



Juanita High School 2020-21 Student Handbook

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Part 1: Lake Washington Policies and Procedures

Purpose

It is the mission of the Lake Washington School District that each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society. Furthermore, it is part of the mission of the Lake Washington School District to provide a positive, harmonious environment in which diversity is respected and encouraged.

This student handbook is intended to provide all students, teachers, administrators, and parents with access to and an understanding of the expectations which help to reinforce the District’s mission, the core values of a democratic society, and the value of mutual human respect for each person that we expect to be manifested in the daily behaviors of students, staff, and volunteers

This handbook provides a summary of some of the laws and regulations, and district policy that govern student rights, responsibilities, student discipline, and due process. Specific policies are referenced and the complete policies are contained on the [District website](#).

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	Responsibilities
Students have the right to a safe environment free from intimidation, sexual harassment, and assault.	Students are responsible for their own behavior.
Students have the right to a productive learning environment.	Students are responsible for respecting the property of other people and school property.
Students have the right to clean and safe classrooms, hallways, and lunchrooms.	Students are responsible for attending school and all classes daily and on time.
Students have the right to safe passage to and from school and while on campus.	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 have the right to expect staff to help solve their problems.	Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).
Students have the right to engage in the grievance process.	Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.
Students have the right to remain anonymous when reporting a violation of school rules.	Students are expected to make a determined effort to learn.
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 are expected to follow the instructions of teachers and other school staff.
Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.	Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.
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.	

Attendance

Absences & Excuses

Regular school attendance is important for all students and chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates. As such, students are expected to attend all assigned classes each day.

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Students may be excused from attendance subject to approval by the student's parent or guardian and the school principal or designee based on valid excuse criteria outlined in policy [3122P](#)

Parents or guardians should notify the school in person, by phone, written note, or email within 48 hours of an absence. The reason (i.e. illness, medical appointment, religious observance, legal appointment, etc.) for the absence must be communicated if they wish to have the principal consider it as an excused absence.

If families have prior knowledge that their student will be absent for more than two days, they may pre-arrange for the absence to be excused by completing a [Juanita High School Pre-Arranged Absence Form](#) 5 days prior to the absence. This allows the teachers an opportunity to give feedback on the effect the absence will have on the student. Teachers may use this as an opportunity to arrange make-up work times and locations. If the pre-arranged absence will result in the student being considered chronically absent the pre-arrangement process must include a plan indicating how the student will maintain sufficient academic progress. *Teachers are not required to provide classwork or assignments in advance of an absence.* Absences that do not meet valid excuse criteria can be excused as a "parental-approved" absence by the student's associate principal but require communication between parent and administrator within 48 hours. Without this communication, the absence will count as unexcused.

Students who demonstrate excessive absenteeism or tardiness may be subject to corrective action.

All students are expected to remain on campus for the entire school day, with the exception of high school students whose parents request that they be excused during lunch (requires an off-campus pass) and students whose parents request attendance at another school or school-related activity during the school day.

Truancy

Under Washington State's truancy law RCW 28A.225.030, the school/district are required to take specific actions when students are truant.

- Parents will be notified in writing or by phone after **one unexcused** absence in a month.
- A parent conference will be initiated after **three unexcused** absences in a month in order to improve the student's attendance.
- The parent and school must enter into a contract to improve the student's attendance after **five unexcused** absences in a month, or the case may be referred to a Community Truancy Board,
- The school district may file truancy petitions with the juvenile court after **seven unexcused** absences in a month, or **ten unexcused** absences in an academic year.

Discipline Process

Corrective Action/Discipline

In order to support safe, nurturing and productive learning environments, the Lake Washington School District encourages schools to take an instructive, restorative and corrective approach in regards to student behavior. The goals of these approaches are to correct inappropriate or unacceptable behavior and to assist students in developing empathy for others, accepting responsibility for their actions, developing the capacity to improve their behavior, and repairing the harm caused as a result of their behavior.

Schools are encouraged to establish clear expectations for student behavior and methods for supporting students' ability to meet these expectations. When appropriate, schools may identify additional learning opportunities which may support students' ability to meet expectations through a multi-tiered system of support.

When appropriate, schools are encouraged to support students in understanding harm that has been caused through a student's action, whether intentional or unintentional, and identifying the needs of the students involved. Efforts will be taken to both encourage accountability and responsibility by the author of those actions as well as to reintegrate all students into the school or classroom community. This approach may be supported by the use of restorative contracts, impromptu conferences, restorative circles, or formal conferences.

In those instances when corrective action is determined to be necessary, schools may consider both the severity and frequency of the behavior when determining which corrective action is most appropriate.

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In the Exceptional Misconduct and Other Misconduct Codes consequences are divided into three categories:

- **Minor/Initial** – The impact of the student’s behavior is limited or minimal and/or this is the first such instance of this behavior by the student.
- **Moderate/Repeated** – The impact of the student’s behavior has a broader or more disruptive impact and/or this is behavior which has previously been addressed with the student.
- **Severe/Persistent** – The impact of the student’s behavior has a wide-spread or more significant disruptive impact and/or this is behavior which has not changed after multiple times of addressing it with the student.

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.

The school’s 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.

Due Process

Students who are subject to discipline/corrective action shall be afforded their right to due process.

Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed. Any student subject to a short-term suspension shall be provided the opportunity to make up assignments and tests missed by reason of the short-term suspension if such assignments or tests have a substantial effect upon the student’s semester or trimester grade; or failure to complete such assignment or tests would preclude the student from receiving credit for the course or courses.

