

## REDMOND HIGH SCHOOL STUDENT PLANNER CONTENTS

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# REDMOND HIGH SCHOOL STUDENT HANDBOOK 2011-2012

[www.lwsd.org/school/rhs](http://www.lwsd.org/school/rhs)

(All forms available online)

## GENERAL INFORMATION

**Address:**  
17272 NE 104<sup>th</sup> Street  
Redmond, WA 98052

**Administration:** (425) 936-1800  
**Attendance:** (425) 936-1810  
**Counseling:** (425) 936-1804

### ALL GUESTS MUST REGISTER IN THE MAIN OFFICE.

Questions concerning handbook...contact lhiggins@lwsd.org

## ADMINISTRATION

Principal ..... Mrs. Jane Todd  
Associate Principal ..... Mr. Lloyd Higgins  
Associate Principal ..... Mrs. Rebekah Westra  
Director of Athletics and Activities... Mr. John Appelgate

## COUNSELORS

Ms. Stacey Zachau  
Ms. Jennifer Martinson  
Mrs. Anita Page  
Mrs. Ellen Zambrowsky-Huls

## SPECIALISTS

Becca Specialist..... Mrs. Cyndi Campbell  
Drug and Alcohol Counselor ..... Ms. Tena Youngberg  
School Psychologist ..... Ms. Brenda Dean  
Campus Security Monitor ..... Mr. Jeff Chandler  
School Resource Officer ..... Mr. Tom Geopfert  
Parking Lot Attendant..... Mr. Dan Handschin

## SECRETARIES

Office Manager..... Mrs. Linda Simpson  
Receptionist ..... Mrs. Pam Summa  
Activities and Athletics Office Assistant ..... Ms. Jeanie Goodwin  
Attendance Secretary ..... Mrs. Tracy Hoiem  
Bookkeepers..... Mrs. Randi Grimm and Mrs. Debbie Rist  
Counseling Secretary ..... Mrs. Nancy LaBrie  
Data Processing Secretary..... Mrs. Cathy Sindelar

## CUSTODIANS

Mr. Robert Holmes, Head Custodian  
Mr. David Chan  
Mr. Valeria Canda  
Ms. Leng Youk

## WELCOME

We extend a warm welcome to our Mustang students. We are confident you will find this state-of-the-art green building to be a terrific place for learning! We hope you find this year rewarding, enjoyable and fulfilling.

Redmond High School has long been recognized as a highly academic school. Our students and staff work well together to create and maintain a learning environment designed to encourage every student to achieve success at his or her highest level possible. Let's work to coordinate our efforts to maintain and even improve this high level of accomplishment.

This book has been prepared to help you become familiar with Redmond High School and the procedures we use within the school. Please carefully review the information in it and use it as an event/assignment planner and a resource guide throughout the school year.

### Staff and Student Responsibility

It is the responsibility of all staff members to uphold the attendance and discipline guidelines published in this handbook to the best of their abilities. Staff members will provide this handbook to students, assist students in understanding the printed rules and guidelines, and answer student questions concerning this information.

Students are responsible for knowing the material contained in the Student Handbook and for making a sincere, reasonable and consistent effort to abide by and follow the published rules and guidelines. Students are also responsible and accountable for their actions and behavior at school and school activities.

### RHS Mission

The mission of Redmond High School is to provide an appropriately challenging academic experience for each individual; a school environment which values the contributions and attitudes of each individual; and a system of advocacy and instruction which connects each individual to the greater community and the opportunities waiting there.

### Success for All: Working Together For Lifelong Learning

We provide opportunities in an intellectually challenging environment for all students to learn lifelong skills, positive behaviors and caring attitudes that will allow them to be valuable, productive and interdependent world citizens.

Redmond High strives to produce well-rounded individuals who can think critically, solve problems, and communicate effectively; and are able to adapt and face the challenges of a changing society.

**RHS is a closed campus. Students with off-campus passes may leave during lunch.**

### Community Service Numbers

Al-Anon/ Alateen (if you have friends with alcohol/drug problems) .....	206-625-0000
Alcohol/Drug 24-hour Help Line .....	1-800-562-1240 / 206-722-3700
Child Protective Services .....	1-800-609-8764 Day/ 1-800-562-5624
Children Response Center .....	425-688-5130
Community Information Line .....	206-461-3200
Crisis Clinic / Teen Link / Safe Schools (for bullying problems) .....	206-461-4922 / 206-461-3222
Eastside Domestic Violence .....	425-746-1940
Eastside Mental Health .....	425-827-9100
HIV / AIDS Hotline .....	1-800-272-2437
King County Sexual Assault Resource Center .....	1-888-998-6423 / 1-800-825-7273
Planned Parenthood/Eastside .....	425-747-1050
Runaway Teen Crisis Line/Emergency Shelter .....	206-236-5437
Teenline .....	206-722-4222
Youth Eastside Services .....	425-747-4937

## COUNSELING, GUIDANCE & CAREER SERVICES

Counselors provide a number of services for students and their parents. Whether it is in the area of personal concerns, academic decisions, or post high school plans, counselors are here to help individuals. Students are assigned alphabetically to a counselor according to the first letter of their last name. Students are encouraged to make an appointment.

### Counselors

Ms. Zachau (A - E)	Mrs. Page (Ri - Z)
Mrs. Martinson (F- Ld)	Mrs. Zambrowsky-Huls (Le - Rh)
Mrs. Davidson, Career Specialist	Mrs. Sindelar, Data Processor
Mrs. LaBrie, Counseling Secretary	

## COUNSELING CENTER POLICIES and PROCEDURES

### Student Initiated Schedule Changes

The choices made by students during registration are considered to be final. We plan our courses and staffing for the upcoming school year based on those choices. Once each semester has started students must remain in their scheduled classes. Schedule change requests will be allowed for the following reasons:

1. a student's schedule is incomplete
2. a senior may need a specific class for graduation
3. a student has accidentally selected a class for which she/he has not met the prerequisite
4. a teacher has recommended the student move to a different level within the same discipline (e.g. move from Spanish 3 to Spanish 2)
5. a student was placed into a class that not requested by the student

**During the first seven days of either first or second semester, a student may obtain and submit a Schedule Change Request Form in the Counseling Center.** Once the form is completed and returned to the Counseling Center, the change will be considered. No appointment is necessary to submit a schedule change form.

**A request is not an automatic change. Students will be given drop/add paperwork once the change has occurred. Students must attend their classes until the process is complete.** All changes will occur in the first seven days. Any class dropped after day 10 of either semester will be with penalty (an "F" on the transcript). For courses that have multiple levels (general and Honors or AP) circumstances may dictate that students are moved after the 7th day of either semester. A change may be granted for a move up or down in course level with permission from the student's teacher, counselor and/or administrator. However, students should be aware that transcripts will reflect the original course, with a W (non-credit bearing, no effect on GPA) grade, as well as the new course and any grade earned.

### Official Transcript Requests

**It is the student's responsibility to request an official transcript from any and all institutions attended when completing the college application process.**

### Employment

Parents are urged to monitor their students' hours of employment, so that students have adequate time to attend school, study, and rest. Child Labor Law restrictions are supported, and RHS will not approve work permits which violate those hours and impair students' ability to progress in school. Parents and students are urged to make school a priority.

## ABS STUDENT SERVICE DIRECTORY

### ASB Executive Council

ASB President .....	Matt Eisenmann
ASB Vice-President .....	Andrew Counts
ASB Secretary .....	MaKenzie McJunkin
ASB Treasurer .....	Imel Wheat
ASB Public Relations .....	Justice Magraw
ASB Public Relations .....	Justyna Henderson

### SENIOR CLASS OFFICERS

President .....	Paul DeWater
Vice-President .....	Erin Miller
Secretary .....	Samantha Weaver
Treasurer .....	Cameron Seamons
Public Relations .....	Lauren Tucker
Senator .....	Conor Boone
Senator .....	(appointed)
Senior Class Advisor .....	Mrs. Trina Gilday

### JUNIOR CLASS OFFICERS

President .....	Mihal Lakhovsky
Vice-President .....	Zach Thomas
Secretary .....	Suzi French
Treasurer .....	Athena Anderle
Public Relations .....	Danielle Skinner
Senator .....	Audrey King
Senator .....	Anneka Boone
Junior Class Advisor .....	Mr. Bryan Rowley

### SOPHOMORE CLASS SENATORS

EJH Class Senators .....	Hunter Long, Jordan Nelson, Yen Nguyen
RJH Class Senators .....	Shelby Albrecht, Alyssa Pereira, Noor Awad
Sophomore Class Advisors .....	Mr. John Bieker

### ASB & CLASS OFFICERS

Elections of the ASB and Class Officers will be held in the spring. Information will be announced through the daily bulletin. For more information contact Activities Coordinator.

