spray device under any other circumstances will be treated as a violation of the District's rule prohibiting weapons.

Pursuant to RCW 9.41.280 students who possess a dangerous weapon on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools may be immediately expelled. Law enforcement and parents will be notified. Pursuant to RCW 28A.600.420, students who possess a firearm must be expelled without an opportunity for readmission for at least one (1) year. This minimum one-year expulsion will also apply to students who act with malice and display an instrument that appears to be a firearm on public school property, transportation, or other facilities being used exclusively by public schools. The superintendent of the school district or educational service district may modify the expulsion of a student on a case-by-case basis.

Violation of Suspension

During the period of any suspension from school, students shall not enter upon any real and personal property that is owned, leased, rented, or controlled by the District without the express prior approval of a building principal or designee.

Student Athletic/Activity Code

The opportunity to participate in the interscholastic athletic program is a privilege granted to all students of the district. Participants in this voluntary program are expected to conform to specific conduct standards established by the District,

principals, athletic directors and coaches. All interscholastic activities and events shall be in compliance with the rules and regulations of the Washington Interscholastic Activities Association (WIAA) and or the Issaquah School District as appropriate and determined by the Executive Director of Compliance and Legal Affairs.

A student who is found to be in violation of any athletic/activity rules is subject to removal from the team. Provision is made for a student who has allegedly violated one or more of the athletic/activity conduct rules to appeal a disciplinary action as specified in procedure 2151P. General conduct expectations and requirements for students participating in athletics/activities are found in Regulation and procedure 2151 and 2151P and the Issaquah School District Athletic Handbook.

A complete copy of Regulation and procedure 3240 and related policies may be obtained at any school or on the district website at www.issaquah.wednet.edu.

Safe and Positive Environment

The Issaquah School 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 educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students. A complete copy of the Civility Regulation #3205 may be obtained at any school or on the district website at www.issaquah.wednet.edu

The District's policies on harassment--sexual and otherwise--support our high expectations for proper behavior. Please take a moment to review the summary of these policies. If you would like the complete text, you may contact the district personnel office at (425) 837-7056. The district's harassment policies cover students. They include definitions and procedures to deal with complaints, and are shared with students, staff, and parents annually. See Regulations #3207, #3210, #3213.

Examples of harassment include, without limitation: 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 grades or other employment or education achievement; disparaging remarks, hazing, pranks, or other intimidating behavior directed toward an individual because of the individual's race, color, sex, creed, religion, sexual orientation, ancestry, national origin, physical/personality traits or style, physical, sensory, or mental disabilities, or any other category protected by law.

If an individual experiences harassment, an informal or a formal complaint process is available. If the complaint is not resolved satisfactorily, there is an appeal procedure.

Sexual Harassment

It is the Regulation of the Issaquah School District that there be no discrimination against any student on the basis of gender. In keeping with that Regulation, the District will not tolerate sexual harassment of or by any of its employees, students, volunteers or parents. Sexual harassment is a violation of the District's rules of conduct for the educational setting. Any student who feels that he or she has been subjected to sexual harassment by another student, district staff member, parent or volunteer should immediately report the incident to a teacher, counselor or building administrator.

Transportation

The mission of the district and bus drivers is to safely transport students to and from school. A complete copy of Regulation #6606, setting forth the specific rules of conduct on buses, may be obtained at any school or from the Transportation Department.

The district uses random placement of video cameras on school buses to maintain good order and increase safety. The video tapes may be used to identify students who violate the rules of conduct for buses and for decisions based on those violations. A complete copy of Regulation #6608 may be obtained at any school or the Transportation Department.

STUDENT RIGHTS AND RESPONSIBILITIES

Drug Free Zones

Schools in the Issaquah School District are protected as drug free zones, as established by the City of Issaquah and King County. Drug free zones provide for possible double penalties for anyone caught trafficking controlled substances within 1,000 feet of a designated school, school bus stop or public park.

Distribution of Printed Materials on School Grounds

In respect for the rights and beliefs of all of our students, you must obtain prior approval from the office of the Operations Coordinator before you or your student attempt to hand out any printed information, including invitations, to students or staff on school grounds. If you wish to post information on the school's community bulletin board or other area set aside for this purpose, please contact your principal for approval. Guidelines for distribution of material on school grounds are included in Regulation #2340 and #4320. A complete copy of these policies may be obtained at any school or on the district website at www.issaquah.wednet.edu.