Prior to a short-term suspension of any student a conference shall be conducted with the student that provides:

- a. Notice of the alleged misconduct and violation(s) of school district rules;
- b. An explanation of the evidence in support of the allegation(s);
- c. An explanation of the corrective action which may be imposed; and,
- d. The student shall be provided the opportunity to present his/her explanation

Prior to a long-term suspension, notice shall be provided to the student and parent or guardian of the alleged misconduct and violation(s) of school district rules and an explanation of the corrective action proposed.

Discipline may be grieved to the building principal. A suspension from school may be grieved (short-term) or appealed (long-term). The student will be informed of the grievance/appeal process at the time a suspension occurs. Parents will be notified of the suspension by mail.

Definitions

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.

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 (including cell phones), locker, and vehicle parked on campus may be searched by school district employees if there is a reasonable, individualized 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

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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 suspicion-less searches on school property.

Codes of Conduct

Exceptional Misconduct

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.

Violation	Definition	Severity/Frequency	Consequence
Arson	Lighting a fire, causing any fire to be started, or setting fire to school property. This also includes falsely setting off a fire alarm.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/PC/R EE/LTS/PC/R EE/E/LTS/PC/R
Assault	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/PC EE/LTS/PC EE/E/LTS/PC
Dangerous Weapons and Other Unsafe Items	Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/D/STS/PC EE/STS/LTS/PC EE/E/LTS/PC
Drugs/Alcohol Possession Use Paraphernalia	Possessing, using, or being under the influence of drugs/alcohol before attending school, on school grounds, on school transportation, or during school sponsored events on or off campus. This includes inhalants, prescription drugs beyond a daily dose, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Possessing paraphernalia includes any item that can be used to ingest or conceal drugs or alcohol.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/A/PC EE/STS/LTS/A/PC EE/LTS/RA/PC
Drugs/Alcohol Sell Buy Transfer	Transferring, selling, sharing, or solicitation of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/A/PC EE/STS/LTS/A/PC EE/LTS/RA/PC

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Violation	Definition	Severity/Frequency	Consequence
Firearms	Possessing, threatening to use, or using a firearm on school property, school-provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which a projectile may be fired by an explosive. It also includes any form of explosive or gas device.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/E/PC EE/E/PC EE/E/PC
Harassment, Intimidation, Bullying	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, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act: 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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Illegal Acts	An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/PC/R EE/STS/LTS/PC/R EE/E/LTS/PC/R
Sexual Harassment	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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/PC EE/LTS/PC
Threats	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/A/PC EE/LTS/A/PC
Codes: Discipline (D), Restorative Contract/Conference (RC), Restitution (R), Restriction/Loss of Privileges (LP), Police Contact (PC), Substance/Risk Assessment (A), Short-term Suspension (STS), Long-term Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP)			

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Other Forms of Misconduct

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.

Violation	Definition	Severity/Frequency	Consequence
Academic Dishonesty	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This 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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC/LOSS OF CREDIT ON ASSIGNMENT D/RC/LOSS OF CREDIT ON ASSIGNMENT STS/LTS/LOSS OF CREDIT ON ASSIGNMENT
Alteration of Records	Falsifying, altering, or destroying a school record or any communication between home and school.	Minor/Initial Moderate/Repeated Severe/Persistent	D EE/STS EE/LTS
Attendance/Truancy	Being absent or tardy from classes without an approved excuse.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC D/RC/LP STS
Disruptive Conduct/Behavior	Behaving in a way 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. Includes 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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/PC EE/LTS/PC
Dress Code	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activities or activities that violate school regulations.	Minor/Initial Moderate/Repeated Severe/Persistent	CHANGE CLOTHES D/RC + CHANGE CLOTHES EE/STS/LTS
Endangerment of Others	Acting in a manner that endangers students, staff, or community members.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/PC EE/LTS/PC
Extortion/Blackmail and Coercion	Extorting or attempting to extort any item, information, or money.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Fighting	Engaging in or provoking a 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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Forgery	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Gambling	Engaging 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 something involving chance. A student shall not encourage or coerce other students to gamble.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC/CD EE/STS/CP EE/LTS/CP

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Violation	Definition	Severity/Frequency	Consequence
Gang Activity	Engaging 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.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/D/PC EE/STS/PC EE/LTS/E/PC
Hazing	Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS EE/LTS EE/LTS/E
Immediate Danger and Disruption	Engaging in behavior such that the student's presence poses an immediate and continuing danger to the student (including harm to self/suicidal ideation), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process.	Minor/Initial Moderate/Repeated Severe/Persistent SELF HARM	EE/STS/PC EE/LTS/A/PC EE/LTS/E/A/PC A/PC + EMERGENCY REMOVAL
Interfering with School Investigation	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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Lying	Telling or writing untruths.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC STS STS/LTS
Negative Community Action	Engaging in behavior outside of school that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, which that may negatively impact the school environment. Examples include, but are not limited to, acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/cyber bullying occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other Internet or electronic communications used to harass or harm others.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC/R EE/STS/PC EE/LTS/PC
Physical Aggression	Threatening injury or attempting to cause physical injury or intentionally behaving 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 or hitting	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/PC EE/LTS/PC
Prohibited Use of District Network and Digital Resources	Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the <i>Student Acceptable Use Procedures (AUP)</i> . This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g. proxies, https, special ports, modifications to district browser settings, logging into a remote computer from the District network, and any other techniques designed to evade filtering or enable the publication of inappropriate content).	Minor/Initial Moderate/Repeated Severe/Persistent	D/R/LP EE/STS/PC/R/LP EE/LTS/PC/R/LP
Theft/Robbery	Stealing school district property or the property of a staff member, student, or school visitor. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force.	Minor/Initial Moderate/Repeated Severe/Persistent	D/R/RC EE/STS/R/PC EE/LTS/R/PC
Tobacco and Smoking Paraphernalia	Possessing, using, or distributing of any tobacco product, or chemicals, devices (e.g. e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances.	Minor/Initial Moderate/Repeated Severe/Persistent	STS/DIVERSION STS/DIVERSION STS/A

