LIBERTY HIGH SCHOOL

Student Handbook 2018-2019

Mission: Our students will be prepared for and eager to accept academic, occupational, personal, and practical challenges of life in a dynamic global environment.

LHS 2018-2019 A/B Calendar

ISSAQUAH SCHOOL DISTRICT 411

M	T	W	Th	F
SEPTEMBER				
27	28	29	30	31
3	4	5	6	7
10	**11**	12	**13**	14
17	18	**19**	20	**21**
24	**25**	26	**27**	28

OCTOBER				
1	2	3	4	5
8	9	10	**11**	12
15	16	**17**	18	**19**
22	**23**	24	**25**	26
29	30	**31**		

NOVEMBER				
			1	**2**
5	6	7	8	9
12	**13**	14	**15**	16
19	20	**21**	22	23
26	**27**	29	**29**	30

DECEMBER				
3	4	5	6	7
10	**11**	12	**13**	14
17	18	**19**	20	21
24	25	26	27	28
31				

JANUARY				
	1	2	3	4
7	8	9	10	**11**
14	**15**	16	**17**	18
21	**22**	23	**24**	25
28	**29**	30	**31**	

A days are underlined
B day are BOLD

Sept 5: First day of school for students
All 8 periods will meet on the first day of school.

(Pictures will be taken the first day of school in English classes) Make-up day during lunches/TBD

Sept 3: Labor Day
Sept 5: First day of school for students
Oct 8: Teacher Work Day *No school for students*
Nov 12: Veterans Day *No school*
Nov 22-23: Thanksgiving holiday *No school*
Dec 20-Jan 1: First Winter Break *No school*
Jan 21: Martin Luther King Jr. Day *No school*
Jan 28: Teacher Work Day *No school for students*
Feb 18: Presidents Day *No school*
Feb 19-22: Second Winter Break *No school*
Apr 8-12: Spring Break *No school*
May 27: Memorial Day *No school*
June 19: Last day of school for students

WEATHER MAKE-UP DAYS

If school is closed during the school year due to inclement weather, June 20 will be the first make-up day. Additional school days will be addd to the school calendar in June as needed.

IMPORTANT DATES

Curriculum Night - Sept. 6
Homecoming Week TBD
Homecoming Dance TBD
PSAT Test - Oct. 10
Incoming Freshman Night - Mar 12
Prom TBD
Graduation TBD

GRADUATIONS

2019 / 1pm (12th grade)
2020 / 5pm (11th grade)
2021 / 8pm (10th grade)
2022 / 1pm (9th grade)

M	T	W	Th	F
FEBRUARY				
				1
4	5	6	7	8
11	**12**	13	**14**	15
18	19	20	21	22
25	26	**27**	28	

MARCH				
				1
4	5	6	7	8
11	12	13	14	**15**
18	**19**	20	**21**	22
25	26	**27**	28	**29**

APRIL				
1	**2**	3	**4**	5
8	9	10	11	12
15	16	**17**	18	**19**
22	**23**	24	**25**	26
29	30			

MAY				
		1	2	3
6	7	8	9	10
13	14	**15**	16	**17**
20	**21**	22	**23**	24
27	**28**	29	**30**	31

JUNE				
3	4	5	6	7
10	**11**	12	**13**	14
17	18	19	20	21
24	25	26	27	28

Mon., Tues., Thurs., Fri. Bell Schedule

Period 1/5 8:00-9:30 (90)

Period 2/6 9:35-11:10 (95)

Period 3/7

1st LUNCH	2nd LUNCH
Lunch 11:10-11:45 (35)	Class 11:15-12:45 (90)
Class 11:50-1:20 (90)	Lunch 12:45-1:20 (35)

Period 4/8 1:25-2:55 (90)

Note: lunch periods reflect 10 minutes of passing time

WEDNESDAY'S SCHEDULE

Period 1/5 10:10-11:20 (70)

Period 2/6 11:25-12:40 (75)

Period 3/7

1st LUNCH	2nd LUNCH
Lunch 12:40-1:15 (30)	Class 12:45-1:55 (70)
Class 1:20-2:30 (70)	Lunch 1:55-2:30 (30)

Period 4/8 2:35-3:45 (70)

Note: lunch periods reflect 10 minutes of passing time

Liberty High School
1 Hour / 2 Hours Late
Bell Schedule

(Monday, Tuesday, Thursday, Friday)
1 Hour Late

Period 1/5	9:00 – 10:17 (77)
Period 2/6	10:22 – 11:41 (79)
1st Lunch	11:41 – 12:11 (30)
Period 3/7	12:16 – 1:33 (77)
Period 3/7	11:46 – 1:03 (77)
2nd Lunch	1:03 - 1:33 (30)
Period 4/8	1:38 – 2:55 (77)

(Monday, Tuesday, Thursday, Friday)
2 Hours Late

Period 1/5	10:00 – 11:02 (62)
Period 2/6	11:07 – 12:11 (64)
1st Lunch	12:11 – 12:41 (30)
Period 3/7	12:46 – 1:48 (62)
Period 3/7	12:16 – 1:18 (62)
2nd Lunch	1:18 – 1:48 (30)
Period 4/8	1:53 – 2:55 (62)

(Wednesday)
1 Hour Late

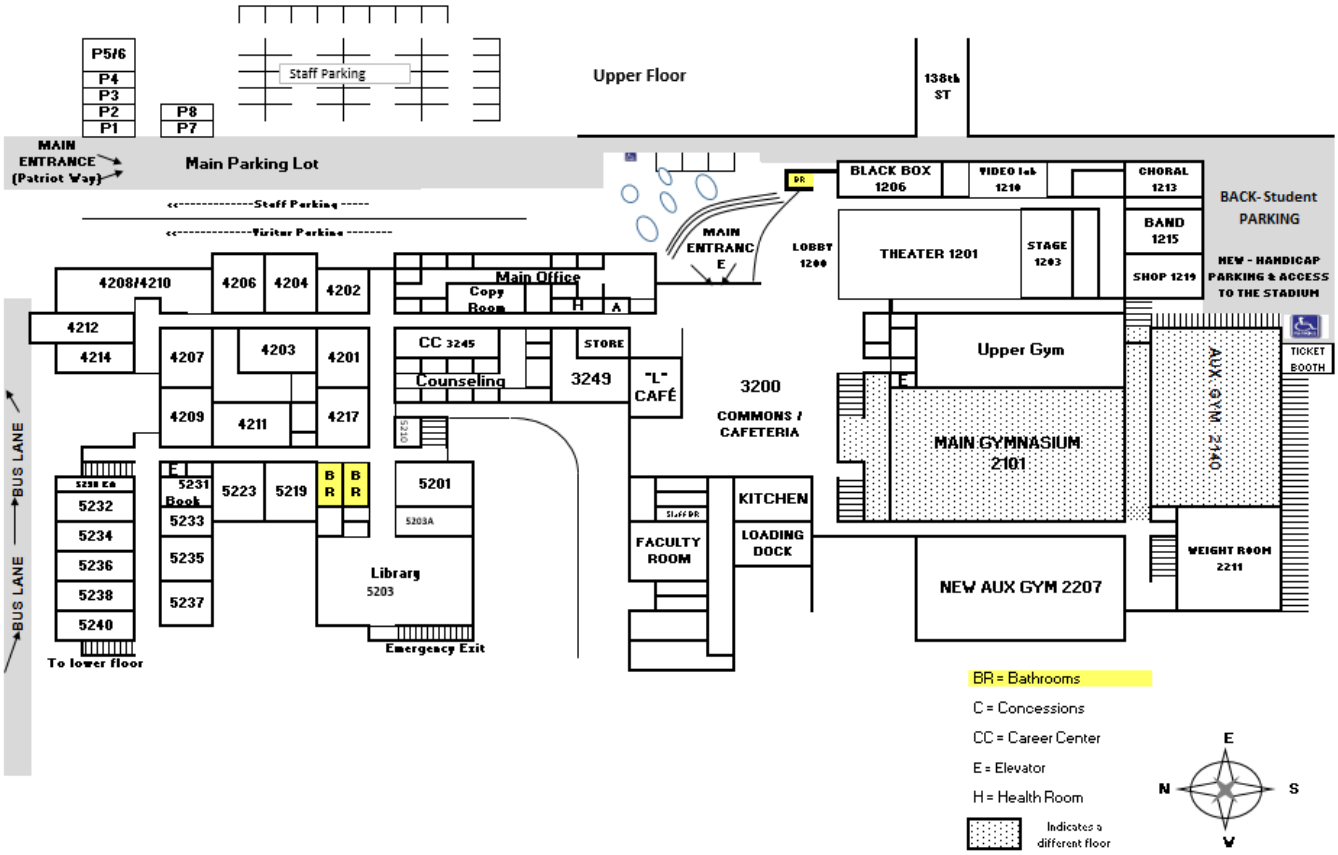
Period 1/5	11:10 – 12:07 (57)
Period 2/6	12:12 – 1:11 (59)
1st Lunch	1:11 – 1:41 (30)
Period 3/7	1:46 – 2:43 (57)
Period 3/7	1:16 – 2:13 (57)
2nd Lunch	2:13 - 2:43 (30)
Period 4/8	2:48 - 3:45 (57)