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:

1. 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.
2. 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.
3. 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.
4. Parents or eligible students have the right to file a complaint about an alleged failure by the district to comply with the requirements of FERPA by contacting the U.S. Department of Education at the following address:
Family Regulation Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. S.W., Washington, D.C., 20202-4605.

Prohibition of Harassment, Intimidation, and Bullying

If a student feels that he or she is being harassed, intimidated, or bullied because of race, creed, color, national origin, ancestry, gender, sexual orientation, or disability, the student should immediately report such incidents to a teacher, counselor, or building administrator. A complete copy of Regulation #3207 may be obtained at any school or on the district website at www.issaquah.wednet.edu.

“Harassment, intimidation or bullying” is defined for purposes of this Regulation as any intentional written message or image including those that are electronically transmitted, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the act:

- (a) Physically harms a student or damages the student’s property; or
- (b) Has the effect of substantially interfering with a student’s education (for example, substantially interfering with classroom performance, attendance, or pattern of tardiness) or
- (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (d) Has the effect of substantially disrupting the orderly operation of the school.

Non-discrimination

The District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The District will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society.

The following employees have been designated to handle questions and complaints of alleged discrimination:

Parent/Volunteer and Employee/Applicant-Related Issues

Chris Burton, Executive Director of Compliance and Legal Affairs (HIB and Title IX Compliance Officer)
565 NW Holly Street
Issaquah, WA 98027
425-837-7056
Burtonc@issaquah.wednet.edu

Student-Related Issues

Pam Ridenour, Director of Career and Counseling
565 NW Holly Street
Issaquah, WA 98027
425-837-7671
Ridenourp@issaquah.wednet.edu

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:

1. The school district will forward education records upon request to a school in which a student seeks enrollment.

2. 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 and other photos, and most recent school attended.
3. The school district may also 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 to parents the right to restrict the release of some of this 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.

Parents who do not want directory information, photographs or video tapes, or their telephone number released must submit a written request to their student's school by **September 15**. If the school does not receive a request by that date, school staff will assume that there is no objection to the release of such information. A complete copy of Regulation #3231 may be obtained at any school or on the district website at www.issaquah.wednet.edu.

STUDENT PARKING

The school district provides bus transportation, which students are encouraged to use. Parking in the school student parking lot is a privilege, not a right. All students must first purchase an ASB card (\$55) to be eligible for student parking. The cost of a parking permit is \$140 per year (\$70/semester). All student-parking on campus is limited to one marked parking space per household, with the exception of multiple senior families. Parking permits may not be re-sold, reprinted, or gifted.

Parking permits grant students the privilege to park on campus during the school day in the *student parking lot* (consisting of the upper, lower, and tennis court), but does not provide an assigned spot. **Parking is first come-first served for those who have parking privileges, is only in the spaces painted with white lines** and is accessed off of SE 8th Street. 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 update their information in the parking system online. The parking permit must be clearly displayed in the windshield; if it is not clearly visible, the car may be ticketed and or 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. Students who violate parking agreements in the neighborhood become ineligible for the lottery. No parking spots will be held for students outside of Skyline's attendance area, for those doing Running Start or other academic programs, or for those that register late for school.

STUDENT PARKING: 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 the 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 the authority to search the vehicle. If students refuse to allow searches of vehicles by school officials in such circumstances, students will lose their parking privileges and must understand that the Issaquah School District will

presume that the dogs have accurately discovered contra-band in determining whether student disciplinary action is warranted. See Board Regulation #3230 – *Student Privacy and Searches*.

For those students who drive to school, the following guidelines are necessary during the school day 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. Areas where students may not park include but are not limited to: in any space not marked as a parking space, visitor and faculty spaces (marked with yellow paint); along curbs, 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. Students are required to obey all Washington traffic laws and maintain safe driving conditions; 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.