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Violation	Definition	Severity/Frequency	Consequence
Trespass/ Loitering/ Unauthorized Entrance	Entering or being present on school property without permission.	Minor/Initial Moderate/Repeated Severe/Persistent	D EE/STS EE/LTS
Unauthorized Use of Cell Phones or other Electronic Devices	Using cell phones and other personal electronic devices in classrooms/during the school day without authorization.	Minor/Initial Moderate/Repeated Severe/Persistent	CD/CP CP D/CP
Unauthorized Use of Equipment	Using computers and other equipment (cameras, audio recorders, etc.) during the school day without authorization. Photographs, video, and audiotapes may not be shared or published without permission. Inappropriate materials or websites may not be accessed or displayed.	Minor/Initial Moderate/Repeated Severe/Persistent	CD/CP STS/CP/LP LTS/CP/LP
Vandalism/ Destruction of Property	Intentionally destroying, damaging, or defacing school or personal property. This includes tampering with equipment or supplies or displacing property.	Minor/Initial Moderate/Repeated Severe/Persistent	RC/R/D EE/STS/R/PC EE/LTS/R/E/PC
Vulgar or Lewd Conduct/ Profanity	Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Willful Disobedience, Failure to Cooperate, and Disrespect	Repeatedly failing to comply with or follow reasonable, lawful, directions or requests of teachers or staff. This includes non-compliance, defiance, and disrespect.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Codes: Discipline (D), Restorative Contract/Conference (RC), Restitution (R), Restriction/Loss of Privileges (LP), Police Contact (PC), Substance/Risk Assessment (A), Short-term Suspension (STS), Long-term Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP)			

Athletic/Activities Code of Conduct

As members of a school team or WIAA sponsored activity that represents the Lake Washington School District, 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 athletics/activities or attending a team related activity such as out-of-season camps or tournaments. These rules will apply at all times throughout the school year, which is defined as beginning with fall tryouts to the last day of school and includes any summer team related activities and will remain in effect for one calendar year from date of signature.

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:

1st Violation: A participant in possession and/or use of a controlled substance, and/or "legend drugs" including anabolic steroids, 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/or remaining at an event where consumption 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 the 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/or 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

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have eligibility re-instated 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.

2nd 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.

3rd Violation: A participant who violates for a third time RCW 69.41.0202 - 69.41.050 or of RCW 69.50 shall be permanently ineligible for interscholastic competition.

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 Step #2 of the Athletic/Activity Code.

Tobacco Products, Chemicals or Devices (e-cigarettes, vaporizers, cigarettes, chew, etc.)

1st Violation: The possession and/or use of tobacco products or chemicals, devices (e.g. e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances will result in: 1. The student shall be suspended for a minimum of one week of competition. 2. The attendance of a cessation class will be mandatory.

2nd Violation: 1. The student shall be suspended for ten 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. 2. Before an athlete can again represent LWSD in athletics they must provide evidence of successfully completing a nicotine treatment program and proof that they have discontinued the use of tobacco products.

3rd 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.

Hazing Rituals

Hazing will not be tolerated in any form and is never to be part of our program. Acts of hazing can escalate to the point that the students-participating are at risk. It is also quite possible that many acts of hazing will result in legal action being taken against the coach, advisor, student group leader, administration or the school district.

Any student who participates willingly in a hazing ritual is subject to disciplinary action, including suspension from school or the team or both, and possible legal action dependent on the severity of the incident.

Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by our school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

Initiation ceremonies and rituals are different from hazing rituals in that they are positive, open, and public events. Initiation ceremonies welcome new members to a team or group, promote bonding and orientation to the purpose, culture, and expectations of the team, club, or group. The coach, advisor and parents are informed of the ceremony and are invited to participate.

Parents/guardians who wish to grieve discipline may submit a request to the school principal for an informal conference.

Technology Code of Conduct

The Lake Washington School District provides a wide range of technology 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 (AUP).

1. Exercise good judgment and respect District property by demonstrating responsible use of technology.
<ul style="list-style-type: none">• Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password.• Do not destroy, modify or abuse computer hardware or software in any way.• Do not delete or add software or peripheral equipment to district computers without advance permission.• Do not use personal wireless hotspot devices while at school.• Do not utilize peripheral devices that act as computers or local area networks such as thumb drives with processing capability.

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- Do not attempt to tunnel or VPN to another computer through the District network.
- Do not use the district's network resources on personal devices such as smart phones or personal computers without advance permission.
- Keep food and beverages away from laptops and desktops at all times.
- Computer lab use –
 - Use only when a staff member is present.
 - Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and other peripherals are not altered in any way.