## ASB STUDENT SERVICE DIRECTORY

### Administration

Appeal: suspension or final grade .....	Mrs. Todd / Main Office
ASB activities; purchase orders signed .....	Mrs. Westra / Main Office
Assemblies/dances .....	Mrs. Westra / ASB Leadership
Athletics .....	Mr. Appelgate / Athletic Office
Attendance and Discipline (A – Ld) .....	Mrs. Westra / Attendance Office
Attendance and discipline (Le – Z) .....	Mr. Higgins / Main Office
Buses and transportation .....	Ms. Goodwin / Attendance Office
Commencement .....	Mr. Higgins / Main Office

## ASB STUDENT SERVICE DIRECTORY

### PTSA

Co-President..... Shelley Flores 206-601-6270 [shelley.flores@comcast.net](mailto:shelley.flores@comcast.net)  
Co-President..... Jan LaFond 425-883-4961 [jan.lafond@comcast.net](mailto:jan.lafond@comcast.net)  
Vice President - Programs ..... Peg Hunt 425-836-5330 [peghunt@comcast.net](mailto:peghunt@comcast.net)  
Vice President - Services ..... Karen Figurelle 425-869-8500 [kfigurelle@comcast.net](mailto:kfigurelle@comcast.net)  
Secretary ..... Marie Kent 425-497-8817 [mariekent@ymail.com](mailto:mariekent@ymail.com)  
Treasurer ..... Susan Seabrooks 425-883-2340 [seabrooks.family@gmail.com](mailto:seabrooks.family@gmail.com)

### Student Government

ASB Advisor..... Mrs. Arnone  
ASB activities/elections ..... Mrs. Arnone  
Fundraiser approval..... Mrs. Westra

### ASB ACTIVITIES

Our high school years are some of the busiest of our lives. Those who finish with the best memories are those who take advantage of everything these years have to offer. The more involved you are, the more fun you will have, and the more you will get out of your time at Redmond High School. The following is a list of most of the ASB sponsored events. For more information on how to get involved, listen for announcements at Redmond High School, contact the Activities Coordinator or talk to members of the Leadership class.

### DANCES

**The door to all dances will close ninety minutes after the dance begins. Students who have a legitimate reason to be late must obtain permission prior to the dance from an administrator. Students who bring guests must obtain a quest pass by the Tuesday prior to the dance-ONE quest pass per RHS student. 9th grade students are allowed to attend RHS dances. A student who leaves the dance will not be readmitted. Students who attend any dance or school function under the influence of drugs/alcohol will be suspended and parents will be requested to take them home.**

At all times, students at a RHS dance are expected to behave in a way that is appropriate and will not make anyone uncomfortable. There will no dancing which mimics or simulates sexual acts. No hands under clothing and all attire must meet the same requirements as clothing worn during the school day. Administrators and teacher chaperones will enforce guidelines when necessary. If the student does not respond to a warning to stop inappropriate behavior he/she may be asked to leave the dance and parents will be notified.

#### **ASSEMBLIES:**

All assemblies are mandatory. Assemblies are provided for students' benefit. It is expected that students will exhibit appropriate behavior. Skipping an assembly will result in disciplinary action.

#### **CLOSED CAMPUS:**

RHS is a closed campus. Only students with off-campus passes are allowed to leave campus during lunch. Students caught leaving campus without an off-campus pass will be disciplined. Students may not bring non-RHS friends/acquaintances onto campus. Students must return to campus on time.

#### **OFF-CAMPUS REGULATIONS:**

Off-Campus Passes may be applied for in the main office. Juniors and seniors with a 2.5 GPA from the previous semester are eligible with parent's permission. When off campus, students are expected to conduct themselves in a responsible manner. Off campus passes may be suspended or revoked.

## ASB EVENTS CALENDAR 2011-2012 Leadership

**Notes: Announcements will be made based on next year's approved daily bell schedule.**

**Student Council Meeting Dates (3<sup>rd</sup> period, one Wednesday/month):**

September 20	December 7	March 7	June 6
October 5	January 11	April 11	
November 2	February 1	May 2	

**SEPTEMBER 2011**

September 6:	First day of school/Sophomore Orientation/Club Jamboree
September 9:	<b>Kick-off Assembly</b> (end of school, TBA)
September 9:	Kick-off Dance (After RHS vs. LWHS home game until 11:00 pm)
September 12:	Class Representative Voting (all school)

**OCTOBER 2011**

October 3-4:	Preliminary Royalty Voting
October 6:	<b>Homecoming Assembly- Kickoff</b> (30-minute bell schedule)
October 10-14:	HOMEcomings WEEK
October 14:	<b>Homecoming Assembly</b> /Round-up/Spirit Theme Day
October 15:	Homecoming Dance (RHS Gym- 8-11 pm)

**NOVEMBER 2011**

November 9:	<b>Veteran's Day Assembly</b>
November 15:	KingCo Sportsmanship Interhigh at REDMOND HIGH SCHOOL!

**DECEMBER 2011**

December 9:	<b>Winter Spirit Assembly</b>
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**JANUARY 2012**

January 11:	<b>MLK Assembly</b> (30 minute assembly)
January 30—Feb 3:	TOLO Ticket Sales

**FEBRUARY 2012**

February 4:	TOLO Dance (RHS Gym- 8-11 pm)
February 7-24:	Celebrate the Arts Assembly Auditions (Choir room)
February 29:	<b>Celebrate the Arts Assembly</b> (1 hour assembly schedule)

**MARCH 2012**

March 5:	ASB Executive Council Election Packets Available
March 5:	General Leadership Class Applications Open
March 7:	<b>March Madness Assembly</b> (30 minute assembly schedule)
March 15:	ASB Exec Council Election Packets Due
March 26:	ASB Class Officer Election Packets Available
March 28:	<b>ASB Exec Council Election Voting/ senior mtg.</b> (30 minute assembly)

**APRIL 2012**

April 13:	ASB Class Officer Election Packets Due
April 27:	<b>ASB Class Officer Election Voting/ senior mtg.</b> (30 minute assembly)
April 30:	Prom Tickets on Sale

**MAY 2012**

May 7-11:	Staff Appreciation Week
May 18:	<b>Drug and Alcohol Assembly (TBA)</b>
May 19:	Senior Prom at Union Station 6 pm-12 am (Seattle, 6 pm- 12 am)

**JUNE 2012**

June 6:	<b>Honors Assembly</b>
June 15:	<b>Moving Up Assembly</b>
June 19:	<b>Graduation Ceremony 5pm – Key Arena, Seattle</b>

## ASB CARD

Most student activities such as athletics, the newspaper, dances, assemblies, etc., are financed through student funds. The greatest single source of revenue comes from ASB card sales. It provides admission to all regular season home football, basketball and wrestling contests. It also permits the owner to purchase KingCo tickets away from school at a reduced price for league and playoff games. The card may be purchased any time during the school year for \$40.00.

**\*There will be a \$10 charge to replace an ASB ID card.\***

**All students participating in an activity sanctioned by the RHS Associated Student Body must purchase an ASB card to be eligible to participate in sports and/or school activities.**

## ANNUAL

The cost of the annual will be \$48. Annuals may be purchased any time during the school year. After October 3, 2011 the cost will be \$53.

## RHS HELP

If you need help paying for school related expenses, send a confidential e-mail to: [rhshelp@lwsd.org](mailto:rhshelp@lwsd.org). You can also find more information on the RHS Website in the "For Students" section.

## RHS RIDE PROGRAM

Do you ever need to stay after school to work with a teacher, but can't because you don't have a ride home? Now you do!! There is a new ride program with parent volunteer drivers who are available to give students a ride home on Mondays and Thursdays at 3pm. A sign up sheet is in the attendance office - - - come down, sign up, and fill out a permission form. Please sign up 3 days in advance to allow for time to find a driver. If you have any questions, please see Mrs. Hoiem in the Attendance Office.