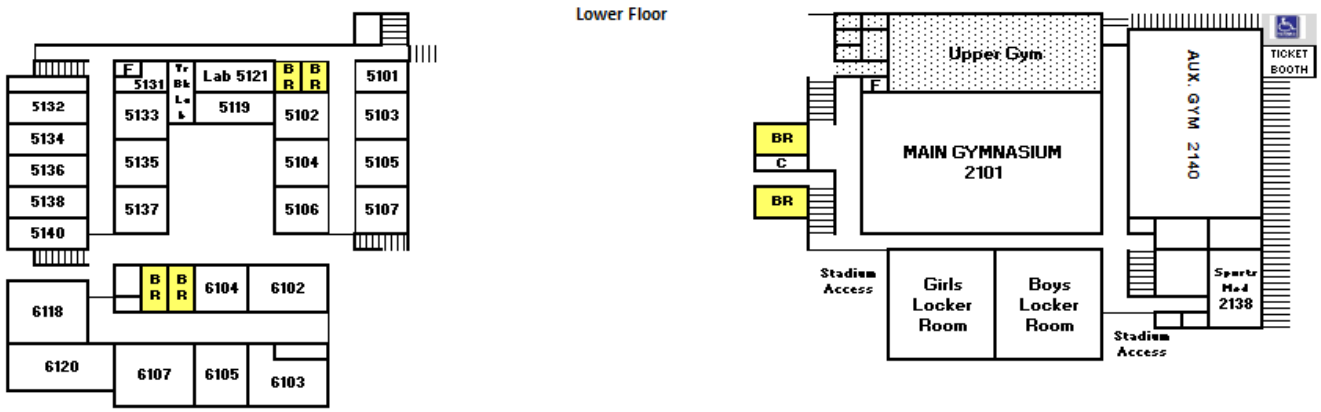
(Wednesday) lunches not served
2 Hours Late

Period 1/5	12:10 - 1:00 (50)
Period 2/6	1:05 – 1:55 (50)
Period 3/7	2:00 - 2:50 (50)
Period 4/8	2:55 – 3:45 (50)

LIBERTY HIGH SCHOOL

16655 SE 136TH STREET
RENTON, WA 98059
(425) 837-4800
www.liberty.issaquah.wednet.edu





Administration

Principal	Sean Martin	837-4801
Assistant Principal (A-K)	Loren Krogstad	837-4802
Assistant Principal (L-Z)	Andrew Brownson	837-4805
Dean of Students	Erin Armstrong	837-4948
Graduation Specialist	Tod Oney	837-4894
Activities Director	Michelle Munson	837-4830
Athletic Director	Danielle Zelinski	837-4807
School Receptionist	Denise Alexander	837-4800

Counselors

Career Specialists	Kris Brown, Rachel Auffant	837-4849
A – G	TBD	837-4868
H – N	Vicki Kenney	837-4867
O – Z	Robin Klym	837-4869
Counseling Secretary	Jeanette Werre	837-4833

Quick References

Activities Information	Janine Menezes
ASB Card Information	Cheri Pepka & Denise Alexander
Athletic Forms/School Calendar Events	Janine Menezes
Attendance Problems/Verification	Denise Powers
Career and Vocational Help	Kris Brown, Rachel Auffant
Family and Student Access	Christy Bressler
Emergency Student Contact	Denise Powers
Fees, Fines, Yearbooks	Cheri Pepka
First Aid, Health Room	TBD
Lost & Found	Denise Alexander
Lunch Release Approval Forms	Denise Powers
Parking Tickets and Permits	Jon Kinsley
Records, Transcripts	Jeanette Werre

STUDENT GOVERNMENT - ASB OFFICERS

President:	Gabie O.
Vice-President:	McKaye N.
Secretary:	Ty A.
Treasurer:	Karinn S.
Senators:	Sarah S. & Brett R.
Advisor:	Michelle Munson

Welcome Liberty High School Patriots

On behalf of the Liberty High School staff, we would like to welcome you to the 2018-19 school year! Our goal is to provide a safe and caring environment, where ALL students experience a positive learning environment. We strongly encourage you to pursue excellence in your academic studies, become actively engaged in the co-curricular programs that our school has to offer, and treat everyone at Liberty High School with respect and kindness. This handbook includes our policies, procedures, and important information. Please refer to them when questions arise. You may also refer to the school website for updated contact information for staff, teacher websites, event dates, and more.

LHS Student Co-Curricular Activities

Liberty High School provides many opportunities for student involvement in the co-curricular program, including activities, athletics and fine arts. As representatives of our school, students who participate in these programs are held to high expectations and standards. We expect ALL students to demonstrate excellent sportsmanship and be positive role models at ALL times. To be eligible for co-curricular programs, students must maintain passing grades, earn credit in all classes, and maintain a 2.0 in athletics and a 2.5 in Dance/ASB/Cheer.

ASB and Class Council

The ASB Senate is responsible for planning school-wide activities and supervising ASB funds. It meets every other day during the Leadership class and is composed of elected ASB officers, appointed ASB officers, and elected class officers. ASB Executive Board Elections and appointments are held in the spring. In order to hold an ASB leadership position, students must purchase an ASB card, have a cumulative 2.5 GPA and agree to the oath of office governed by the constitution.

Class Councils, one for each grade level, are established each year for planning class activities and fundraising. They are comprised of six elected officers and six-eight appointed representatives and MUST BE ENROLLED IN THE ASB LEADERSHIP CLASS. Elections for 9th, 10th, 11th, and 12th grades are held each spring. Students may not hold more than one major office in student government and/or related activities. Requirements for office follow those for ASB leaders.

Identification Cards

All LHS students are provided with an LHS student identification card, featuring their name, grade and a photo. Students are expected to carry their card at all times during the school day.

> **ASB Cards:** ALL STUDENTS PARTICIPATING IN ANY ACTIVITY SANCTIONED BY THE ASSOCIATED STUDENT BODY MUST PURCHASE AN ASB CARD TO BE ELIGIBLE TO PARTICIPATE IN THOSE ACTIVITIES. Most student activities such as newspaper, athletics, dances, assemblies, homecoming, etc., are financed by the Associated Student Body fund. The greatest single source of revenue for this fund is the sale of Associated Student Body Activity cards. Students can save in many ways with an ASB card. It provides free admittance to all home football, basketball, and wrestling events. The students also can participate in countless other events at a discount, such as away football, basketball, and wrestling events, plays, dances, choir and band performances, etc. The card may be purchased from the Bookkeeper's Office at any time during the year, but get your card soon to get the most savings possible! The price of the ASB card is $55.00.

General School Policies and Procedures

Academic Progress: Course grades are updated regularly on Family Access for each course taken at Liberty High School. Please log in to the Family Access system to view attendance and academic progress for your student. For questions on logging in to Family Access, please ask the Liberty High School Registrar.