2. Be a good digital citizen.

- Use district computers for educational purposes only. No personal, commercial or political activity is allowed.
- Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
- Students should leave games, other non-district software, entertainment, and social networking at home.
- 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).
- Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach.
- Never attempt to "hack" into another student's or staff member's account.
- Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services, or web filters.

3. Be academically honest. Do not assume that because something is on the Internet that you can copy it.

Bus Conduct

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.

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Safety expectations at the bus stop	Safety expectations while riding the bus
<p>Arrive at the bus stop five minutes before the scheduled bus time.</p> <p>Do not stand or play on the roadway while waiting for the bus.</p> <p>Wait to board the bus in an orderly manner.</p> <p>Respect private property while waiting for the bus</p>	<p>Cooperate with and obey the driver at all times</p> <p>Be courteous, use no profane language—spoken, written, or gestured</p> <p>Ride the regularly assigned busses at all times unless written permission has been granted by the school office</p> <p>Keep their head, hands, feet, and belongings inside the bus at all times</p> <p>Only consume food or beverage if the driver has given permission to do so</p> <p>Windows may be opened 6 inches; however, close the windows if the driver asks that windows remain closed</p> <p>Do not bring animals onto the bus (service-animals excepted)</p> <p>Keep belongings (backpacks) out of the aisle</p> <p>Remain seated while the bus is starting, stopping, or otherwise in motion</p> <p>If assigned a specific seat by the driver, sit in that seat at all times</p> <p>Enter and exit the bus safely, crossing only in front of the bus and only with the consent of the driver</p>

Note: Exceptional Misconduct and Other Forms of Misconduct as identified early in this handbook apply to conduct on buses and at bus stops.

Corrective Action 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 and range from warnings, detentions, and parent/guardian conferences to short-term suspensions or long-term suspensions from riding the bus. Serious infractions may result in immediate suspension of bus-riding privileges for the balance of the school year.

Suspensions 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.

Grievance Procedure

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

Corrective Action 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.

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. If the behavior continues, additional meetings may be held with the driver, principal, special education services and parents/guardians. 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

In the event of multiple infractions, a meeting will be held by the principal with the transportation department representatives, special education services, and the parents/guardians. 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, the bus will be evacuated in the event of fire/danger of fire or in the event the bus is stopped in an unsafe position, such as on or adjacent to railroad tracks. Students will participate in emergency evacuation drills within the first six weeks of each semester with a verbal review by the driver between drills. Students who are unable to participate in the emergency exit drill shall receive oral instructions on how to exit.

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Prohibition of Discrimination and Harassment

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.

Nondiscrimination

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 gender 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. The following person has employees have been designated to handle inquiries regarding the nondiscrimination policies questions and complaints of alleged discrimination:

Civil Rights Coordinator

Director of Human Resources
16250 NE 74th Street
Redmond Washington, 98052
425-936-1266
civilrights@lwsd.org

Title IX Coordinator

Director of Student Services
16250 NE 74th Street
Redmond Washington, 98052
425-936-1289
titleix@lwsd.org

Section 504/ADA Coordinator

Director of Special Services
16250 NE 74th Street
Redmond Washington, 98052
425-936-1407
section504@lwsd.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Foundations/Pages/Human-Dignity.aspx>

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

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You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed on page 12. You also have the right to file a complaint. For a copy of the district's sexual harassment policy and procedure, contact the school or the district office, or view it online here: <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/procedure-sexual-harassment-of-students-3205p>

Harassment, Intimidation and Bullying

All students have the right to learn in an environment that is free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying means any intentionally written message or image (including those that are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics, honorably discharged veteran or military status, or the use of a trained guide dog or service animal by a person with a disability, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, "put-downs," jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or images.

You can report harassment, intimidation or bullying of any kind to any school staff member, to the district's Compliance Officer (Director of Student Services, 425-936-1289, StopBullying@lwsd.org), or to lwsd-wa.safeschoolsalert.com or call 425-529-5763. You also have the right to file a complaint. For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Students/Pages/Harassment-Intimidation-Bullying.aspx>. If you are experiencing harassment or feeling unsafe at school, please reach out to a trusted adult immediately.

Prohibited Items

Alcohol, Drug and Tobacco

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

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Weapons prohibited by this policy include firearms, as defined under federal and state law, explosives, items capable of causing bodily harm, and objects, including toy weapons or look-alikes, that appear to be weapons or that can be used to cause bodily harm, regardless of size. Laser pointing/projecting devices are also prohibited.

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission. Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

School officials will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

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Other Policies

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 or trained volunteer 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.

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.

Student Records/Family Educational 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 September 15.

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.

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Part 2: Juanita High School Policies and Procedures

Juanita High School
10601 N.E. 132nd Street
Kirkland, WA 98034
www.lwsd.org/schools/jhs

General Information

Administration	425 936-1600
Attendance	425 936-1607
Counseling	425 936-1610

Administration

Kelly Clapp, Principal	425 936-1600
Kelly Konicki, Associate Principal	425 936-1600
Christine McMillan, Associate Principal	425 936-1600
Tara Ranzy, Associate Principal	425 936-1600
Breck Ivy, Dean of Students	425-936-1600
Jason Thurston, Athletic Director	425 936-1606
Ashleigh Hasslinger, Activities Coordinator	425 936-1643
Robin Castiglione, Receptionist	425 936-1600
Alice Wheeler, Office Manager	425 936-1601
Sarah Liston, Attendance Secretary	425 936-1607
Jennifer Hamilton, Counseling Secretary	425 936-1610
Kendra Phillips, Career Specialist	425 936-1615
Kris Blanch, Athletic Secretary	425 936-1673
Lynn Grager, Bookkeeper	425 936-1617
Leann Johnson, Data Processor	425 936-1605