## ACTIVITIES, SCHOOL ORGANIZATIONS & ADVISORS

Animal Club.....	Robyn Kunkler	French Club.....	Marcia Maxwell
Art Club.....	Steve Okun	Game Club.....	Bryan Rowley
Anime Club (Japanese).....	TBD	Gay/Straight Alliance.....	Maynard Garritty
Band.....	Andy Robertson	Honor Society.....	Linda Richard
Black Student Union.....	S. Zimmerman	Key Club.....	Jake Crowley
Bowling.....	Rob Noteboom	Knowledge Bowl.....	Gregg McDonald
Bridge to Self Sufficiency.....	E. Gilliland	Latinos Unidos.....	Rebekah Westra
Cakes for a Cause.....	Heather Chadwick	Math Club.....	Cathy Michaelis
Cheer.....	Cyndi Campbell	Model UN Club.....	Gregg McDonald
Chess.....	Kirby Zornes	Multicultural Club.....	Sandra Hoffmann
Choir.....	Arianna Guthrie	Physics Club.....	Peter Saxby
Dance.....	Judy Russo	Schools for Schools.....	Erica Gilliland
Debate.....	Ross Johnson	Science Olympiad.....	Robert Miller
DECA.....	Grace Brady	SIFF.....	Jeannine Ewing
Destination Imagination.....	Kirby Zornes	SPAM.....	Sandy Hargraves
Digital Multi-Media.....	Paul Osborne	Ultimate Frisbee.....	Jeff Larson
Drama.....	Misty Doty	Video Gaming Club.....	Jim DeJoy
Environmental Club.....	Mike Town		
Exordium.....	Jennifer Mauck		

## ATHLETICS AND SPORTSMANSHIP

Redmond High School is a member of the KingCo Conference and is responsible for following all KingCo sportsmanship and spectator regulations.

In order for any student to participate in any interscholastic program, students must do the following:

1. Pass all classes with a minimum 2.0 GPA and have no F's the previous semester.
2. Returned to the coach or paid for all previous sports equipment/uniforms issued.
3. Received from and returned athletic clearance forms to the athletic office. *\*Proof of family or school insurance; RHS Drug and Alcohol Contract; KingCo Eligibility form; HIPPA Form; ASB card (or receipt); Physical Examination Card; Emergency Card.*
4. Have no unpaid fines or fees.
5. Pay Sports Fee. Sports fee requests for refunds must be made by the end of the season.
6. A fee of \$10 will be charged for all dishonored checks returned per RCW 62A.3-104.

### ATHLETICS DEPARTMENT

#### SPORT

#### HEAD COACH

#### Fall-Turnout 8/17/11

Football (10-12) ..... Jeff Chandler

#### Turnout 8/22/11

Volleyball (10-12)..... Ross Johnson

Boys' Tennis (10-12)..... Marceil Whitney

Cross Country (10-12) ..... Denis Villeneuve

Girls' Soccer (9-12)..... Patrick Scheibe

Girls' Swimming (9-12)..... Julie Barashkoff

Boys' Golf (9-12)..... Chris Zimmerman

#### Winter- Turnout 11/7/11

Gymnastics (9-12) .....Jason Farr

#### Turnout 11/14/11

Boys' Basketball (10-12)..... Jeff Larson

Girls' Basketball (10-12)..... Andre Barashkoff

Boys' Swimming (9-12)..... Julie Barashkoff

Wrestling (10-12) ..... Paul Mullen

#### Spring - Turnout 2/27/12

Baseball (10-12) ..... Dan Pudwill

Girls' Golf (9-12) ..... Jake Crowley

Boys' Soccer (9-12) ..... Patrick Schiebe

Softball (10-12) ..... Parris Mamon

Girls' Tennis (10-12) ..... Marceil Whitney

Boys' Track (10-12) ..... David Peabody

Girls' Track (10-12)..... Denis Villeneuve

**Admission will be charged for League Football, Basketball, Volleyball, Boys & Girls Soccer, Gymnastics and Wrestling.**

**KingCo Athletics Ticket Prices - Adults and Students w/o ASB \$6.00**

**Games:** With ASB...home/no charge \* With ASB...away/\$4.00

## Spectator Regulations for Athletic Contests

Students are expected to demonstrate appropriate behavior at all school activities and athletic events. **School discipline policies apply at all school activities and events, regardless of the time or location.**

### School and District Events

For high school athletic events, junior high students must be accompanied by an adult. Students must show picture identification for events. All school conduct regulations remain in effect at school and district events, and apply to visitors at other schools. Students will be accountable at their home school for violations that occur at other district or league schools, or at school sponsored events.

### KingCo Guidelines

1. Noisemakers, megaphones, noise amplifiers, and confetti are not allowed in any student rooting section during an athletic contest.
2. If megaphones are used by the cheerleaders, they are to be directed at their own rooting section, not at their opponents or the playing field.
3. Vulgar, obscene or suggestive yells or signs are not permitted.
4. Spectators are to remain off the playing surface at all times.
5. No bare chests will be allowed. Students are to dress appropriately.

### STUDENT AUTOMOBILE USE

Students are expected to drive and operate motor vehicles in a safe and responsible manner at all times when on campus. The safety of the driver and all persons in the area is of extreme importance. Students are expected to use good judgment in operating a motor vehicle and to avoid any situation that would endanger themselves or others.

**Review the rules regarding student driving, parking, and Use of Vehicles on Campus on the application form in the main office.**

1. The campus speed limit is 10 m.p.h. Speed bumps are designed as cross walks for student safety – take extra caution when crossing.
2. All automobiles parked on the school grounds must be registered with the school and display a current parking permit.
3. Student cars with permits must park only in spaces designated for students. All other areas of campus are off limits to student cars. Student cars parked illegally, in fire lanes, handicapped spaces and visitors' areas will be ticketed. Parking tickets should be paid to the school bookkeeper. **Illegally parked cars are subject to being towed.**
4. LWSD does not assume liability for damaged vehicles. Student cars are not to be left on the campus overnight due to potential risk of damage/vandalism of vehicle.
5. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.
6. Vehicles may not be parked in a handicapped zone unless the student has a handicapped condition and a disabled parking permit.
7. Students are responsible for notifying the parking attendant if they change cars during the school year.
8. Parking permits are non-transferable. One may not give others permission to park on campus.
9. Students may not park in Visitor/Staff parking before 3:00 p.m.
10. Students may not park in the Hartman Pool parking lot during school hours 7:00 a.m. to 2:30 p.m.

11. If a student feels there are extenuating circumstances concerning parking, see an administrator.

## **ATTENDANCE POLICY**

### **ABSENCES**

Attendance will be taken daily in each class. Teachers are responsible for taking accurate attendance. **An absence is missing a class altogether, or arriving more than ten minutes late to class.**

- If a student arrives more than ten minutes late to any class the student must check in through the attendance office and will be marked absent.
- If a student needs to leave campus during the school day, **the student must check out through the attendance office before leaving the school grounds.** Phone approval from the parent (preferably before the school day begins) is required before the student is issued a pass to leave. Students who leave school without signing out through the attendance office will be subject to disciplinary action.

#### Definition of Absence

<u>Examples of Excused Absences</u>	<u>Examples of Unexcused Absences</u>
* Illness or medical emergency (in certain instances, a doctor's note may be required to verify the absence)	Oversleeping
<b>Religious Observance</b>	Traffic problems
<b>Family Emergencies</b>	Missing the bus
<b>Pre-arranged medical and dental appointments</b>	Staying home to do homework
<b>Counseling appointments</b>	Job training or work related absences
<b>School related field trips (special school programs, pre-arranged community service activities, or school/academic activities)</b>	Student providing childcare for younger siblings
<b>College visits</b>	Taking drivers test
<b>Required court proceedings</b>	Shopping for prom dress
<b>* Family vacations (only if Pre-Arranged Absence policy is followed. See page 17 for details)</b>	Taking pet to veterinarian
<b>*Other Pre-Arranged Absences (only if Pre-Arranged Absence Policy is followed. See page 17 for details)</b>	Staying home to visit with out-of -own guests

## **ATTENDANCE PROCEDURES**

### Responsibility for Attendance

1. **Students and parents are responsible for school attendance.** The parent or legal guardian of any student who is absent from class is requested to leave a phone message with the school Attendance Office at (425) 936-1810 *within 24 hours* of the absence to \*explain the circumstances around an absence. If the parent is aware of an impending absence, please call to notify the school in advance. If not, the absence will be documented as unexcused.
2. Students with excused absences are allowed to receive credit for make-up work. Students absent from class without permission (i.e., unexcused or truant) may not receive credit for that work or any other assignments done in that class or due in class that day.