Assembly Behavior: Assemblies are an integral part of the school curriculum, have an educational value, and attendance at assemblies is required. Students are expected to conduct themselves in a way that demonstrates respect for those speaking or performing as well as those in attendance. Students who misbehave at assemblies may be removed from the assembly by an administrator and subject to disciplinary action.

Athletics

Liberty High School is a member of the KingCo Conference, the SeaKing District, and the Washington Interscholastic Activities Association. Our teams compete with other teams throughout the conference and state for league, District, and state honors. In order for students to participate in any athletic program, they must:

- Complete an online eligibility process and present required documents to the Bookkeeper and Athletic Office.
- Maintain passing grades and earn credit in all classes (Students in grades 9-11 need to enroll in 8 classes and students in grade 12 need to enroll in at least 7 classes).
- Maintain a 2.0 semester and cumulative GPA with no F's
- Clear all fines
- Purchase an ASB Activity Card for $55.00
- Pay the District participation fee of $200.00
- Return to the coach all previous sports equipment/uniforms issued or pay for them
- Sign an agreement to abide by the Issaquah School District Athletic Code of Conduct

Kingco Sports

FALL	WINTER	SPRING
Cross Country (M/W)	Basketball (M)	Baseball (M)
Swim & Dive (W)	Basketball (W)	Fastpitch Softball (W)
Football (M)	Swim & Dive (M)	Golf (W)
Golf (M)	Gymnastics (W)	Soccer (M)
Soccer (W)	Wrestling (M/W)	Tennis (W)
Tennis (M)		Track & Field (M/W)
Volleyball (W)		

Activities

Drill (W) tryouts in Spring	Activities through Winter
Cheer (M/W) tryouts in Spring	Activities through Winter

Attendance Required for Both Athletics and Activities: A student is expected to be in attendance all 4 periods of the day of a practice or event in order to participate in activities that afternoon or evening. This expectation applies to all activities, athletics and fine arts events. Participation may be denied for failure to comply with this policy. The only exceptions to this rule are: school related and approved absences (field trips), medical, dental, family emergencies, or legal appointments when appropriate written verification of the appointment from the provider has been submitted to the attendance office upon their return.

Check Acceptance Policy: The District has established the following protocol for accepting checks and collecting bad checks: For a check to be an acceptable form of payment, it must include the current, full, accurate name, address and telephone number. If your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks will not be an acceptable form of payment for the rest of the school year.

Civility Policy: Respect for the individual is one of the hallmarks of a civilized society and shall be the basis for all interactions in all settings within the Issaquah School District or at the District activities, including academic, co-curricular, and others. To this end, all interpersonal communications –adult-to-adult, adult-to-student, student-to-adult, or student-to-student – must be conducted with fairness and civility. Students who perceive they are being treated disrespectfully or abusively by an adult or student in the Issaquah School District shall seek assistance through a school employee. The provisions of the District's policy and procedures on harassment (Policy 3214 and its related procedures) and/or sexual harassment (Policy 3213 and its related procedures) may apply.

Class Participation: Participation is critical in all cases. A part of each grade reflects participation in classroom activities. Daily attendance, a positive attitude, and active participation are vital to learning and achieving good grades.

College & Career Center

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

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

Computer/Technology Use: Every student using a District computer is required to have a parent sign a Network Access Agreement and Release form. This form acknowledges the right of the District to review material stored on its network. With the wide range of information accessible through public networks, the Network Access Agreement releases the District from liability for any damages due to information gained or obtained through the District network or from public networks.

Unacceptable uses of computer/technology: Computers are to be used for academic purposes ONLY. No games, audio files, video files, or other applications may be downloaded or installed by students or staff members without permission of the site administrator or designee. This includes chat or messaging programs. The purpose of any authorized downloads must be in support of education and research. No use of the system shall serve to disrupt the operation of the system by others, including 'hacking', introduction of viruses, or other unlawful activities; system components including hardware or software shall not be destroyed, modified, or abused in any way. Uses of the system to access, store, or distribute obscene or pornographic material is prohibited. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Nor is the system to be used to access or publish information potentially endangering the public, e.g., bomb construction or drug manufacture.

Counseling Center

The counseling staff is comprised of three full-time counselors, a teen health counselor, a school psychologist, an SLP, a secretary, a registrar, and two career specialists. Students are assigned to a specific counselor for academic monitoring according to last name. The Counseling Center, located in Room 3260A, is open from 7:00 a.m. to 3:00 p.m. daily. Arrangements to see a counselor may be made by appointment, or by signing up to see an individual counselor.

- Academic planning
- Maintenance of academic records
- Classroom presentations
- Individual & group post-high school planning, career counseling & guidance
- Consultations with teachers/parents to assist in discussions of learning and performance challenges & working to resolve academic problems
- Coordinate & provide information for drug/alcohol intervention & assessments
- Consultation on personal issues for students
- Parent and student interventions for academic concerns
- Consultation & referral to Child Protective Services, law enforcement, & referrals to community agencies.
- Please visit the Counseling Center website to access the following:
- Post high school planning options
- College application procedures
- Information on all in and outside credit completion options
- Checklists for students that are bound for community college, technical college, 4-year college, apprenticeships and military
- Comprehensive course requirement planning guides and instructions
- A complete LHS course description guide
- Scheduling forms for all grade levels
- Graduation requirements
- Course offerings by department

Course Change Policy: As personnel, facilities and material resources are assigned based on student's course selections, it is imperative that students choose courses carefully (including alternates) during spring registration. Changes to student schedules create an impact on many other courses, and therefore will only be made on a limited basis. If a student changes his/her schedule two weeks into the semester, that student is already behind in learning. Therefore, LHS administration has established the following schedule change policy to promote academic success for students.

Students are expected to select their classes in a serious and responsible manner, as every effort will be made to ensure students are scheduled into their pre-selected classes. Not all courses in the Course Catalog are offered annually. Ultimately the number of students who select that course, teacher availability, facility, and budget constraints determine courses offered during the year. When you choose a course you are committing to completing the course in its entirety to the best of your ability. If an error in course placement has been made, such as misplacement in math or world languages, students should see their Counselor immediately for reassignment into the appropriate course.

Student/Parent initiated schedule change requests must be submitted, via the online request form posted to the LHS website. Replacement of approved dropped courses will be at the discretion of the Administration, based on availability of seats in courses being taught during the same class period.

• Until the end of the first full week of school: Student may submit a change request based upon academic misplacement in the course.
• End of the first full week of school until day 20 of the semester: Courses dropped will remain on the student's official transcript with a "W" documenting withdrawal from the course. The course will NOT be included in the GPA calculation.
• Day 21 of the semester and on: Courses dropped will remain on the student's official transcript with an "F". The course WILL BE included in the GPA calculation.

Valid reason for student / parent initiated schedule changes are strictly limited to:

1. Duplicate period error (i.e. two classes during the same period are listed on your schedule)
2. Incomplete schedule (i.e. missing class period on your schedule)
3. A senior missing a class required for graduation.
4. Inappropriate academic placement (i.e. you are in Algebra 2 but have not taken Geometry)
5. A student placed in an elective class they did not request, either as primary or alternate choice.
6. A student has a physical / medical reason, documented by a medical professional that will prevent participating in a class.

Note: If a student/parent initiated schedule change is made, the student is required to complete all assignments from the start of the semester in the new class. Students will be required to work with their new teacher to accomplish this goal. If a student chooses not to complete an assignment, a "0" will be entered in the gradebook for that assignment, therefore negatively affecting the grade in the new class.

Teacher initiated schedule changes may be made when a teacher recommends a student be moved from one level or another within the same subject area. Teachers will contact the parent/guardian to discuss the change and, if agreed upon, the teacher will contact the student's administrator to recommend the change. Students will follow their original schedule until they are notified the change has been made.

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

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

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 LHS will not approve work permits which violate those hours (16 hours per week, 14 & 15 year olds; 20 hours per week, 16 & 17 year olds) and impair students' ability to progress in school. Parents and students are urged to make school a priority.