Lake Washington School District

Resource Center
16250 74th Street, Redmond, WA 98052
Mail address: P.O. Box 97039, Redmond, WA 98073-9739
425 702-3200/425 702-3213 fax

Board of Directors:

Cassandra Sage	csage@lwsd.org
Eric Laliberte	elaliberte@lwsd.org
Mark Stuart	mstuart@lwsd.org
Siri Bliesner	sbliesner@lwsd.org
Christopher Carlson	ccarlson@lwsd.org

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Lake Washington School District High School Graduation Requirements

High School Graduation Requirements and Four-Year College or University Admissions Requirements:

Class of 2019+	
Credits needed to graduate:	
Language Arts:	4.0
Math:	3.0+
Science:	3.0^
Social Studies:	3.0
Arts:	2.0^^^ (1 can be PPR)
PE:	1.5^^
Health:	.5
CTE or Occ. Ed:	1.0
World Language:	2.0^^^ (2 can be PPR)
Electives:	4.0
Total: 24	
Classes required to build a foundation for Smarter Balanced Assessments:	
Language Arts Science Social Studies Mathematics	
Electives in preparation for college and beyond	
Certificate of Academic Achievement SBA & High School and Beyond Plan	
Classes required to gain admission to a state four-year college or university	
English	4 credits (must include 3 credits of college preparatory composition or literature.)
Math – including Senior year math-based quantitative course	3 credits
Science	3 credits— 2 laboratory sciences, with one credit algebra-based science course and one science credit without a lab.
Social Science	3 credits
World Language	2 credits
Arts	2 credit
Total Credits	15

* At least one laboratory science

^ 2.0 lab science, 1.0 non-lab science

** Typically, Algebra I, Geometry, Algebra II. A student may elect to pursue a third credit of high school-level mathematics other than Algebra II, under certain conditions

+ Algebra I, Geometry and a third credit of high school mathematics aligning with a student's interests and High School and Beyond plan.

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*** A student may [pursue alternate course work, other than World Language, under certain conditions.](#)

^^ A student may [request to be excused from P.E. under certain conditions](#), per state law and district policy.

^^^ Personalized Pathway Requirements (PPR) are related courses that lead to a specific post-high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career & Technical Education, and are intended to provide a focus for the student's learning.

CTE Career and Technical Education

Graduation Requirements

Graduation from the Lake Washington School District is dependent upon fulfilling credit and content requirements as well as performance standards.

Other Credit Requirements

Students must pass all required and elective courses. If you are thinking about taking a class for credit in a non-district school and applying that credit for graduation, check with your school counselor. Your school must approve the course prior to your enrollment to allow you to apply it toward graduation. See the section on page 22 labeled **External Credit** for more information.

(Students must complete the non-credit Washington State History requirement, which is completed in the LWSD in 8th grade Social Studies.)

Mathematics Credit Requirements

Students must meet the following mathematics requirements:

Earn 3.0 math credits in the progressive sequence of Algebra I, Geometry, and Algebra II.

A student may elect to pursue a third credit in mathematics other than Algebra II if the choice is based on a career oriented course of study identified in the student's 4-year plan. The student's parent/guardian (or designee) must agree that the third credit of mathematics is a more appropriate course than Algebra II because it better serves the student's career goals. A meeting is then held with the student, the parent/guardian (or designee), and a high school representative to discuss the course. At the meeting, the parent/guardian (or designee) must sign a form acknowledging they understand the mathematics requirement for credit-bearing two- and four-year college-level math courses and believe the selected third credit of mathematics is a more appropriate course selection given the student's education and career goals.

Changes to Credit Requirements for Classes of 2016 and Beyond

Students in the classes of 2016 and beyond are required to earn 2.0 credits in a World Language. A student may elect to pursue credit in areas other than World Language if the choice is based on a career-oriented course of study identified in the student's High School and Beyond Plan. To use this option, the student's parent / guardian must agree that credit in another area is more appropriate than World Language because it better serves the student's career goals. A meeting must be held with the student, the parent / guardian or designee, and a high school representative to discuss and sign a form ([Request for Alternatives to World Language Courses](#)). The form acknowledges they understand the World Language requirement is a college-entrance requirement and that they believe the other course selections are more appropriate, given the student's education and career goals.

State Performance Graduation Requirements

- The classes of 2016 and beyond must meet state learning standard expectations in reading, writing, mathematics, and science through exams and/or other methods approved by the state.
- High School and Beyond Plan

External Credit:

Credit may be approved for educational courses or experiences that are obtained through an institution or organization outside of Juanita High School. An application process is required. Approval to pursue an outside course or experience for credit must be obtained from the principal before the beginning of the course or experience. A maximum of one (1) external credit per year may be submitted for approval.

[Academic Policies, Procedures, and Services](#)

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Attendance Policy

Regular, responsible attendance and active participation in each class are critical parts of the learning process and keys to academic success. The following policies and procedures are designed to help students develop and practice responsible attendance habits and increase their potential for academic success.