### Prearranged Absence or Family Vacation Policy

We recognize there are many reasons why a family may choose to take their student out of school on a vacation; however, students cannot maximize their educational experience when they are absent. Family vacations must be prearranged in order to be considered excused. **The Prearranged Absence form must be completed and turned in 5 schools days prior to the absence. Failure to follow the procedure will result in the absence being reported as unexcused.**

**School related absences:** We recognize that many students often participate in school activities that require them to miss class. Students are required to complete a pre arranged school related absence form 3 school days prior to the absence. Failure to do this will result in the student not being able to participate in the activity. While field trips are not subject to this policy, if a student is not performing well academically, teachers reserve the right to notify the advisor of the field trip. Sports related activities are not subject to this policy and will be determined by a student's athletic eligibility. Students are allowed five school related activities per semester.

**Discipline Consequences for Excessive Absences**

<b>Absences (Per Class, Per Semester)</b>	<b>Consequence</b>
Four (4) excused and/or unexcused absences per semester in a class	A letter will be mailed home to notify the parent or guardian
Seven (7) excused and/or unexcused absences per semester in a class	Administrator will confer with the student and make direct contact (phone or conference) with the parent or guardian. The administrator will also place the student on an attendance contract. A copy of the contract will be mailed home.
Ten (10) excused and/or unexcused absences per semester in a class	Administrator will issue a loss of credit notice to the student and contact the parent or guardian.

**LOSS OF CREDIT**

**Students will be issued a Loss of Credit Notice after exceeding the 9 absence limit in a class per semester. After receiving the loss of credit notice, if extenuating circumstances exist, the student may choose to appeal his/her loss of credit to the Attendance Review Committee.**

**TARDIES**

Tardiness is disruptive to the teaching/learning process and negatively effects student performance. When the bell starts to ring, all students must be in the appropriate classroom or locker room. Unexcused tardies will be subject to progressive discipline.

<b>Tardy (Per Class, Per Semester)</b>	<b>Consequence</b>
1-2	Teacher consequences
3	Referral to office. Administrator will assign detention and notify student that the next tardy will result in a parent meeting.
4	Administrator will hold a parent meeting and notify student and parents that subsequent tardies will result in suspension at a progressive rate and future tardies will be converted to unexcused absences at a rate of 3=1 (3 tardies = 1 unexcused absence).

5+	Suspension at a progressive rate and every 3rd tardy will be converted to 1 unexcused absence.
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## Lake Washington School District

### **HIGH SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES**

#### **Behavioral Expectations of Students**

Lake Washington School District intends that all students, teachers, administrators, and parents have access to and an understanding of the state laws, statutes, and codes that govern student rights, responsibilities, student discipline, and due process. This handbook provides some of the laws and regulations, along with a summation of district policy. The complete policies are contained on the District website. Students in our schools generally exhibit positive behavior. We believe that student development occurs best within an atmosphere of mutual respect, and therefore any behavior that undermines this respect cannot be allowed. Teachers, administrators, and staff will not tolerate any behavior that materially interferes with or is detrimental to the orderly operation of school, school-sponsored activities, or any other aspect of the educational process. School jurisdiction and authority include student conduct to and from school, at school, at bus stops, on busses, and at any school sponsored activity. Also included in the school's jurisdiction is any off-campus student speech or activity which school authorities have reason to believe will interfere with the learning environment of the school or impinge on the rights of other students or staff at school. Such acts, including but not limited to those listed in this handbook, shall be subject to discipline, including possible suspension and/or expulsion from school, and /or referral to law enforcement authorities.

#### **Student Rights and Responsibilities**

We believe that for every right there is a responsibility. This responsibility includes the freedom to exercise individual rights in a manner that is not offensive to the recipient. We trust that students will respectfully accept and adhere to the following:

#### **Rights**

- Students have the right to a safe environment free from intimidation, sexual harassment, and assault.
- Students have the right to a productive learning environment.
- Students have the right to clean and safe classrooms, hallways, and lunchrooms.
- Students have the right to safe passage to and from school and while on campus.
- Students have the right to expect staff to help solve their problems.
- Students have the right to engage in the grievance process.
- Students have the right to remain anonymous when reporting a violation of school rules.
- Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.
- Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.
- Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.

#### **Responsibilities**

- Students are responsible for their own behavior.
- Students are responsible for respecting the property of other people and school property.
- Students are responsible for attending school and all classes daily and on time.
- Students are expected to exhibit conduct which is courteous, cooperative, and responsible, and which displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.
- Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).
- Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.

- Students are expected to make a determined effort to learn.
- Students are expected to follow the instructions of teachers and other school staff.
- Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.

#### **Progressive Discipline**

The school encourages progressive discipline to correct undesirable/unacceptable behavior, attendance, or attitude problems whenever reasonably possible. Progressive discipline is the process used to correct student behavior problems and teach the student to function in an acceptable manner.

Progressive discipline 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 with the violation. Second violations will result in stronger disciplinary action. Repeated violations may result in severe disciplinary action or suspension. At each intervention step, the intention is to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging him/her to accept responsibility for his/her actions.

The goals of the progressive discipline approach in the Lake Washington School District are to encourage students to:

- Correct inappropriate or unacceptable behavior;
- Develop better understanding of the problem and the need for behavior change;
- Accept responsibility for their actions;
- Make the necessary or desirable change in their behavior;
- Provide an opportunity to demonstrate improvements and personal growth, and;
- Plan for and make appropriate choices conducive to school success and future readiness.

Discipline procedures range from conferencing with students, parents and/or guardians to suspension and expulsion. Definitions related to these different options include:

**Discipline:** Any form of corrective action taken other than suspension and expulsion. This may include community service (**CS**), exclusion from class during the school day, after school detention, restitution, and assessment/counseling as appropriate.

**Suspension:** Denial of right of attendance for a specific amount of time; short-term suspensions (**STS**) are for no more than ten consecutive school days; long-term suspensions (**LTS**) exceed ten consecutive school days.

**Expulsion:** Denial of right of attendance for an indefinite amount of time; this action will be used only when the nature and circumstance reasonably warrant the harshness of expulsion (**E**).

**Emergency Expulsion:** When the student's presence imposes an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption to the educational process. An emergency expulsion (**EE**) may be imposed to allow administrators to fully investigate the situation and impose any appropriate disciplinary or corrective action.

Students who create a disruption of the educational process in violation of our building standards may be excluded from a classroom for all or any portion of the school day. Students may be excluded for longer periods if they repeatedly disrupt the learning of other students. Students who repeatedly violate school policies are a concern, and the frequency with which they violate school rules is often of equal or greater concern than individual violations. Because of this, discipline is based on the cumulative effects of these acts.

While administrators normally apply the concept of progressive discipline in working with students to bring about changes in inappropriate/unacceptable behavior, there may be situations where progressive discipline is not appropriate and prudent. In such cases, Lake Washington School District reserves the right to immediately suspend or expel where exceptional misconduct is involved (i.e. conduct that is so frequent or serious in nature, in terms of the disruptive effect upon the operation of the school, as to warrant an immediate suspension or expulsion). This may also apply to students who have committed serious violations or acts in the community and may pose a threat or disruption to other students at school. A suspension from school may be appealed. The student will be informed of the appeal process at the time a suspension occurs. Parents will be notified of the suspension by mail.

**School Business Day:** Any calendar day, exclusive of Saturdays, Sundays, and federal and school holidays, upon which the office of the Superintendent is open to the public for the conduct of business.

**Alcohol, Drug and Tobacco-Free School**

According to the Drug-Free Schools and Communities Act, schools must be totally free of unlawful drugs or alcohol. No one is allowed to possess, transfer, sell, use, solicit, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school sponsored event or activity. Drugs include inhalants, prescription drugs beyond a daily dose, over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.

**Dangerous Weapons**

Possessing, using, transferring, or transporting any object that could reasonably be considered a firearm or dangerous weapon or possessing any exploding item device or substance that would be capable of producing bodily harm or cause damage to property or disruption of the educational process is strictly prohibited. Violation of this rule is considered serious to the safety and welfare of both the student who violates it and others in the District and such a disruption to the educational process that emergency expulsion will always be immediately enacted. By law, we are required to notify the local law enforcement agency of a violation of this rule. Also by law, in the case of possession of a firearm, we are required to expel the student. The duration of the expulsion will be at least one school year and may be permanent.

**Human Dignity**

Recognizing and valuing that we are a diverse community, part of our mission is to provide a positive, harmonious environment where diversity is respected and encouraged. A major aim of education in the Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with that aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or characteristics. We expect this value to be manifested in the daily behaviors of students, staff, and volunteers.

**Non-Discrimination**

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

**Harassment**

Because all employees and students have the right to work and learn in a non-intimidating environment, harassment will not be condoned or tolerated in the district. Harassment of any employee or student on the basis of individual differences, including but not limited to gender, religion, race, color, national origin, sex, age, creed, ancestry, religion, military status, ethnic background, disability, physical condition, sexual orientation, including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability is a serious violation of district and school policy.