SCHOOL FINES

School fines are issued when students fail to pay a class fee in the 1st three weeks of the semester and/or when students fail to return any property of the school including but not limited to textbooks, items checked out from the library, athletic uniforms, rental instruments, technology support items, etc. All fines are due by the end of the quarter in which they are issued. Once the quarter passes, even if the item is found and submitted, the fine is still due and payable to Skyline High School as the school will have purchased a replacement item in order to maintain the inventory for student use. **You are encouraged to pay your fees & fines online. You can access the “Pay Online” button from the Skyline home page using the same user name as Family Access. The password is the last name of your student.**

Textbooks not returned by 2:00pm on the last day of school become fines and the fines will not be removed once an item is found, as Skyline must replace the book to ensure inventory for the next school year.

LIBRARY

Library hours are 7:00 a.m. to 3:30 p.m. Monday, Tuesday & Thursdays; Wednesday: 9:00 a.m. to 3:45 p.m. and Friday: 7:00 a.m. to 3:00 p.m. 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. The circulation period for books is three weeks, and all items may be renewed.

In addition to loaning books for leisure reading, the library is there to help with research in all subjects. There is a wide selection of non-fiction books as well as subscription databases and e-books available to all students. Some of the databases available are: [ABC-CLIO](#) (Username: skyline, Password: spartans), [Facts on File](#) (Username: skyhigh, Password: spartans), [JSTOR](#) (Username: skyline, Password: Spartans), [Proquest](#) (Account Name: w411hslyli, Password: welcome) and **Gale e-books** (Library ID: Spartans).

For helpful resources such as citation, research websites and additional databases please visit the [Skyline Library website](#).

Helpful MLA formatting tips (before beginning a paper, set-up these required settings):

- ❖ 1-Inch Margins
- ❖ 12-point, Times New Roman font
- ❖ In Word, change the ‘Styles’ to “no spacing” (not “normal”)
- ❖ Double-space entire paper, including heading and works cited page
- ❖ Keep paragraphing left-aligned
- ❖ Create a header with your last name followed by page number in the upper right-hand corner of each page
- ❖ At the top of your paper, add a heading at the top-left that has the following (in this order):
 - Your Full Name
 - Your Teacher’s Name
 - Your Class Name and Period
 - The Due Date of Assignment, written in full
 - Last required item is a title (this should be centered and should remain 12pt font - no bold/italics/etc.)

COUNSELING OFFICE

The counseling staff is comprised of five full-time counselors, a teen health counselor, a secretary, a data processor, a registrar, and two career specialists. Students are assigned to a specific counselor for academic monitoring according to last name. Arrangements to see a counselor may be made by appointment, or by signing up to see an individual counselor.

Counseling Center services include:

- Academic planning
- Maintenance of academic records
- Classroom presentations
- Individual & group post-high school planning, career counseling & guidance
- Consultations with teachers/parents to assist in discussions of learning and performance challenges & working to resolve academic problems
- Coordinate & provide information for drug/alcohol intervention & assessments
- Consultation on personal issues for students
- Parent and student interventions for academic concerns
- Consultation & referral to Child Protective Services, law enforcement, & referrals to community agencies.

Please visit the Counseling Center website to access the following:

- Post high school planning options
- College application procedures
- Information on all in and outside credit completion options
- Checklists for students that are bound for community college, technical college, 4-year college, apprenticeships and military
- Comprehensive course requirement planning guides and instructions
- A complete IHS course description guide
- Scheduling forms for all grade levels
- Graduation requirements
- Course offerings by department

COLLEGE & CAREER CENTER

The Skyline High School College and Career Center is an excellent resource for students, parents, and faculty needing information about post-secondary education and career decisions. Visit the College and Career Center website for up-to-date detailed information on our services and resources.

SERVICES AND RESOURCES

- | | |
|--|--|
| Career counseling/college selection with students & parents (if desired) | Field trips to special programs & colleges |
| Career exploration | Military information & ASVAB testing |
| Career Library | Part-time job information |
| College, university, community, and technical college information | Resume, application & interview resources |
| College representative visits | SAT/ACT books |
| Culminating Project | Scholarship information |
| Financial aid | Summer and volunteer opportunities |
| | Tech Prep/college credit information |
| | WaNIC information |

Please visit the Career Center website to access the following:

- | | |
|--|---|
| Job postings & resume writing guide | College representative's visits calendar |
| College planning guide | College Credit and College Credit and Careers Network (C3N) |
| Culminating Project curriculum | Summer opportunities for students |
| Volunteer opportunities | Community Activities |
| College Scholarship applications and information | |
| SAT/ACT information | |