Family Access: Family Access provides parents and students on-line access to student information including attendance. This can be accessed on our website at www.liberty.issaquah.wednet.edu. Parents and students are encouraged to monitor attendance records regularly using Family Access and contact the attendance office for discrepancies. Family Access Logon and Passwords may be obtained in person from the school registrar.

Field Trip Expectations: Off-campus activities and field trips are designed to give students an educational, organizational, cultural, social, and leadership experience. As students participate in these activities, they will be representing not only Liberty High School but the entire Issaquah School District. To enhance a student's experience and ensure their safety, well-being, and reputation, the following rules and regulations need to be followed:

1. A student will not possess, smoke, or use any form of tobacco.
2. A student will not possess, use, transmit, or be under the influence of alcohol or drugs.

3. A student will carry proper identification.
4. A student will agree to leave the chaperoned area only after chaperones/instructors have been notified and permission has been given.
5. On overnight trips, a student will agree to remain in their assigned room/sleeping areas following curfew. Additionally, any announced rules regarding male and female separation of living and sleeping areas must be adhered to without exception.

If a student fails to comply with these expectations, they jeopardize their own safety and the safety of others, and they will be disciplined. Discipline will be consistent with the rule violations outlined in the Student Handbook. The consequences may result in school sanctions up to and including emergency expulsion. Additionally, if deemed appropriate by the instructors and school administrators, the student may be removed from the field trip and sent home at the parent/guardian expense.

Food/Drink: Food and/or drink, with the exception of water, are not to be consumed in the carpeted areas of Liberty High School. Food may be allowed in the classroom only with the expressed permission of the individual teacher. Food shall only be available for purchase when the kitchen, L Café, or DECA Store are open or the vending machines are on.

Good Neighbor Policy: We, at Liberty High School, want to maintain positive relationships with our neighbors. Students are to avoid trespassing on neighbors' property and loitering in the street near their homes. Students with off-campus passes who leave during the school day are to avoid congregating in the neighborhood streets bordering the school. Students who fail to adhere to our good neighbor policy will be subject to disciplinary action and/or loss of off-campus privileges.

Graduation Requirement: Information and course guide can be found in the **Liberty High School Graduation Requirements and Course Catalog.**

Homework Policy: Our staff supports a homework policy that serves a variety of purposes: remediation, skill building, practice, reinforcement, and enrichment. Homework can also provide a monitoring system for determining student progress. Homework should be relevant, meaningful, motivating, and commensurate with an individual student's abilities. The length of each skill building activity should be long enough for the student to master knowledge of the subject and yet short enough so that inappropriate skills are not practiced incorrectly. It is the teacher's responsibility to give specific, immediate feedback once the homework is completed. Teachers will state their homework policy in their classroom procedures at the beginning of each semester.

Lunch Accounts

Charging a Meal

At the elementary school level students are allowed to charge two meals once the lunch account is in arrears.
At the secondary school level students are allowed to charge one meal once the lunch account is in arrears.
A student's lunch account must have sufficient funds to purchase a la carte items. A la carte items at the elementary level (i.e. a dessert or a second entrée) and at the secondary level (i.e. chips and bottled beverages) will not be allowed to charge to the account without sufficient funds.
After reaching the meal charge limit a student will be offered a courtesy lunch which shall consist of a carton of milk, a whole grain dinner roll or other whole grain equivalent and a trip through the salad bar where a student may select any offerings available.
There will be no limit to the number of courtesy lunches offered to a student that has reached their meal charge limit. Kitchen staff may communicate with the front office of the school when a courtesy lunch has been offered to the same student multiple days in a row for assistance in contacting the family for the purpose of reminding them to send additional funds or to offer the opportunity for the family to apply for meal assistance if necessary. Applications for meal assistance are available online by visiting https://www.issaquah.wednet.edu/district/departments/operations/foodservice or by contacting the Food Service Office at 425-837-5060. Applications are also available in the front office of each school building.

Balance Notification

Food Services partners with Myschoolbucks.com, a service that allows the use of credit cards to make payments for a student's lunch account. There is a $2.49 fee per credit card transaction charged by Myschoolbucks.com however the use of their website to monitor a student's lunch balance is free. It is also free for users of Myschoolbucks.com to set up e-mail notifications when their student's lunch balance reaches a specified dollar amount. Families are encouraged to utilize this free service in order to

receive automated reminders when their student's lunch balance is low. Log on instructions and link to Myschoolbucks.com can be found on the District website at https://www.issaquah.wednet.edu/family/MySchoolBucks
Food Services will no longer stamp a student's hand as a reminder that their balance is low or in arrears. Cashiers will verbally remind students when their balance is low or in arrears.

Medication Administration at School: Washington State Law and Issaquah School District Policy require that schools have written authorization from a licensed healthcare provider and parent on file yearly when a child needs to take medication during the school day. Students are permitted to carry medication and self-administer at the high school level when the physician and the parent have requested self-administration in writing and the request has been approved by the school nurse. High school students may be allowed to carry and self-administer over-the-counter medication when authorized by the parent and school nurse**. All medication must be in the original pharmacy labeled container**. **Students who carry and self-administer medication must carry only one daily dose in an original pharmacy container.** The Authorization for Administration of Medication at High School form is available in the attendance office, nurse's office, and on the Issaquah School District website at http://www.issaquah.wednet.edu/family/health. If you have any questions regarding medication administration at Liberty, please contact our school nurse, at 425-837-4812.

School Fines: A fine is assessed to students who have an outstanding class fee, damage to a book, missing book or equipment, or other assessment levied by a teacher, coach or advisor. If a student has fines on their account, they will need to either pay the fine or develop a payment plan with their Assistant Principal in order to purchase tickets to the following activities: Sports, traffic safety course, parking permit, dance tickets, or clubs and other activities.

Fines can be resolved by making payment to the ASB Bookkeeper, returning equipment to the appropriate teacher, advisor or coach or through an online payment which is accessible at www.liberty.issaquah.wednet.edu. Authority to remove a fine is directed by the teacher, coach or advisor.

PAYMENT OPTIONS: *Online payment:* Certain class fees and purchases (e.g., ASB cards/yearbook) may be completed online through the Liberty website www.liberty.issaquah.wednet.edu . All student purchases may be viewed by visiting your Student's "Student Ledger" at this site. *Cash and checks* are also accepted forms of payment through the Liberty High School bookkeeper. Please note: student receipting is individual. Families with more than one student at Liberty pay for each student's fees and purchases separately as all records (health, transcript and financial) are kept individually.
The Issaquah School District has established the following policy for accepting checks and collecting bad checks.

- For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number.
- In the event your check is returned for non-payment, the face value may be recovered electronically along with a state-allowed recovery fee.
- Should this occur, checks will no longer be an acceptable form of payment for the remainder of the school year for your student.

School Nurse Website: The Issaquah School Nurses have a link on the District web site that has information on current health issues, District health forms, including the Authorization for Administration of Oral Medication at High School, District health policies, school nursing staff links, and health resources for parents.
The link is: http://www.issaquah.wednet.edu/family/health

Senior Academic Recognition
All High Schools in the Issaquah School District no longer use a ranking system for academic recognition of the senior class at graduation, yet have moved to a University Latin Honors system. In this system, students are recognized for their academic achievements in three different levels: Cum Laude (with honors), Magna Cum Laude (with high honors), and Summa Cum Laude (with highest honors). An academic speaker will be chosen by the LHS staff for each graduation ceremony based on a list of students from the Summa Cum Laude level of this Latin Honors system.

Student Parking

ALL students who drive to school must register their vehicles. Parking rules and regulations are available on the school website. Parking and driving are considered privileges. All parking and driving regulations are strictly enforced. Violations may lead to suspension of privileges, fine/ticket, towing of vehicle, school discipline, and/or police notification. Vehicles are not to be used for storage during the school day. Students who are found in the parking lot, loitering in their vehicles during the school day, or littering are subject to discipline. Security cameras are in use. Speed limit of 10 mph is strictly enforced.