Harassment can take many forms and can include bullying, slurs, comments, rumors, "put-downs," jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other verbal or physical conduct relating to an individual which (1) have the purpose or effect of creating and intimidating, hostile, or offensive working or learning environment; (2) have the purpose or effect of unreasonably interfering with an individual's work performance or education; or (3) otherwise unreasonably affects an individual's employment or education opportunities.

**Sexual Harassment** is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual or gender-based in nature or based on sexual orientation and/or gender expression or identity. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment is defined as verbal, visual, or physical advances made within the work and school setting and unwelcome by the person. Sexual harassment exists when: (1) submission to the conduct is, either explicitly or implicitly, a term or condition of employment or education; or (2) submission to or rejection of the conduct is used as the basis of an employment or school-related decision affecting such individual; or (3) the conduct unreasonably interferes with the individual's job or educational performance or creates an environment that is intimidating, hostile, or offensive.

Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact. Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior related to the above definitions which is not welcome, is personally offensive, and which interferes with efficacy or creates uneasiness.

**Prevention Strategies:** The district will implement a range of prevention strategies, including individual, classroom, school, and district-level approaches to harassment, intimidation, and bullying. Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation, and bullying in schools.

**Staff Intervention:** All staff members shall intervene when witnessing or receiving reports of harassment, intimidation, or bullying. For minor incidents that staff are able to resolve immediately or incidents that do not meet the definition of harassment, intimidation, or bullying, no further action under this procedure may be necessary.

**Incident Reporting and Investigative Process:** Any student who believes that he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been a target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member. All staff are responsible for receiving oral and written reports. Whenever possible, staff who initially receive an oral or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. If the incident has been resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary. All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint. The steps in filing an Incident Reporting Form and its investigation and corrective measures are set forth in District Policy. A statement summarizing the policy and procedure will be posted and disseminated in each school, on the district's web-site, and reviewed with employees and students on an annual basis.

**False Report:** To knowingly report false allegations of harassment is a violation of this policy. Persons found to knowingly report false allegations will be subject to appropriate discipline.

**Student Searches**

Administrators may make general searches of all student desks or storage areas without prior notice given to students. An individual student, his/her property, locker, and vehicle parked on campus may be searched by school district employees if there is a reasonable suspicion the search is related to

the discovery of contraband or other evidence of a student's violation of law or school conduct rules. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

**Drug-scenting Dogs**

The purpose behind inspections by dogs is to discourage students from bringing, keeping, and/or using drugs on school grounds. RCW 28A.600.210 states: "The legislature finds that illegal drug activity and weapons in schools threaten the safety and welfare of our school children and pose a severe threat to the state educational system. School officials need to protect students from exposure to illegal drugs, weapons, and contraband. Searches of school-issued lockers and the contents of those lockers is a reasonable and necessary tool to protect the interests of the students of the state as a whole." With this purpose in mind, administration has the authority to invite drug-scenting dogs to conduct suspicionless searches on school property.

**Exceptional/Serious Misconduct and Discipline**

Any conduct which materially and substantially interferes with the educational process is prohibited. However, the following infractions have been judged so serious in nature and/or so serious in terms of disruptive effect upon the operation of the school(s) that students may be subject to an emergency expulsion and/or suspension (short term or long term) for a first time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline if they so decide. This may include restitution for property damage or loss, and /or restitution to victims if appropriate. All of the following acts listed below in the summary chart are specifically prohibited on school grounds, on school-sponsored transportation (including authorized school bus stops), at school events off school grounds, or off-campus if such conduct causes disruption at school. Law enforcement may be informed.

<b>Violation</b>	<b>Definition</b>	<b>Consequence</b> *subsequent offenses will incur equal or greater consequences
<b>Arson</b>	Lighting a fire, causing any fire to be started, setting fire to school property, or falsely setting off a fire alarm	<b>1<sup>st</sup> Offense*</b> EE/LTS Police Contact Restitution as Appropriate
<b>Assault (Resulting in Bodily Harm)</b>	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	<b>1<sup>st</sup> Offense*</b> EE/LTS Police Contact

<p><b>Disruptive Conduct/Behavior</b></p>	<p>Behavior that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events or any other aspect of the educational process. Behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school may be subject to discipline.</p>	<p><b>1<sup>st</sup> Offense*</b> EE/STS/LTS</p>
<p><b>Drugs/Alcohol Possession</b> Use Paraphernalia</p>	<p>Possession, use, or being under the influence of drugs/alcohol on school grounds, on school transportation, or during school sponsored events on or off campus. Includes inhalants, prescription drugs beyond a daily dose, over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Possession of paraphernalia or any item that can be used to ingest or conceal drugs or alcohol.</p>	<p><b>1<sup>st</sup> Offense</b> EE/LTS Police Contact Drug/Alcohol Assessment: includes release of information to administration and follow through with assessment recommendations</p> <p>LTS may be held in abeyance and conditionally reduced to STS/lesser LTS if student fully complies with above assessment procedures</p> <p><b>2<sup>nd</sup> Offense</b> EE/LTS Police Contact</p>
<p><b>Drugs/Alcohol Sell</b> Buy Transfer</p>	<p>Transfer, sale, sharing, or solicitation on school grounds, on school transportation, walking/riding to school, or during school sponsored events on or off campus. Includes illegal drugs, inhalants, controlled substances, and combinations or amounts of over-the-counter drugs that could be seriously harmful, or any substance represented as such.</p>	<p><b>1<sup>st</sup> Offense*</b> EE/LTS Police Contact</p>

<b>Firearms</b>	Possession, threat to use, or use of a firearm. The District has a policy of no tolerance for firearms.	<p><b>1<sup>st</sup> Offense</b> EE/E up to one year Police Contact Conference</p> <p><b>2<sup>nd</sup> Offense</b> EE Police Contact Permanent Expulsion from LWSD</p>
<b>Harassment, Intimidation, Bullying</b>	<p>Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:</p> <p>Physically harms a student or damages the student's property; or Has the effect of substantially interfering with a student's education; or Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or Has the effect of substantially disrupting the orderly operation of the school.</p>	<p><b>1<sup>st</sup> Offense</b> Conflict Mediation and/or EE/STS/LTS</p> <p><b>2<sup>nd</sup> Offense*</b> EE/STS/LTS</p>
<b>Illegal Acts</b>	A student shall not engage in the commission of any illegal or criminal act that either results or could foreseeable result in injury or damage to self, others, or property.	<p><b>1st Offense*</b> EE/STS/LTS Police Contact</p>

<p><b>Other Weapons, Explosives, and Dangerous Items</b></p>	<p>Possession, threat to use, or use of other dangerous weapons (or replica weapons) is prohibited. This includes knives, BB guns, paintball guns, martial arts weapons, explosives, incapacitating agents, laser devices, or any other item which can inflict or threaten substantial harm or which can be perceived by others as a weapon. Principals may pre-authorize use of replica weapons for educational purposes. The District has a policy of no tolerance for weapons.</p>	<p><b>1<sup>st</sup> Offense*</b> EE/STS/LTS Police Contact OR Possible lesser corrective action based on particular facts and circumstances.</p>
<p><b>Sexual Harassment</b></p>	<p>Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including, offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.</p>	<p><b>1<sup>st</sup> Offense*</b> Conflict Mediation and/or EE/STS/LTS/Police Contact</p>
<p><b>Threats</b></p>	<p>To express an intent to inflict injury or cause harm, to intimidate verbally, by use of hand signs, in writing, or on a computer or other electronic device. Words or actions intended to inflict mental or physical harm are not allowed.</p>	<p><b>1<sup>st</sup> Offense</b> EE/STS/LTS/Police Contact  <b>2<sup>nd</sup> Offense</b> EE/LTS/Police Contact</p>

## Other Forms of Misconduct and Discipline

Other forms of misconduct including but not limited to those listed below may result in corrective action ranging from possible suspension, expulsion, restitution, or referral to law enforcement authorities or other agencies depending on the severity of the offense.