Students are responsible for daily attendance in all classes. As stated in the attendance policy, absences are for: illnesses, family emergencies, and medical/dental appointments that cannot be scheduled outside the school day and other emergencies. It is expected that students obtain parental permission before any absence. In the event of a pre-arranged, extended absence (more than two days), students should notify their teachers as soon as possible so that arrangements can be made for schoolwork missed during the absence by completing the Pre-Arranged Absence Form 5 days prior to the absence.

Parents/guardians are responsible for encouraging and reinforcing the value of daily attendance with their students. Parents/guardians should monitor and be aware of their student's attendance and assist them in maintaining any documentation relevant to their absences.

Tardy Policy

Being on time for each class is a necessary part of the learning process. Students arriving late to class will receive a tardy. At the 3rd tardy, teachers will consult with the student. At the 5th tardy, the teacher(s) will communicate with parents/ guardians. At the 7th tardy, the teacher will refer the student to their administrator. Further tardies will result in additional referrals.

Late Arrival/Early Dismissal Policy

Late arrival and early dismissal are options for seniors, provided that they have the necessary credits planned for graduation **and have not waived any classes**. Late arrival and early dismissal apply only at the beginning and the end of the school day. Juanita is a closed campus, and no students will be permitted open periods in the middle of their class schedules. Students who have late arrival/early dismissal must arrive no more than 10 minutes before class and leave campus not more than 10 minutes after class. **Students who cannot do this due to athletics, transportation, etc., will not be considered a candidate for early dismissal.**

Student Support Services

1. Health Room: Students who become ill during the school day are required to check out with their teacher and report directly to the Attendance Office secretary.

2. Chemical Abuse and Crisis Support: Students who are experiencing difficulty in their personal lives are encouraged to speak with one of Juanita's counselors or administrators.

Student Rights and Responsibilities

Juanita High School is an educational institution that is striving to meet the educational needs of each student with a rigorous, integrated education and equal opportunity for all students.

Juanita High School students are responsible, caring citizens of our community. Each student is an integral part of making Juanita a school that promotes student learning. The discipline policy has been established to provide a safe environment for every student and appropriate consequences when rules are broken. It has also been designed to provide an opportunity for students to learn from their mistakes.

Field Trips/Interscholastic Activities

School-sanctioned activities, field trips, athletic contests, and other interscholastic events are an extension of the regular school program. All school rules and policies will therefore apply and will be enforced while students are participating in any such activity. This includes activities taking place both at Juanita High School and elsewhere.

Questions regarding graduation requirements, personal issues, post high school planning, crisis intervention, alternative programs, and academic policies and practices are appropriate to direct to a student's counselor. Students may see their counselors during school hours and before/after school by appointment. Students and parents also may call the counselor for a telephone conference, or to schedule an appointment. Counselors utilize voicemail and e-mail. Counseling assignments are according to a student's last name. Please check with the counseling office secretary for specific information.

Class Schedule Changes

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Students' Course Selection Worksheets are used to build the Master Schedule and to staff the school. Students' original course selections are honored, and class changes are allowed only for approved academic reasons. Class change requests must be submitted using the Class Schedule Change Request Form available in the Counseling Office. The ADD/DROP period ends on the 10th day of each semester. Classes dropped on or after the eleventh day earn a failing grade.

Special Schedule Requests

Special schedules that include late arrival or early dismissal, or waiving a course, must be approved by a counselor and an administrator. All special schedules will require completion of an application form and compliance with practices and policies of Juanita High School. With any special schedule request, a specific and compelling reason must be presented in writing. Counselors and administrators will assist students and parents who are making requests for special schedules. Course waivers and late arrival/early dismissal requests will be considered only during the DROP/ADD period in the student's senior year.

Grading System/Progress Reports

The grading system at Juanita High School is based on a 4-point scale, with A = 4.00. Student Ranking is done in the senior year with no weighing of grades or of the ranking scale. Individual teachers develop graded course requirements and grading systems appropriate for the courses they teach. Classes are one or two semesters long. If a parent has a concern regarding a student's progress at any time during the year, he/she should contact the teacher of the course by calling during the school day. Teachers return voice messages and e-mail messages as soon as possible. Student grades are available to parents on-line through Parent Access.

Communications

Reporting an Absence - All absences should be reported by a phone call to the attendance office (936-1607) during school hours or through a message left on the Attendance Office voice mailbox during non-school hours (same phone number) or via e-mail (jhsattendance@lwsd.org).

Parents are responsible for notifying Juanita High School of their student's absences within 48 hours of the beginning of the absence (the day of the absence plus one day). Absences cannot be excused after the 48 hours. Notifications should include the student's name, the parent/guardian calling, the date(s) of the absence(s) and the reason for the absence from JHS (see following list for legitimate reasons):

- a. Illness,
- b. Family emergency,
- c. Medical or dental appointments which cannot be scheduled outside the school day, and
- d. Other emergency situations.

In the event of extended absences for medical reasons, written confirmation from a physician may be required.

Homework Requests - In the event of student illness requiring more than two day's absence, the student or parent may request homework assignments by calling the Attendance Office or by e-mailing teachers directly. Allow at least 24 hours for assignments to be collected from teachers. Assignments may be picked up in the Attendance Office.

Messages to Students - It is school policy not to interrupt classes for personal messages for students. In an emergency, the student will be contacted. Gifts will not be delivered to students. Balloons and flowers are not appropriate items in the classroom, as they can cause a disruption to the educational process.

Staff Voicemail - You may reach a teacher's voicemail by calling 425-936-1600 and asking to be connected to voicemail.