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

Parking is limited to those students who have legally registered cars and driver's licenses and who have obtained an LHS parking permit. Parking permits are obtained by registering the vehicle, parent and student signature agreeing to regulations, and paying a registration fee of $140.00/year or $70.00/semester. At the time of registration, each driver is given a full copy of parking rules and regulations. Failure to follow those regulations can result in a fine of $20.00 that must be paid within five school days of receipt. Failure to pay parking fines or drivers who receive four or more tickets may be subject to school disciplinary action up to and including loss of parking privileges and towing at vehicle owner's expense. The School District, Liberty High School, or its agents cannot be held liable for damage or loss due to theft or vandalism. Remember: ONLY seniors are allowed to park in senior parking.

Student Traffic Court: The intent of the Student Traffic Court is to allow students who have been cited for minor traffic infractions, such as speeding, to take responsibility for their actions while keeping their relatively new driving records clean. Qualified Liberty High School students are allowed to appear before the Student Court (if it's a court LHS participates with) and receive a penalty of community service hours to be performed. If these hours are performed successfully, the infraction will be dismissed.

How Traffic Court Works: When an individual is cited for a traffic infraction, the citation is filed with the Court. The student cited becomes the "Defendant." Once the Defendant receives a copy of the citation, they are asked to follow the instructions printed on the back. The Defendant must indicate whether he or she wishes a hearing to either "contest" or "mitigate" (admit but explain) the infraction. The Defendant always has the option of admitting the infraction and paying the fine, in which case, the Student Court would not be involved. If the Defendant should choose to appear before the Student Court, the Court that issued the ticket may refer the case to the Student Court and take no immediate action on the citation. However, in the request for referral, the Defendant must understand that the Student Court will not be entitled to find the infraction "not committed." A request to transfer the citation may be done in one of three ways:

1. Phone the Court that issued the ticket and request transfer of the citation to Liberty High School Student Court.
2. Write a letter to the District Court requesting that the citation be transferred to the Liberty High School Student Court.
3. Request a hearing before the District Court, as explained on the citation, and at that time request that the judge transfer the citation to the Liberty High School Student Court.
4. Students may only take advantage of the Student Court opportunity once. However, if a student Defendant has prior traffic violations but has never been to the Student Court, he or she may have the new offense referred there. If you have any questions, call the Liberty receptionist at (425) 837-4906, and you will be transferred to the appropriate administrator.

Students with Special Health Care Needs: Students with life-threatening conditions such as severe bee sting, severe food allergies, severe asthma, diabetes, seizures, etc., are required to have a medication or treatment order and nursing care plan in place before they start school each year. If a medication or treatment order is not provided, the chief administrator of the school is required to exclude the child until such order has been provided. This requirement applies to students with a life-

threatening condition who are new to the District and students who are already attending the school. Contact our school nurse (425-837-4812) to discuss your child's healthcare needs at school.

Visitors: Visitors (other than parents/guardians) are not allowed on campus during the school day. Speakers or special presenters who have been approved by a teacher must register at the school office and wear a visitor's badge.

Liberty High School Attendance Policy

As provided in District Regulation 3122, regular school attendance is necessary for mastery of the educational program provided students. Daily attendance and active participation in each class are critical parts of the learning process. Students, at times, may appropriately be absent from class. Teachers shall keep an accurate record of absences and tardiness. Students are considered absent if they enter class after 20 minutes (15 minutes on Wednesdays) have elapsed. Students entering after the final bell of the passing period are considered tardy. Any student who leaves a class without permission prior to it ending is considered truant. A computerized message will contact households in the evening informing parents that their student(s) missed one or more periods that day. The message will also notify parents of the potential consequences of additional unexcused absences. The following principles shall govern the development and administration of attendance procedures within the District:

Excused (School Day and Individual Class) absences are absences due to:

1. Participation in a District or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The principal or designee may only grant permission for a student's absence providing such absence does not adversely affect the student's educational process.

Remember, students participating in a co-curricular activity must be in attendance in all periods, as assigned, to be eligible for participation in the activity or event. Liberty High School attendance policy is subject to District Regulation 3122. Procedures outlined in District Procedures 3122 will be followed as excused and unexcused absences occur.

Unexcused Absences: An unexcused absence occurs when a parent, guardian or adult student fails to submit any type of excuse statement whether by phone, email or in writing for an absences or submits an excuse that does not meet the definition of an unexcused absence as defined above. All absences that are not authorized by the principal, not excused from among the above reasons, or results with leaving school without checking out are unexcused absences. Failing to provide a note/phone call from parent/guardian to verify an absence within 48 hours of the student's return to school is also truancy. Students may not receive credit for a graded activity or assignment assigned or due during the time of truancy nor will they be allowed to make up missed work.

A conference with the parent or guardian will be scheduled after two unexcused absences within any month during the current school year. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the District has decided to take to reduce the student's absences. A student may be suspended or expelled for habitual truancy.
Not later than the student's fifth unexcused absence in a month the District will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010. See District Procedure 3122 for further details regarding unexcused absences.

Tardiness: Students arriving late for school or class for any reason not described as an excused absence will be counted as an unexcused tardy and subject to disciplinary action. Students arriving later than 20 minutes (15 minutes on Wednesdays) shall be counted as absent for the class and not tardy.

Verification: Excused absences must be verified by a telephone call of explanation by a parent, guardian, emancipated student or adult student within 48 hours following the absences or by a signed note of explanation upon the student's arrival on campus. If the student does not clear an absence in that time frame, it becomes an unexcused absence. If the student has an 18-year-old agreement, verification must be made by the student prior to 9 a.m. on the day of the absence. Otherwise, a parent will need to verify the absence.

Additionally,

- Prearranged absences may be secured through a form from the Attendance Secretary's office or found on the school website. The form must be signed by the teachers, administrators and by the parent/guardian and returned to the attendance office one week prior to the absence. If the absence causes a serious adverse effect on the student's educational progress, the absence will be reviewed by an administrator.
- Students requesting a partial day absence must sign out through the attendance office before departure. Contact with the parent/guardian will be necessary if a note from the parent/ guardian is not provided.
- Students who become ill at school must sign out with the attendance office even if the health attendant speaks with a parent/guardian.

Make Up Work when Absent

A student is allowed one make up day for each day of absence. This doesn't apply to due dates that are previously set (examples: projects or essays) unless the absence falls on the due date itself. Failure to complete missed assignments within that timeline may result in the loss of credit for those assignments. Students should note that not all types of work can be made up (guest speakers, graded class discussions, etc.). Should this type of work occur on a date when a student has an excused absence, the assignment may be excused and not counted in the student's' grade OR an alternative assignment may be provided per the teacher's decision.
Students are encouraged to contact their teachers via email and class websites to get make up work. Arrangements can be made with teachers to pick up work through the attendance office.

If a student is confined to home or hospital for an extended period, the family and school counselor should work together to arrange for the accomplishment of assignments. If the student is unable to do his/her schoolwork due to an extenuating circumstance, the student may be required to make up the course at another time (summer school, another term, etc.). These plans should be arranged with the family, school counselor and administrator.

Request for Signing One's Own Notes: In order to write his/her own notes for absences, the student:

- Must be an eighteen-year-old senior. Parent signature still required.
- Cannot have any unexcused absences in the previous semester and have passed all classes.
- Is required to have an interview with the Principal or his designee.
- Will lose the privilege of writing one's own note with unexcused absences or any disciplinary action.

Family Educational Rights and Privacy Act (FERPA)

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

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

Prohibition of Harassment, Intimidation, and Bullying

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

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

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

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: urging others to a malicious action "ganging up on someone"; spreading knowingly hurtful rumors, lies, pictures, drawings, or cartoons; slurs; jokes; innuendoes; repeated/ongoing demeaning comments; pranks; ostracism; gestures; verbal or physical aggression directed at a specific student; physical attacks or threats; or purposeful destructive acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images.

Non-discrimination

Issaquah School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator
Sean Camarata, Internal Auditor/Title IX Coordinator
565 NW Holly Street
Issaquah, WA 98027
425-837-7000
camaratas@issaquah.wednet.edu

Public Records Officer, District HIB Compliance Officer, and Civil Rights Coordinator
Chris Burton, Executive Director of Compliance and Legal Affairs
565 NW Holly Street
Issaquah, WA 98027
425-837-7056
burtonc@issaquah.wednet.edu

Student-Related Issues, Section 504 Coordinator
Pam Ridenour, Director of Career and Counseling
565 NW Holly Street
Issaquah, WA 98027
425-837-7046
ridenourp@issaquah.wednet.edu

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 under District Regulation 3210.