<b>Violation</b>	<b>Definition</b>	<b>Consequence *subsequent offenses will incur equal or greater consequences</b>
<b>Academic Dishonesty</b>	Any student who submits work of others represented as his/her own shall be considered to have engaged in academic dishonesty (cheating). Academic dishonesty also includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	<b>1<sup>st</sup> Offense</b> Loss of Credit on Assignment Parent Contact  <b>2<sup>nd</sup> Offense</b> Loss of Credit for Semester (F/NC) Parent Contact
<b>Alteration of Records</b>	A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.	<b>1<sup>st</sup> Offense</b> EE/STS/LTS Parent Contact  <b>2<sup>nd</sup> Offense</b> EE/LTS Parent Contact
<b>Assault</b>	A student shall not threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person. This includes sexual misconduct (i.e. unwanted touching or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct) and intentional spitting.	<b>1<sup>st</sup> Offense</b> EE/STS/LTS/Police Contact  <b>2<sup>nd</sup> Offense</b> EE/LTS/Police Contact
<b>Attendance/Tuancy</b>	A student shall not be absent or tardy from classes without an approved excuse. Such a student shall be subject to corrective action or discipline.	Parent Contact Follow Absentee/Tardy Policy/Becca Referral
<b>Disruptive Conduct/Behavior</b>	A student is not permitted to disrupt the educational process or the orderly operation of a school or a school-sponsored activity. This	<b>1<sup>st</sup> Offense</b> EE/STS/LTS/Police Contact Parent Contact

	includes, but is not limited to, blocking building entrances, hallways, stairways, or deliberately disrupting the normal passage of others; and deliberately using any electronic device, including cellular telephones, to cause a disruption.	<b>2<sup>nd</sup> Offense</b> EE/LTS/Police Contact Parent Contact
<b>Dress Code</b>	Student dress shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's dress or appearance; damage to school property shall not result from the student's dress; the student's dress or appearance shall not create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activity or activity that violates school regulations.	<b>1<sup>st</sup> Offense*</b> Change Clothes/Parent Contact/EE/STS/LTS
<b>Endangerment of Others</b>	A student shall not act in a manner that endangers students, staff, or community members.	<b>1<sup>st</sup> Offense*</b> EE/STS/LTS/Police Contact
<b>Extortion/Black mail &amp; Coercion</b>	A student shall not extort or attempt to extort any item, information, or money.	<b>1<sup>st</sup> Offense</b> EE/STS/LTS  <b>2<sup>nd</sup> Offense</b> EE/LTS
<b>Fighting</b>	A student shall not engage in or provoke physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.	<b>1<sup>st</sup> Offense</b> EE/STS/LTS/Mediation  <b>2<sup>nd</sup> Offense</b> EE/LTS
<b>Forgery</b>	A student shall not engage in copying, plagiarizing, falsifying materials/signatures and/or other information or objects.	<b>1<sup>st</sup> Offense*</b> Parent contact EE/STS/LTS
<b>Gambling</b>	A student shall not engage in games of chance which involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of	<b>1<sup>st</sup> Offense</b> EE/STS Confiscation of gambling items (e.g. cards, dice, etc.)

	something involving chance. A student shall not encourage or coerce other students to gamble.	<b>2<sup>nd</sup> Offense</b> EE/LTS
<b>Gang Activity</b>	A student shall not knowingly engage in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.	<b>1<sup>st</sup> Offense</b> EE/STS/LTS Police Contact  <b>2<sup>nd</sup> Offense</b> EE/STS/LTS Police Contact  <b>3<sup>rd</sup> Offense</b> EE/LTS/E Police Contact
<b>Hazing</b>	A student shall not participate in or fail to report known activity that demeans or abuses any student or members or potential members of a team or club.	<b>1<sup>st</sup> Offense*</b> EE/STS/LTS
<b>Immediate Danger and Disruption</b>	If a student's presence poses an immediate and continuing danger to the student (including harm to self), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process, that presence is not permitted.	<b>1<sup>st</sup> Offense*</b> EE/STS/LTS/Police Contact/E Parent Contact  <b>Self Harm</b> Parent contact EE/STS/LTS/ Police Contact according to circumstances
<b>Interfering with School Investigation</b>	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.	<b>1<sup>st</sup> Offense*</b> EE/STS/LTS
<b>Lying</b>	Telling or writing untruths.	<b>1<sup>st</sup> Offense</b> STS  <b>2<sup>nd</sup> Offense</b> STS/LTS
<b>Negative Community Action</b>	Washington State Law provides for the implementation of school discipline for actions performed outside of school that may adversely affect the educational environment of the school.	<b>1<sup>st</sup> Offense*</b> EE/STS/LTS/Police Contact

	Examples include, but are not limited to, acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other internet or electronic communications such as to harass or harm others.	
<b>Theft</b>	A student shall not steal, be involved in stealing, possess without permission, and/or sell with knowledge of or reason to know of stolen property.	<b>1<sup>st</sup> Offense</b> EE/STS/LTS/Police Contact Restitution for school property  <b>2<sup>nd</sup> Offense</b> EE/LTS/Police Contact Restitution for school property
<b>Tobacco</b>	A student shall not possess, use, or distribute any tobacco product, or chemicals, devices, or any other tobacco product that has the same flavor or physical effective of nicotine substances.	<b>1<sup>st</sup> Offense</b> Diversion If not Diversion, then STS  <b>2<sup>nd</sup> Offense</b> STS
<b>Trespass/Loitering/Unauthorized Entrance</b>	A student shall not enter or be present on school property without permission.	<b>1<sup>st</sup> Offense*</b> EE/STS/LTS
<b>Unauthorized Use of Cell Phones or other Electronic Devices During Class Time</b>	Cell phones and other personal electronic devices must be turned off and may not be used in classrooms without teacher authorization.	<b>1<sup>st</sup> Offense</b> Confiscation for the day  <b>2<sup>nd</sup> Offense*</b> Confiscation; device returned only to parent/guardian
<b>Unauthorized Use of Equipment</b>	Computers and other equipment shall not be used in classrooms without teacher authorization. Photographs, video, and audiotapes may not be published without permission. Inappropriate materials or websites may not be accessed or displayed.	<b>1<sup>st</sup> Offense*</b> Confiscation for the day STS/LTS Restriction of tech privileges
<b>Vandalism</b>	Destruction, damaging, or defacing of school or personal property is not allowed. This includes tampering with equipment or supplies or displacing property.	<b>1<sup>st</sup> Offense</b> EE/STS/LTS/Police Contact/Restitution/CS/E  <b>2<sup>nd</sup> Offense</b> EE/LTS/Police Contact/Restitution/E

<b>Vulgar or Lewd Conduct/Profanity</b>	Any lewd, indecent, vulgar, profane, or obscene act or expression is prohibited. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication.	<b>1<sup>st</sup> Offense</b> EE/STS/LTS  <b>2<sup>nd</sup> Offense</b> EE/LTS
<b>Willful Disobedience/Disrespect</b>	Failure to follow reasonable requests and directions of school staff or acting in a disrespectful manner.	<b>1<sup>st</sup> Offense</b> STS  <b>2<sup>nd</sup> Offense</b> STS/LTS

<b>Key: Short-Term Suspension (STS)</b> <b>Emergency Expulsion (EE)</b> <b>*subsequent offenses will incur equal or greater consequences</b>	<b>Long-Term Suspension (LTS)</b> <b>Community Service (CS)</b> <b>Expulsion (E)</b>
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### **Computer and Internet Code of Conduct**

The Lake Washington School District provides a wide range of computer resources to its students and staff for the purpose of advancing the educational mission of the District. As users of District computers, students are expected to review and understand Appropriate Use Procedures.

1. Protect your logon information from others. Do not use others' passwords.
2. Exercise good judgment.
3. Respect district property and be responsible in the use of the equipment. Do not destroy, modify or abuse the hardware or software in any way. Do not delete or add software or peripheral equipment to district computers without permission.
4. Be a good digital citizen.
  - Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
  - Do not use the Internet to access or process pornographic or otherwise inappropriate material.
  - Be ethical and courteous. Do not send hate, harassing, or obscene mail; text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact.
  - District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages).
  - Use district computers for educational purposes only. No commercial or political activity is allowed.
5. Be academically honest. Do not assume that because something is on the Internet that you can copy it.

### **Technology Code of Conduct**

1. Students are expected to follow the *Internet Code of Conduct* and the *Computer User Agreement and Release Form*.
2. All district provided computers will be used for school use only.\*
3. Students are expected to leave games and other applications at home.\*
4. Computer labs will only be used when a staff member is present.\*
5. Students will leave food and beverages outside the computer lab and away from netbooks at all times.\*
6. Students will clean up the computer's desktop (close all windows) upon leaving.\*

7. Monitor positions are not to be changed.\*
8. Students will not hide windows / close lids, clear desktops, or turn off computers when staff approach them.\*
9. Students will not disturb other computer users.\*
10. Students will not remove applications from the Hard Drive.\*\*
11. Students will not install/download or use any personal software, peripheral, or hardware without prior approval from staff.\*\*\*
12. Students will not vandalize or steal school equipment.\*\*\*
13. Students will not alter internal components of the computers.\*\*\*
14. Students will not attempt to circumvent or disable district security and/or filtering systems.\*\*\*

\* Warning – may be asked to leave lab for remainder of day  
 \*\* Removal from lab and loss of computer privileges for one week  
 \*\*\* Removal from computers for one month and parent conference  
 \*\*\*\*Removal from computers for remainder of the year and parent conference

Offenses are cumulative for the school year. Consequences are guidelines. Teacher, staff and administrators will use discretion to ultimately determine the consequences.