Staff E-Mail - Staff members are happy to give their school e-mail addresses upon request. E-mail addresses are also available on the Juanita High School website: <http://www.lwsd.org/school/jhs>

Emancipated Students

Emancipated students are students 18 years of age or older who are self-supporting and self-reliant and are taking full responsibility for their own education. A parent/student conference with an administrator must be held before a student will be emancipated, and appropriate paperwork must be submitted. Once emancipated, no parent/guardian contact will be required.

Assemblies

All assemblies at Juanita High School are required, except for those students who obtain waivers. Students not in attendance at assemblies will be subject to disciplinary action as outlined in the discipline policy.

Off-Campus Lunch Passes

In accordance with Lake Washington School District policy, Juanita is a closed campus. Students who wish to leave campus at lunch must obtain an Off-Campus Lunch Pass. Freshman and Sophomores are not eligible for Off-Campus Lunch Passes. Upperclassmen are eligible if the following criteria are met:

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1. Passing all classes and 2.0 GPA in the previous semester.
2. No significant discipline or attendance issues, *including obligations for previous attendance infractions*
3. All fines and fees cleared.

Students who do not meet the eligibility requirements may re-apply for consideration at the beginning of the next quarter. Students may obtain an Off-Campus Lunch Pass application form from the Attendance Office. The student must carry the pass with him/her whenever leaving campus and must show it upon request of a staff member. Students forgetting their pass will be denied the privilege of leaving campus.

Athletics

Sports by Season

Fall – Begins Aug. 21 (football); Aug. 26 (Cross Country, Boys’ Golf, Girls’ Soccer, Girls’ Swim and Dive, Boys’ Tennis, Volleyball)	Winter – Begins Nov. 11 (Gymnastics); Nov. 18 (Basketball, Boys’ Swim and Dive, Wrestling)	Spring – Begins Mar. 2 (Badminton, Baseball, Girls’ Golf, Fastpitch Softball, Girls’ Tennis, Track and Field)
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Athletic Director: Jason Thurston	425-936-1606
Athletic Secretary: Kris Blanch	425-936-1673
Bookkeeper: Lynn Grager	425-936-1617

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.

Initial Eligibility

Prior to turning out for a sport, all students must provide the following information: Purchase an ASB card; Pay the athletic participation fee (scholarships are available and are based on financial need.) Full refunds will be made to students who are cut by the coaching staff.

Eligibility Process- All student athletes must complete the eligibility process at the school athletic office for each sport in which they wish to participate. All forms in the Sports Eligibility Packet **must be filled out completely**. Missing information/signatures will result in a student not being cleared. A clearance card will be issued only when all requirements have been met. NO ATHLETE is allowed to participate until the coach has received an athlete’s clearance card. Academic eligibility will be verified by the Athletic office. 9th graders participating on a high school team need to pay the high school fee. **For a student to be cleared for athletic participation, all completed forms must be submitted to the Juanita High School Athletic Office at which point the student-athlete will receive an athletic clearance card.** For more information call the JHS Athletic hotline at 936-1668 or Kris Blanch at 936-1673.

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.

JHS/WIAA Eligibility Rules

To be eligible to represent Juanita High School a student shall meet these conditions.

1. Currently enrolled as a full-time student (minimum of four classes).
2. Shall be under 20 years of age at the beginning of the sport season.
3. Have six semesters of eligibility in Grade 10 –12 (see WIAA Handbook).

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4. Must be passing all classes and maintain a current GPA of 2.0. Participant's progress in classes will be monitored periodically by his/her coach and the school.
5. Shall have been in regular attendance in some elementary, intermediate or high school, during the semester immediately preceding the semester in which the contest is held.
6. Shall have amateur standing. The athlete shall not have received rewards of monetary value other than letters, medals, trophies, etc. (valued at \$100).
7. The parents or guardians shall be bonafide residents of the high school district in which the student athlete is attending high school.
8. Shall not enter competition under a false name. (Penalty of one year ineligibility according to WIAA rules.)
- 9. Shall have enrolled in school no later than October 1, the first semester, and February 15, the second semester, and shall have been in regular attendance to the date of the contest. (This does not apply to transfer students.)**

Academic progress by the student athletes will be evaluated at the beginning of each sport season, i.e.—Fall, Winter, Spring. In cases where a student is declared ineligible, WIAA/LWSD due process will be followed. (The WIAA Handbook is available at the Athletic Director's Office.) Responsibility for determining the academic eligibility of athletes shall rest with the Athletic Director. Students deemed to be ineligible will be allowed to practice but not participate in contests until eligibility status is restored.

If a student wishes to appeal the decision, they must notify the Athletic Director in writing within three days. The appeal shall be confined to the record, except in cases of alleged irregularities in procedure, not shown in the record. Also included may be a showing of any circumstances which have changed since the imposition of the sanction.

As members of the Washington Interscholastic Activities Association we are required to follow all WIAA standards. The WIAA does give districts latitude to increase the requirements. The following **LWSD Athletic Academic Eligibility Requirements** are intended to replace the minimum requirements set forth in section 18.6.0 only of the WIAA Official Handbook. All other sections of the WIAA Handbook will continue to apply.

[WIAA Activity and Athletics Guidelines/Expectations](#)

Expectations of Student Participants:

- Treat opponents with respect; shake hands prior to and after contests.
- Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
- Cooperate with officials, coaches, fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing school and community; display positive public action at all times.
- Live up to high standards of sportsmanship established by coach.