Release of Student Information

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

1. The School District will forward education records upon request to a school in which a student seeks enrollment.
2. The School District will release directory information which includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities, sports, weight and height of members of athletic teams, attendance dates, diplomas, awards received, yearbook and other photos, and most recent school attended.
3. The School District may also release photographs or videotapes of students taken in circumstances not generally considered harmful or an invasion of the privacy of the involved students.

Information may be used for purposes such as school related fundraising, publication of a student directory, parent organization mailing lists, school yearbooks and newspapers, commencement programs and publication of honor rolls, and other school information about students in the District publications or public media. Information will not be released for commercial purposes.

The Family Educational Rights and Privacy Act grants to parents the right to restrict the release of some of this information. If a written request is placed in a student's record, directory information, photographs and videotapes will not be released except in an extreme emergency to protect the student's health and safety. The student's name will not appear in the directory, school

programs, yearbook, newspaper, or other public news media. Those families who have unlisted telephone numbers may request that only that part of the directory information not be released without prior consent.
Parents who do not want directory information, photographs or video tapes, or their telephone number released must submit a written request to their student's school by **September 14.** If the school does not receive a request by that date, school staff will assume that there is no objection to the release of such information. A complete copy of Regulation #3231 may be obtained at any school or on the District website at www.issaquah.wednet.edu .

Liberty High School Discipline Policy

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

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

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

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

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

Law enforcement agencies shall be contacted in violations of assault; possession, use, or transmitting alcohol or other drugs not prescribed for the individual; arson; possession of a dangerous weapon or weapon facsimile; reporting false alarms; trespassing; abuse and theft as appropriate; and of other criminal activities.

Department of Social and Health Services, Children's Protective Services, may be contacted in cases of abuse or assault. If the victim is 18 or older and developmentally disabled, Adult Protective Services may be called.

In cases of destruction or theft of School District property grades, transcripts, and diplomas will be withheld until restitution is made through student labor and/or payment.

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

A complete copy of Regulation #3241/3241P – *Classroom Management, Discipline and Corrective Action* and other related Regulations may be obtained at any school or on the District website.
The principal or designee will meet with the student as soon as reasonably possible following the removal and take or initiate appropriate corrective action. The meeting will take place no later than the beginning of the school day following the student's emergency removal. The teacher or administrator who removed the student will be notified of the action taken or initiated.

Suspensions, Expulsions, and Discretionary Discipline

Short term suspensions may be imposed for any of the following student behaviors and for threats of such behaviors, attempts to engage in such behaviors, and conspiracies to engage in such behaviors. Long term suspensions and expulsions may be imposed for any of the following behaviors and for threats of such behaviors, attempts at such behaviors, and/or conspiracies to engage in such behaviors when such threats, attempts, or conspiracies adversely impact the health or safety of other students or educational staff:

1. Having a firearm on school property or school transportation in violation of RCW 28A.600.420;
2. Any of the following offenses listed in RCW 13.04.155, including:
    a. any violent offense as defined in RCW 9.94A.030, including
        i. any felony that Washington law defines as a class A felony or an attempt, criminal conspiracy, or solicitation to commit a class A felony;
        ii. manslaughter;
        iii. indecent liberties committed by forcible compulsion;
        iv. kidnapping;
        v. arson;
        vi. assault in the second degree;
        vii. assault of a child in the second degree;
        viii. robbery;
        ix. drive-by shooting; and
        x. vehicular homicide or vehicular assault caused by driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner;
    b. any sex offense as defined in RCW 9.94A.030, which includes any felony violation of chapter 9A.44 RCW (other than failure to registered as a sex offender in violation of 9A.44.132), including rape, rape of a child, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, and any felony conviction or adjudication with a sexual motivation finding;
    c. inhaling toxic fumes in violation of chapter 9.47A RCW;
    d. any controlled substance violation of chapter 69.50 RCW;
    e. any liquor violation of RCW 66.44.270;
    f. any weapons violation of chapter 9.41 RCW, including having a dangerous weapon at school in violation of RCW 9.41.280;
    g. any violation of chapter 9A.36 RCW, including assault, malicious harassment, drive-by shooting, reckless endangerment, promoting a suicide attempt, coercion, assault of a child, custodial assault, and failing to summon assistance for an injured victim of a crime in need of assistance;
    h. any violation of chapter 9A.40 RCW, including kidnapping, unlawful imprisonment, custodial interference, luring, and human trafficking;
    i. any violation of chapter 9A.46 RCW, including harassment, stalking, and criminal gang intimidation; and
    j. any violation of chapter 9A.48 RCW, including arson, reckless burning, malicious mischief, and criminal street gang tagging and graffiti;
3. Two or more violations of the following within a three-year period:
    a. criminal gang intimidation in violation of RCW 9A.46.120:
    b. gang activity on school grounds in violation of RCW 28A.600.455;
    c. willfully disobeying school administrative personnel in violation of RCW 28A.635.020; and
    d. defacing or injuring school property in violation of RCW 28A.635.060; and
4. Any student behavior that adversely impacts the health or safety of other students or educational staff.

As used in this Procedure, the District defines the phrase "student behavior that adversely impacts the health or safety of other students or educational staff" as including, but not limited to, the following examples:

Unless otherwise required by law, school administrators are not required to impose a long-term suspension or expulsion for the misconduct listed above, and whenever reasonable school administrators should first consider alternative sanctions.
For student behaviors—including specific offenses contained in Regulation 3240 and procedure 3240P—that do not fall within one or more of the categories listed immediately above, schools may only impose discretionary discipline as defined in this procedure. Schools may not impose long-term suspension or expulsion as a form of discretionary discipline, but may impose other sanctions up to and including short-term suspension in a manner consistent with this procedure. In case of short-term or long-term suspensions or expulsions, parents will be notified. During suspension, students cannot be on any School District property or attend any school events. Depending on the circumstances of the infraction and the discipline imposed, a suspension/expulsion may begin immediately during the school day, after school, or the following morning. In order to minimize absences from school and depending upon the infraction, in- house suspension/Saturday School may be used as an alternative to out of school suspension. In addition, any student who is participating in or will be participating in school athletics, ASB, cheer, dance, and/or drill is subject to sanctions for violation of the drug and alcohol Regulation as outlined in the *Student Athletic Handbook* available online at www.issaquah.wednet.edu.

Definitions

- **School District Property:** School grounds - All the property of Issaquah School District and Issaquah High School (i.e., campus, parking areas, stadium complex, and other District property) at any time before, during, or after school and at any time when the school is being used by any school group.
- **Campus** - The instructional areas of Issaquah High School (excluding parking areas and stadium complex).
- **Restitution:** The act of making good or compensating for loss or damage. The damaged or stolen item is replaced or fixed.
- **Confiscation:** The act of taking away items that are inappropriate for school (i.e. tobacco, radios, knives, noise makers, etc.).
- **Removal from Class:** The student is removed from one or more classes for a specified length of time but remains at school during these periods or receives other appropriate disciplinary action. If a student is removed from class, she/he must report to an administrator immediately. The teacher must have first attempted other methods of controlling or changing the inappropriate behavior. The teacher is responsible for telephoning the parent and recording the date of contact for future reference.

State of Washington; the law regarding equal education opportunity; First Amendment rights to freedom of press, speech, peaceable assembly and petition; and the right to be secure in their pursuit of an education while in the custody of the School District. These rights are subject to the School District's authority to make reasonable rules and regulations to maintain the educational process. A complete copy of Regulation 3241 and the supporting procedure may be obtained at any school or found online at Issaquah.wednet.edu. Procedures are designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts.