**Guidelines for Personal Student Web Sites Housed on Private Servers**

The district has established the following guidelines for students who choose to create personal websites on private servers.

1. Students must have a thorough understanding of the rules, terms and conditions established by the host provider, especially as it relates to content and language. If these conditions are not posted on the host site, an email should be sent requesting them.
2. These sites need to be closely monitored by the site initiator and/or manager (webmaster) to ensure that everyone contributing to the site follows the rules, terms, and conditions established by the Internet Service Provider.
3. School names, mascots, colors, and the school or school district's website designs are legal trademarks of the school and district and cannot be used without express permission.
4. These websites need to be clearly identified as personal websites that are not associated with Lake Washington School District or an individual school.
5. If material posted to a website is illegal, obscene, defamatory, threatening, disruptive, or harassing to other students or staff and/or the educational process, the District may contact the Internet Service Provider and website initiator/manager (webmaster) to ensure appropriate and legal expression. Legal and /or disciplinary action may also be taken by the District in appropriate cases to prevent further abuses. Student webmasters or contributors may be disciplined by school authorities for authorizing such material either themselves or jointly with others, for aiding and abetting others to publish such material, or by knowingly permitting such material to be posted or to remain posted on the website without taking timely and adequate steps to prevent or remove the material.

Appropriate consequences for violating this policy are specified in this student code of conduct.

**Health Room/Medication**

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office. The secretary will take the student's temperature. If the student's temperature is 100 degrees or higher, the parent will be called to arrange transportation home. If a student does not have a temperature but feels seriously ill, the parent will also be called to arrange transportation home. Parents should inform the school on the Nurse Alert form if their child has a serious/life threatening health condition. Some examples of life threatening health conditions are diabetes, seizures, severe allergies, asthma and/or a cardiac condition. This list is not all inclusive.

The Lake Washington School District's medication policy states that medication will be administered between 11:00 AM and 1:00 PM daily. Exceptions require nursing approval. Medications that are given three times a day (antibiotics) should be given at home in the morning, afternoon, and evening. Students may not medicate themselves unless the health care provider indicates that they may do so. This must be documented on the student's medication order. Should medication need to be administered at school, parents must have their child's health care provider sign the LWSD medication form (#4023), provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); and bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school. The parent must pick up any unused medication by the last of school.

### **Child Find**

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying students age birth to 21 years with a suspected disability who reside within the boundaries of the Lake Washington School district and are currently not receiving special education services. Child Find services are conducted throughout the year in the Lake Washington School District through the guidance team process. If you or your parents have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist, or other guidance team member. You may also call the Special Services main office at (425) 936-1201 or the district Child Find office at (425) 936-2760 to request Child Find information.

### **Family Rights and Privacy Act**

The Lake Washington School district is required to protect families from unauthorized release of certain information about its students. However, directory information may be released without permission of parents unless parents register their objection prior to October 1.

Directory information is routinely used by the school district in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the news media or law enforcement). This information will not be released for commercial purposes. Parents who do not want their student's directory information released to institutions of higher education and/or the military should check the appropriate box on the Directory Information Withhold Form. For more information, consult the Parent Information Booklet distributed at the beginning of the school year.

### **Enrollment/Inter-District Transfer Agreements and In-District Variances**

Students in Washington State may apply for an Inter-District Transfer Agreement to attend a school in a different school district or may apply for an In-District Variance for attendance in another, non-resident school within the Lake Washington School District. Both Inter-District Transfer Agreements and In-District Variances are determined on a space-available basis. Refer to our school district website, <http://www.lwsd.org/Parents/Student-Registration/Pages/In-District-Transfer-Options> for timelines and processes.

### **BUS CONDUCT**

#### **Policy**

Lake Washington School District's school bus conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school.

Rules for passengers' conduct on school buses will be made available to each student at the beginning of each year. These rules will also be posted in each bus.

The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the behavior of students in charge. However the bus driver shall have final authority and responsibility.

#### **Safety Rules and Regulations for Riding a School Bus**

Cooperate with and obey the driver at all times.

Be courteous, use no profane language—spoken, written, or gestured.

Students must ride their regularly assigned busses at all times unless written permission has been granted by the school office.

Each student may be assigned a seat in which they must be seated at all times.

Food or beverage must not be consumed on the bus except by permission of the driver

Tobacco, alcohol, drugs or other illegal substances and paraphernalia are prohibited.

Objects that are dangerous or that may cause injury to another person are strictly prohibited from being brought on the school bus. Please see RCW 9.41.250 for definition

Windows may be opened 6 inches; however, the driver may require the windows be closed at his or her discretion.

Students must keep their head, hands, feet, and belongings inside the bus at all times.

Animals (except seeing-eye dogs) are prohibited from being transported on the bus.

Belongings of students must be kept out of the aisle.

Students must be seated and remain seated while the bus is starting, stopping, or otherwise in motion.

Students must enter and exit the bus safely, crossing only in front of the bus and only with the consent of the driver.

#### **Rules of Conduct at the Bus Stop**

Students should not stand or play on the roadway while waiting for the bus.

Students should arrive at the bus stop five minutes before the scheduled bus time.

Students should wait to board the bus in an orderly manner

Students should respect private property while waiting for the bus

Lake Washington School District policy specific to human dignity, harassment, and sexual harassment apply when students are awaiting the arrival of the school bus.

#### **Penalties for Infractions of Established Bus Rules**

Student misconduct on the bus or at the bus stop is sufficient reason to discontinue bus transportation privileges to those students involved. Infractions accumulate for the duration on the school year may include any combination of the following:

First Infraction: Warning or loss of recess/detention (elementary). Warning or detention (secondary). A bus riding suspension may occur if the incident is considered a serious\* offense.

Second Infraction: Warning or loss of recess/detention (elementary). Warning or detention (secondary). A conference with parent/guardian and Transportation Manager or Transportation Coordinator will be held. A bus riding suspension may occur if the incident is considered a serious\* offense.

Third Infraction: Automatic bus suspension, length of time to be determined by the building principal. Principal/assistant principal will then contact parents/guardians notifying them of the suspension.

**Fourth Infraction:** Long-term bus riding suspension and parent/guardian contact. If the suspension occurs within the last ten (10) days of the school year, the suspension may remain in effect for the start of the next school year.

**\*Serious Infraction:** May result in immediate suspension of bus-riding privileges for the balance of the school year. Examples of serious infractions: weapons, alcohol, tobacco, drugs, or fighting while on the bus or at the bus stop.

Suspension will begin at the beginning of the next school day after the misconduct occurred. In other words, the student transported to school may be returned to his regular stop. Students may resume their bus riding privileges as soon as all disciplinary obligations have been met.

#### **Appeal Procedure**

Parents/guardians of students who wish to appeal a suspension may submit a request to the school principal for an informal conference.

#### **Discipline for Students Enrolled in Special Education**

Discipline for students enrolled in special education will be consistent with the Individuals with Disabilities Act (IDEA). Students with disabilities can be disciplined for misconduct while being transported. A disabled student can be suspended for up to ten (10) cumulative days a year without a change in placement. The district is required to provide some form of transportation unless the student is a danger to himself or others.

#### **Procedures:**

**First Infraction:** A meeting may be called with the driver, principal and parents/guardians to discuss the incident and determine corrective measures. If the incident presented an immediate danger to the student or others, alternative transportation and/or suspension may be possible.

**Second Infraction:** A meeting with the driver, principal, special education services and parents/guardians will be held. The IEP may be reviewed and updated. Suspension (up to 5 days) of transportation services, change of bus route, and assignment of a monitor, alternative transportation, and counseling may be considered as action required.

**Multiple Infractions:** A meeting will be held by the principal with the transportation department representatives, special education services, and the parents/guardians. A change in placement may be required. If the student has been suspended a total of ten (10) days from regular transportation services, alternative transportation services should be reviewed. If there is a change in placement, the student is allowed another ten (10) days cumulative suspension from transportation services.