Examples of a Good Sport

- Exhibits spirit of benevolence and genuine concern for the opponent.
- Accepts results gracefully and acts fairly and courteously at all times.
- Maintains self-control in all circumstances.

Expectations of Fans:

- Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others or be generally obnoxious.
- Respect decisions made by contest officials.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Respect fans, coaches and participants.
- BE A FAN.....NOT A FANATIC!

Acceptable Behavior:

- Applause during introduction of players, coaches and officials.
- Players shaking hands with the opponent who fouls out while both sets of fans

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recognize player's performance with applause.

- Accept all decisions of officials.
- Cheerleaders lead fans in positive school yells in a positive manner.
- Handshakes between participants and coaches at end of contest, regardless of outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at end of contest for performances of all participants.
- Everyone showing concern for injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior:

- Yelling or waving arms during opponent's free-throw attempt.
- Disrespectful or derogatory yells, chants, songs or gestures.
- Booming or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming loss of game on officials, coaches or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following lead of cheerleaders.
- Moshing.

Juanita and Futures School Extra Curricular Activities & Organizations

Juanita ASB (Associated Student Body)

Student activities are financed through student funds. The greatest source of funding is derived from the purchase of the Associated Student Body (ASB) card. ASB card fee information can be found on the JHS website. The ASB card provides entry to all home events. It permits the purchase of tickets to away KingCo events at a reduced price. The ASB card owner becomes a member of the Juanita Associated Student Body. **Important:** All students participating in any club or sport sanctioned by the ASB must purchase an activity card to be eligible to participate in those activities. The card may be purchased from the Bookkeeper's Office at any time during the year. There are many ways to get involved. For more information, please contact the Activities Coordinator.

1. ASB Class Cabinet

They are responsible for organizing class fund-raisers. Members must be dedicated and willing to voice their opinions about class decisions. Applications may be obtained from Cabinet advisors.

2. ASB Officers

ASB officers are president, vice-president, secretary, treasurer, public relations, spirit commissioners, class representatives and director of technology. Elections are held in the spring. Freshmen class representative elections will take place in the fall.

3. Student Senate

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Juanita's senate is the governing body for student activities. It is comprised of one representative from each Rebel Connection (homeroom), club, and sport team.

ASB Activities and Clubs

Activities are a basic part of high school life. In a school the size of Juanita there are activities of many kinds. Students who would like to become involved in any of the activities may contact the Advisor of the activity.

Activities and Clubs offered include:

ASB, Band, Choir, Drama, GSA, Honor Society, MUN, Orchestra, Technology Student Assoc., Yearbook, and Freshman, Sophomore, Junior, and Senior Class.

JHS Policies

Library Fines

Juanita High School is committed to having library materials available for all students. Library items which are more than 30 days overdue will incur a library fine and will be listed as "lost." Students with library fines will be unable to purchase parking passes or receive an Off-Campus Pass until fines are cleared. If fines are incurred during the school year, parking privileges and Off-Campus Passes will be temporarily revoked until the fines are paid.

Parking

Visitor Parking: The Visitor parking in front of the field house is reserved for adult visitors only. Students should never park in Visitor spaces. Before entering the school building, please register as a guest in the Main Office.

Student Parking Applications: Students must have no fines outstanding and must have submitted an application read and signed by both the student and the parent/guardian(s). Approved applicants will be permitted to purchase parking permits. Parking fees must be paid in full. Parking fee information can be found on the JHS website. To obtain a parking permit, a student must submit a photocopy of the following: 1) a valid driver's license, (2) proof of liability insurance (3) vehicle registration along with a completed application form and original copy of the parking fee receipt. All completed paper work and required copies must be provided at the time the parking permit is purchased.

Juanita High School Parking Policy: All students, including Running Start and WaNIC students, who park their vehicle(s) on Juanita High School's campus during normal school hours must have a visible and valid Student Parking Permit properly displayed on their vehicle. Violators are subject to towing. A parking permit is to be used only by and for the car and driver for whom it is issued. The parking permit is not transferable and may not be resold by the student. Students must relinquish their parking permit when directed to do so. Please note that there is no "free" or "open" parking. All students, including Running Start and WaNIC students, must have a permit to park on campus.

Lake Washington School District Parking Policy: By issuance of a parking permit, the Lake Washington School District does not assume liability for any property damage to any private automobile parked on its property. The owner/operator(s) of all private vehicles accepts responsibility for their own property and agrees that they are parking at their own risk.

Visitors

Parent visitors are always welcome; however, student visitors are not permitted on campus. All visitors must register in the Main Office upon arrival at the school.

Dress Code

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Proper Dress/Clothing: Students are expected to dress appropriately for the work environment. Clothing that is associated with gang activity will not be tolerated. Clothing advertising or displaying drugs/alcohol/tobacco/sex/violence/weapons/illegal acts/obscene language/sexually suggestive content/etc. is prohibited, as is dress that promotes illegal activity or activity that violates school regulations. Repeated violations will be treated as willful disobedience.

Electronic Devices & Cell Phones: Electronic devices are expensive items. They are YOUR responsibility. Treat them as you would a \$100 bill. Do not leave them on your desk or unattended. Follow your teacher's direction regarding the use of any electronic device in the classroom; however cell phones must not be visible and should be in the OFF mode during class periods unless your teacher states otherwise. A student who does not abide by this cell phone policy is subject to the consequences listed on page 10, starting with confiscation of the cell phone for the day.