Search and Seizure

Students are entitled to the guarantees of the Fourth Amendment and shall be secure in their persons, papers, and effects against unreasonable searches and seizures. However, school officials have the responsibility of maintaining a safe environment and are empowered to conduct a reasonable search of a student and school property when there is reasonable cause or grounds for suspecting or believing that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any search conducted must comply with applicable laws. School property will remain under the control of school officials, and will be subject to search. A complete copy of Regulation #3230 may be obtained at any school or on the District website at www.issaquah.wednet.edu .
School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not allowed to bring these items to school or any school-sponsored function.
Authority to Conduct a Search – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have a reasonable suspicion that a particular student is in possession of something prohibited by the law or school rules.
General Inspection -- School authorities may make general inspections of lockers or desks for purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include

searching personal items stored in lockers or desks, such as clothing, bags, or purses unless reasonable particularized suspicion exists.
Locker/Desk/Storage Area Inspections – All lockers and storage areas provided for student use on school premises remain the property of the District and are subject to inspection/access for maintenance and search. If, as a result of such a general search, a building administrator or designee develops reasonable suspicion that a container in a student locker or desk may contain evidence of student misconduct, the administrator may search the container. In case of suspensions, parents will be notified by telephone and/or by letter.

Student Conduct Expectations

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.
The following list of offenses generally describes such conduct, but is not intended to be exclusive. Each is specifically prohibited on school grounds, on school sponsored transportation, at school events off school grounds, and off school grounds if the conduct materially and substantially affects the educational process or District operations.
Such misconduct may also result in an expulsion or emergency expulsion under the circumstances described in Regulation #3241 and Procedure #3241P.
The Student Conduct Expectations also pertains to students involved in Running Start and WaNIC during lunch and traveling between schools. Any action which removes a student from school for more than one day will comprise a "disciplinary action" and will be documented in the student's cumulative file.
An Ad Hoc Committee of citizens, convened in accordance with WAC 392-400-245(2); and 260(2) has determined that infractions indicated below by an asterisk **(*)** are misconduct deemed exceptional and may result in immediate suspension or expulsion for a first-time offense.
The disciplinary actions listed below will be applied with the discretion and professional judgment of an administrator.

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

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

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

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

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

Bullying – Any intentional written message or image - including those that are electronically transmitted, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education (for example, substantially interfering with classroom performance, attendance, or pattern of tardiness) 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.

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

Cheating - Intentional deception in the preparation or completion of any school assignment, assessment, examination or project, or in the conduct of any school-related activity is prohibited, along with the aiding and abetting of such behavior by others.

Criminal Activity - Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff.

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

1. Freak Dancing will not be allowed nor is it an acceptable style of dancing. The definition of Freak Dancing is any or all dancing that is found to be "sexually suggestive in any way." Examples of this are, but not limited to:
   - Any inappropriate backside dancing (ankle/knee grabbing, bending over more than 90 degrees, etc.)
   - Inappropriate touching, fondling, excessive displays of affection.
   - Removal of shirts, pants or necessary articles of clothing
   - No on the floor dancing or lap dancing
   - Nor front to front dancing with legs up or legs intertwined
   - No violent, "mosh pit" style dancing
   - Dance Chaperones will be given the authority to ask students to stop if students are found to be dancing inappropriately.
2. Students who bring a guest to a school dance are required to have the appropriate dance pass completed, signed and returned to the ASB bookkeeper no later than two days prior to the dance. Dance passes are available in the attendance office. **Students may not bring a guest that is over 21.** If you or your guest is asked to leave a dance, both parties will be required to leave. Your parents will be called to come and pick you up if necessary.
3. Any student or guest that is dressed inappropriately will be asked to change or be removed from the dance. No refund will be given. For appropriate dress description, see Dress Standards.
4. Dance admission: EVERYONE MUST HAVE PICTURE ID. Current school ID, passport, or driver's license will be the only forms of picture ID accepted.

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

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

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

Discriminatory Harassment - Conduct or communication that (1) is intended to be harmful, humiliating, or physically threatening, and (2) shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a trained dog guide or service animal.

***Disruptive Conduct** - Willful conduct which creates a disturbance on school premises or bus or interferes with the educational process is prohibited. Such conduct includes, but is not limited to:

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

Disruptive Dress and Appearance - Dress and appearance must not present health or safety problems, intimidate others, or cause disruption. Appropriate clothing in a school or at school events contributes to a positive and quality environment at school, thus student clothing must be appropriate for an academic atmosphere. If a student's appearance is considered disruptive or inappropriate by the staff or administrator, the student will be asked to change; this may include being sent home to secure more appropriate clothing. Clothing should allow one to move comfortably, but should not be too short, too tight or too saggy. Students are asked to wear clothes that completely cover undergarments (bras, bra straps, boxer shorts, thong underwear, underwear, etc.) Clothing should be modest, thus will need to cover midriffs, cleavage, and any underwear regardless of the action of the student. As examples, tube tops, one-shouldered tank-tops, spaghetti straps, or excessively baggy pants worn below the waist are not appropriate. The reasonable standard of length of skirts, dresses, and shorts (including the slits in skirts) is that they be no shorter than the student's fingertips when arms and hands are extended down their sides. Appropriate footwear must be worn at all times and does not include slippers. Clothing with logos, symbols, scenes of, or advertisements for tobacco, drugs, alcohol, gangs or other illegal activities which may include but are not limited to intimidation, harassment, sexual innuendo, vulgarity. See Regulation #3224.

***Drugs, Alcohol and Mind-Altering Substances**

Students shall not illegally use, possess, sell, distribute or be under the influence of drugs, alcohol, mind-altering substances, medication not prescribed to them by a physician and approved in writing by the parent/guardian, drug paraphernalia or any item which purports to be such. Sale of drugs, alcohol or mind-altering substances misconduct is deemed exceptional and may result in immediate suspension or expulsion for a first-time offense.

- 1st offense of any of the above – LTS (30-90 days); emergency expulsion; police notified
- Multiple offenses of any of the above-emergency expulsion, police notified; may result in expulsion from the District
  Selling controlled substance
- 1st offense – LTS (30-90 days); emergency expulsion; police notified
- 2nd offense- emergency expulsion, police notified; may result in expulsion from the District

Alternative Consequences for Drug/Alcohol Violations

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

In an attempt to identify a student's drug or alcohol dependency or abuse and support those students in attaining follow-up care or education, the Issaquah School District offers an alternative to a lengthy suspension. Listed below are the expectations and steps a student must follow in converting an emergency expulsion to a long- or short-term suspension:

a. Choose a state certified assessing agency and sign appropriate release forms to:
   - Enable the school to give the assessing agency information that would be useful in making an accurate assessment, and
   - Allow the assessing agency to share information regarding the student's assessment and ongoing progress with school personnel.

b. Fully participate in a drug/alcohol assessment at the agency.

c. Upon completion of these steps, the emergency expulsion will be converted to a suspension of not fewer than ten days. Upon returning to school, the student will be expected to follow the recommendation as made by the assessing agency. The school will stay in close contact with the assessing agency to ensure the student is compliant with the recommendations that were made, and will assist the student in remaining drug/alcohol free.

These expectations will be in effect until the completion of the long-term suspension (up to 90 days). If the student fails to comply with these expectations, the privilege of returning to school will be revoked and the student will be suspended for the remainder of the semester.

Please note: Any student-athlete or student involved in cheer, dance, in season, out of season or between seasons, will be immediately ineligible for interscholastic competition in the current interscholastic sports/activity program for the remainder of the season if they are found in violation of this rule. This also pertains to attending and/or remaining at an event where it is reasonably known by those present that alcoholic beverages, drugs and/or chemical substances are being consumed. In this situation it is the responsibility of the student-athlete or student involved in the activities noted above to remove him/herself IMMEDIATELY beyond all reasonable doubt and proximity, from the situation. An individual who makes a willful choice to remain at such an event is in violation of this rule and subject to athletic sanctions.

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

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

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

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

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

***Fighting** - The act of quarreling involving bodily contact is prohibited. Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight.

Forgery, Lying, Cheating, Plagiarism and Misuse of Documents - The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses or other data is prohibited. A student shall tell the truth, shall present oneself honestly and shall not forge any signature or make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of the school.