#### **Emergency Evacuations**

Every child who rides a school bus should know what to do should it ever become necessary to evacuate the bus quickly and safely. *Usually, students remain on the bus during an emergency; however, two situations do require the bus to be evacuated:*

#### **Fire or Danger of Fire**

A bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Passengers should move a distance of 100 feet or more from the bus and remain there until the driver of the bus has determined that no danger remains. Being near an existing fire and unable to move the bus away or near the presence of gasoline or other combustible materials should be considered as "danger of fire," and students should be evacuated.

#### **Unsafe Position**

In the event a bus is stopped due to accident, mechanical failure, or road conditions, it must be determined immediately whether it is safer for passengers to remain in the bus or to evacuate. The bus must be evacuated if the final stopping point is in the path of a train or adjacent to any railroad tracks.

### **Emergency Exit Procedures**

In compliance with WAC 392-145-040, one emergency evacuation drill shall be held within the first six weeks of school each semester. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill. Only those passengers whose participation in an exit drill poses substantial difficulty to themselves or to other passengers shall be excused and/or excluded from exit drill participation. Passengers who are excluded from such participation shall receive oral instruction in bus safety and exit drills at least three times during the school year.

### **WAC 392-145-045 Emergency Drills**

Emergency drills conducted pursuant to WAC 392-145-040 shall make allowance for individual differences in exiting the emergency door and should provide instruction to helpers that they should offer a helping hand palm up and grasping a student's hand or arm. Students should also be taught to remember that most accidents are preventable, regardless of who may be at fault, and that proper behavior and good conduct on the bus is the best way to assist the driver in the safe performances of his/her duties.

### **Athletic/Activity Information**

Students are eligible for any athletic program as soon as they have:

- Purchased an ASB card and the LWSD sports participation fee;
- Obtained parental/guardian permission to participate;
- Obtained a physical clearance once each school year;
- Shown proof of insurance; school insurance is available in the office; and
- Passed all classes (minimum of four .5 credit hour classes) during the previous semester with a 2.0 minimum G.P.A.

### **Sports Participation Fee**

Please see the athletic secretary for information regarding sports participation fees. Fees must be paid at the time of turnout. Parents of students who are unable to afford the fee should contact the coach or athletic director at their school.

### **Athletic/Activities Code of Conduct**

As members of a high school team or WIAA sponsored activity that represents LWSD, students are expected to make a strong personal commitment to rules of training and conduct in order to maintain a strong healthy body and represent their school in an exemplary fashion. To that end, the following rules apply to all students participating in interscholastic athletic/activities or attending a team-related activity like out of season camps or tournaments. These rules apply at all time throughout the school year which is defined as beginning with fall tryouts to the last day of school and including any summer team related activities.

### **Training Rules/Illegal Controlled Substances & Alcohol**

Legend drugs and controlled substances – Penalties for the possession, use, or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances (RCW 69.50) shall be as follows:

- 1<sup>st</sup> Violation – A participant in possession and/or use of a controlled substance, and/or “legend drugs” including anabolic steroids or alcoholic beverages shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. This also includes attending and remaining at an event where consumption of any of the above mentioned substances by a minor(s) occurs. Ineligibility shall continue into the next sports season in which the participant wishes to participate. In order to be eligible to participate in the next interscholastic sports season, the student athlete shall meet with school authorities. The school principal shall have the final authority as to the student athlete's participation in the interscholastic sports program.

- A participant who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substances and controlled substance analogs (RCW 69.50.101 identified substances) shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility reinstated in the athletic program, after a minimum two week suspension from competition and pending a recommendation by the school eligibility authority. Athletes may attend practices with Principal/Athletic Director approval but may not attend contests during the suspension period.
- 2<sup>nd</sup> Violation – A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.
- 3<sup>rd</sup> Violation – A participant who violates for the third time RCW 69.41.020-69.41.050 shall be permanently ineligible for interscholastic competition.
- “Legend drugs” means any drugs which are required by state law or regulation of the state board of pharmacy to be dispensed on prescription only or are restricted to use by practitioners only.

#### **Sale and/or Distribution**

- Per Lake Washington School District policy, the sale and/or distribution of alcohol or prescription or non-prescription drugs will result in the student automatically being placed on Violation 2 of the Athletic/Activity Code.

#### **Tobacco**

(Cigarette, chew, etc)

- First Career Violation – The possession and/or use of tobacco products will result in 1) a minimum of one week suspension from competition and 2) attending a mandatory cessation class.
- Second Career Violation – The student shall be suspended for ten (10) weeks of competition. If there is not ten weeks left in the current season, the suspension will carry over to the next competitive season in which they are a returning athlete. In addition, an athlete must provide evidence of successfully completing a nicotine treatment program and proof that they have discontinued the use of tobacco products before an athlete can again represent LWSD in athletics.
- Third Career Violation – A student athlete who violates for a third time shall be permanently prohibited from participating in any WIAA member school athletic program or activity.

#### **Conduct Rules**

- Students who commit unlawful acts or engage in delinquent behavior may be subject to disciplinary action up to and including suspension from the team. All LWSD athletes are expected to adhere to all LWSD policies as explained in each school's Student/Parent Handbook. In addition to these general rules, coaches may establish other team expectations specific to their program.
- Procedures – Implementation: Parents are encouraged to assume an active role in monitoring and enforcing the provisions of this code. Alleged violations of this code will be investigated by the coach and/or Athletic Director. Sanctions will be imposed if the evidence suggests the alleged violations did indeed occur. If a violation of one or more of these rules occurs at school or during a school event, school sanctions (including suspension from school) may also apply in addition to the provisions of this code. Any student who is disciplined for violating the rules established by this code is entitled, if he/she desires to appeal the decision to the school's administration.

**Lake Washington School District High School Graduation Requirements** High School  
Graduation Requirements and Four Year College or University Admissions Requirements

Class of 2012		Class of 2013		Class of 2014		Class of 2015	
<b>Credits needed to graduate:</b>		<b>Credits needed to graduate:</b>		<b>Credits needed to graduate:</b>		<b>Credits needed to graduate:</b>	
Language Arts	4.0	Language Arts	4.0	Language Arts	4.0	Language Arts	4.0
Math	2.0	Math	3.0	Math	3.0	Math	3.0
Science	2.0	Science	2.0	Science	2.0	Science	2.0
Math/Science	1.0						
Social Studies	3.0	Social Studies	3.0	Social Studies	3.0	Social Studies	3.0
Fine Arts	1.0	Fine Arts	1.0	Fine Arts	1.0	Fine Arts	1.0
PE	1.5	PE	1.5	PE	1.5	PE	1.5
Health	.5	Health	.5	Health	.5	Health	.5
Occupational	1.0	Occupational	1.0	Occupational	1.0	Occupational	1.0
Electives	6.0	Electives	6.0	Electives	6.0	Electives	6.0
<b>Total</b>	<b>22</b>	<b>Total</b>	<b>22</b>	<b>Total</b>	<b>22</b>	<b>Total</b>	<b>22</b>
<b>Classes required to build a foundation for High School Proficiency</b>		<b>Classes required to build a foundation for High School Proficiency</b>		<b>Classes required to build a foundation for High School Proficiency</b>		<b>Classes required to build a foundation for High School Proficiency</b>	
<b>Exams:</b>		<b>Exams:</b>		<b>Exams:</b>		<b>Exams:</b>	
Language Arts		Language Arts		Language Arts		Language Arts	
Science		Science		Science		Science	
Social Studies		Social Studies		Social Studies		Social Studies	
Mathematics		Mathematics		Mathematics		Mathematics	
Electives in preparation for college and beyond		Electives in preparation for college and beyond		Electives in preparation for college and beyond		Electives in preparation for college and beyond	
<b>Culminating Project</b>							
<b>Certificate of Academic Achievement (HSPE)</b>							
<b>Future School &amp; Career Plan</b>							
<b>Demonstrate Proficiency:</b>							
<b>Literacy and Language Standards Essays</b> -literary analysis essay, a persuasive essay, and a cause-effect or compare- contrast essay.							
<b>Mathematical and Scientific Reasoning Standard</b> - one formal science lab and a problem solving and reasoning report in a math class.							
<b>Classes required to gain admission to a state four year college or university</b>							
English				4 credits (must include 3 credits of college preparatory composition or literature.)			
Math – including Senior year math-based quantitative course				3 credits			
Science				2 credits- Both laboratory sciences, with one credit algebra-based science course			
Social Science				3 credits			
World Language				2 credits			
Arts				1 credit			
<b>Total Credits</b>				<b>15</b>			