A student shall not attempt to earn credit or receive a grade for coursework in a manner other than defined as acceptable by the teacher. Cheating/plagiarism include, but are not limited to, copying another's work to use as one's own or making an effort to distribute class assignments or test information without teacher permission to others (written or verbal).

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

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

Academic Integrity/Honesty Regulation:

Academic integrity speaks to a student's commitment and responsibility to pursue scholarship honestly. It respects the concept that learning is the primary purpose of education, secondary to grades and credits.

Academic dishonesty is defined as any action or attended action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other student. A student shall not attempt to earn credit or receive a grade for coursework (tests, quizzes, assignments, discs, projects, essays) in a manner other than defined as acceptable by each instructor.

Academic integrity violations are tracked throughout a student's entire high school career (grades 9 – 12). Academic integrity violations include, but are not limited to:

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

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

Consequences for Violation of Academic Integrity/Honesty:

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

Standard Consequence for 1st violation could include:

- Failing grade for the assignment/ test/project
- Possible short-term suspension
- Parent contact

Standard Consequence for 2nd violation ranges from:

- Failing grade for the assignment/test/project
- Parent contact
- If the same grading period as the first violation: Loss of credit with a failing grade and possible withdrawal from the course, including a reduction and possible rearrangement of the student's academic schedule
- Possible short-term suspension
- *Please note – if the course is a graduation requirement, the student will need to take responsibility to make up the course requirement on their own, i.e. summer school, correspondence course, etc. as approved by the student's school counselor.*

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

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

***Harassment, Malicious** - Derogatory action or intimidation of another person in a way that places that person in reasonable fear of harm to his/her person or property; or disrupts the learning environment is prohibited. See Regulation 3205 and 3207.

***Harassment, Sexual -** 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

You can report sexual harassment to any school staff member or Title IX Coordinator, Lisa Hechtman, 425-837-7060 hechtmanl@issaquah.wednet.edu.

You also have the right to file a complaint (see below). For a copy of your District's sexual harassment Regulation and procedure, contact your school or District office, or view it online here: http://www.issaquah.wednet.edu/docs/default-source/district/regulations-manual/3000/3205p-sexual-harassment-of-students-prohibited-procedures.pdf?sfvrsn=0

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the School District's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. *Write Our Your Complaint*

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the District should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the Superintendent or civil rights compliance coordinator.

Step 2: *School District Investigates Your Complaint*

Once the District receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the District will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: *School District Responds to Your Complaint*

In its written response, the District will include a summary of the results of the investigation, a determination of whether or not the District failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the District into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District
If you disagree with the District's decision, you may appeal to the District's Board of Directors. You must file a notice of appeal in writing to the secretary of the Board within 10 calendar days after you received the District's response to your complaint. The Board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The Board will send you a written decision within 30 calendar days after the District received your notice of appeal. The Board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI
If you do not agree with the District's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the District's complaint and appeal process, or (2) the District has not followed the complaint and appeal process correctly.
You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us **|** ***Fax:*** 360-664-2967
Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options
Office for Civil Rights, U.S. Department of Education
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

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

Inappropriate Display of Affection (P.D.A.) Overt displays of affection or sexually-oriented actions which violate standards of acceptable social conduct are prohibited. Students are expected to act within the boundaries of good taste while on campus or on the school busses. Prolonged embracing, kissing and/other forms of personal displays of affection (PDA'S) are not acceptable at school. Students will be warned of unacceptable behavior when noticed by a staff member or administrator. Continued demonstration of this type of behavior will be considered defiance of authority and will be referred to an administrator for disciplinary action. Parents will be notified.

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

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

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

Leaving Campus During School Hours — Students are required to remain on the school grounds from time of arrival unless officially excused. Students who are 11th and 12th graders may leave campus during lunch ONLY if they have written parent permission on file in the attendance office. This privilege may be revoked by the school at any time due to behavior infractions. This rule also applies to NEVAC and Running Start students when at lunch and traveling between schools. Students involved with approved off-campus activities during school hours must have a valid off-campus pass in their possession. Visitations to other schools must be approved in advance by both principals.

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

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

Misuse of Electronic Information Systems - Students shall comply with the *Responsible Use Agreement* of Procedure 2022P when using electronic information systems such as e-mail, networks, and the Internet.

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

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

***Repeated Misconduct** - A student shall not repeatedly fail to comply with District policies or school rules or with directions of school personnel during any period of time when properly under the authority of school personnel. Teachers shall establish reasonable rules in their classrooms to assist them in providing a good environment for learning. Students are to follow these rules.

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

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

Student Expression - Student expression may not be vulgar, lewd, obscene, or plainly offensive, be used to cause a substantial disruption of the educational process or interfere with the rights of others. See Regulations #3220 and #3224.

Telecommunication/Electronic Devices – Student use of personal devices shall not be in violation of 2022P and or building or class rules. Cell phones or any other electronic devices shall not disrupt the educational process. Students are not allowed to use school telephones except in emergency situations. Cellular phone use is prohibited during the school day. Please help your student by communicating schedules and planning the materials needed for school the next day. In addition, no mechanical or electronic device shall be used to audio or video record any classroom instruction or activity on District premises immediately before, immediately after and during the school day or on District provided transportation without the express permission of the classroom teacher and administrative staff at the school. The school reserves the right to inspect a student's personal communication device/electronic equipment, e.g., cell phone, laptop, e-reader, etc., if there is reason to believe the student has violated the *Responsible Use Agreement* school rules, or engaged in other misconduct while using their device.

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

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

Tobacco - Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices and vapor products, non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.
Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on all District property, including all District buildings, grounds and District-owned vehicles, and within five hundred feet of schools. Possession by or distribution of tobacco products to minors is prohibited. See Regulation 4215.

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

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

***Weapons –** Possession, transmission or use of any object that is or reasonably appears to be a dangerous weapon or related device is prohibited. Such objects include, but are not limited to: firearms, ammunition, stun guns, air guns, incendiary or explosive devices, clubs, knives with blade of at least three (3) inches in length, or other cutting or stabbing instruments brought or possessed with the intent to cause bodily harm, or to instill fear and/or intimidate by their mere presence on school property or at school sponsored events, chemical inhalants, and look-alike items or replicas displayed or represented as real weapons.

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

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

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

Violation of Suspension

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

Student Athletic/Activity Code

The opportunity to participate in the interscholastic athletic program is a privilege granted to all students of the District. Participants in this voluntary program are expected to conform to specific conduct standards established by the District, principals, athletic directors and coaches. All interscholastic activities and events shall be in compliance with the rules and regulations of the Washington Interscholastic Activities Association (WIAA) and or the Issaquah School District as appropriate and determined by the Executive Director of Compliance and Legal Affairs.

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

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

Safe and Positive Environment

The Issaquah School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students.

The District's Regulations on harassment--sexual and otherwise--support our high expectations for proper behavior. Please take a moment to review the summary of these policies. If you would like the complete text, you may contact the District personnel office at (425) 837-7056. The District's harassment Regulations cover students. They include definitions and procedures to deal with complaints, and are shared with students, staff, and parents annually. See Regulations #3205, #3207, #3210, #3213.

Examples of harassing behaviors include, without limitation: invitations for dates which do not stop when the response is negative; uninvited and deliberate touching or feigned accidental brushing against a person's body; feigned friendly pats, squeezes, pinches, or other forms of physical contact; standing too close, cornering or stalking a person; using derogatory sexual terms for a person; uninvited letters, phone calls, or gifts; teasing with sexually explicit or suggestive materials in the workplace, including "pin-ups" or sexually degrading cartoons posted in the school site; uninvited sexually suggestive looks, constant leering or ogling, or gestures; uninvited sexual teasing, remarks, or questions regarding an individual's personal life, which have no relationship to the school environment; and demands for sexual favors in return for grades or other employment or education achievement; disparaging remarks, hazing, pranks, or other intimidating behavior directed toward an individual because of the individual's race, color, sex, creed, religion, sexual orientation, ancestry, national origin, physical/personality traits or style, physical, sensory, or mental disabilities, or any other category protected by law.

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

Transportation

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

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