Welcome! On behalf of the Skyline 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 experience. We strongly encourage you to pursue excellence in your academic studies, become actively engaged in the co-curricular programs that our school has to offer, and treat everyone at Skyline High School with respect and kindness. This handbook includes our policies, procedures, and important information. Please refer to them when questions arise. You may also refer to the school website for updated contact information for staff, teacher websites, event dates, and more.
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ALMA MATER

Beneath the might of the mountain,
   Below the vast Spartan sky,
      Our lives unfold,
         To the days untold
As you wake us to the journey we must try.

Amid the strength of your charter,
   Among the mentors you serve,
      We first arrived
         Unrehearsed, untried,
With the hope of gaining all that we deserve.

Then teach us how to seize the day.
   Our futures wait for you to point the way.
Take us to the world with heads unbowed,
      Spirits strong, voices proud.

Beyond the days that we spend here,
   In lives we cannot foretell,
      The truths we learned
         And the trusts we earned
In our years at Skyline High will serve us well.
Our years at Skyline High will serve us well.

SPARTAN FIGHT SONG

Let’s go, Spartans!
   Hustle along!
Skyline will carry the day.
   Spartan spirit cannot go wrong;
      “Fight ‘til we win,” is the way we play.

Silver & green & white keep on striving
   Victory always at hand!
Never give up the fight!
   We’ll be thriving;
      Winning is what we demand!

Onward Skyline!
   Show them your pride!
Let nothing stand in our way!
      Show them Skyline can’t be denied.
Spartans have spirit to win today!
As Skyline Learners we are:

• Balanced
We understand the importance of balancing different aspects of our lives – intellectual, physical and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

• Caring
We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

• Communicators
We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

• Courageous
We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

• Engaged
We develop positive relationships with peers, staff, community and family in order to better ourselves and others. We pursue our passions; actively contributing to make our learning community the best it can be.

• Inquirers
We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

• Knowledgeable
We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

• Open-minded
We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

• Principled
We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

• Reflective
We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

• Thinkers
We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
## BELL SCHEDULES

### SKYLINE HIGH SCHOOL 2018-2019 BELL SCHEDULES

#### A Lunch: Regular Schedule

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2018-2019 District Calendar

**DISTRICT CALENDAR**

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**JANUARY**

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**FEBRUARY**

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**WEATHER MAKE-UP DAYS**

If school is closed during the school year due to inclement weather, June 19 will be the first make up day. Additional school days will be added to the school calendar in June as needed.

2018-19 School Calendar
12.10.17
*Calendar is pending negotiations for the CBA, beginning in 2018*
**SAFETY PROCEDURES AT SKYLINE**

**Fire Drill: Announced over the school speaker system**
- Upon leaving classroom, students should be calm, and orderly exiting the classroom and through the building.
- Students will go to the pre-assigned evacuation location(s) on the football field, and form a line.
- Teacher(s) will take attendance immediately to ensure that all students are accounted for, and to report any missing students.
- Students will remain with their class until the “All Clear” signal is sounded or further directions are given.

**Shelter-in-Place: Announced over the school speaker system**
Shelter-in-Place is the process of keeping students and staff safe from dangers within the community. Skyline would Shelter-in-Place in events such as a hazardous material incident, radiation incident, snowstorm, vague threats, or violence in the community that is not directed at Skyline.
- Students are to remain in their classroom for extended class periods. Teachers will continue to teach, and conduct class as usual - academics are ongoing.
- Keep to the normal schedule as much as possible. When possible, students may be released from the classroom to go to the bathroom.

**Lockdown: Announced over the school speaker system**
This is the signal for all students and staff to go immediately to the closest classroom.
- Direct all students/visitors and any stray students to the nearest room, lock door, turn off lights, and provide maximum concealment (close blinds/drapes and cover windows to obscure visibility).
- Provide maximum cover (protection from weapons) by positioning yourself against the wall that provides the most protection, keeping seated as low as possible.
- Remain quiet until you receive further instructions.
- Lock Down/Shelter in Place will continue until police or administration announces the All Clear on the PA system.

**Earthquake: Announced over the school speaker system**
- In classrooms, students should **drop, cover and hold**. The safest places would be under a desk, table, or against an inner wall for protection from falling plaster, light fixtures or other heavy overhead objects. Keep away from windows, file cabinets, and bookshelves.
- All students should remain in the drop, cover and hold position until the earthquake is over and/or until further instructions are given.
WHO’S WHO AT SKYLINE THIS YEAR

SKYLINE HIGH SCHOOL
1122 228th Avenue S.E., Sammamish, WA 98075; Phone: (425) 837-7700

Administration
Keith Hennig, Principal (425) 837-7702
Ashley Landes, Assistant Principal, A-FON (425) 837-7829
Alicia (Ballé) Mitchell, Assistant Principal, SAO-Z (425) 837-7829
Will Paananen, Assistant Principal, LIO-SAN (425) 837-7829
Spenser Phelan, Assistant Principal, FOO-LIN (425) 837-7829
Brent Kawaguchi, Athletic Director (425) 837-7748
Patrick Gai, Dean of Students (425) 837-7701

Career Specialists
Creslyn King (425) 837-7869
Laura Sherman (425) 837-7898

Counseling
Kristen Flemer, STS-Z, Department Chair (425) 837-7862
Megan Laedtke, HET-LIN (425) 837-7854
Stephanie Lewis, LIO-PLD (425) 837-7868
Shawn Mulanix, COB-HES (425) 837-7861
James Sanders, A-COA (425) 837-7913
Deb Walters, PLE-STR (425) 837-7733
Mat Taylor, Graduation Specialist (425) 837-7732

Department Chairs
CTE – Cameron Parker
Humanities – Courtney Bede/Kirsten Woldendorp
Leadership – Kevin Goodenough
Math – Ami Williams
PE – Tracy Schellberg
Science – Becky Fowler/Ty Swiftney
Special Education – William (Paul) McCrary
VAPA – Nancy Ziebart
World Language – Andrea Toy

Health Room
Linda Okamoto, Nurse (425) 837-7799
Karen Ishimaru (425) 837-7798

Psychologist
Meg Iyer (425) 837-7685

Secretarial Staff
TBD, Principal’s Secretary (425) 837-7702
Lisa Froman, Receptionist (425) 837-7709
Jeanne Hartman, Attendance Secretary (425) 837-7779
Heidi Hendrickson, Registrar (425) 837-7849
Amy Linzbach, Assistant Principal’s Secretary (425) 837-7829
Cynthia Lorrain, ASB Bookkeeper (425) 837-7774
Julie Speyer, ASB/Athletics Secretary (425) 837-7737
Christine Watson, Counseling Secretary (425) 837-7887
Eileen Watters, Counseling/Data Processor (425) 837-7906
Marie Werbel, Support Secretary (425) 837-7719

Security
Officer Nathan Greiert (425) 837-7804
Ryan Thorsen (425) 837-7924
## Quick Reference

<table>
<thead>
<tr>
<th>Activity/ASB Information</th>
<th>Office</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Athlete Eligibility Forms</td>
<td>Athletic Office</td>
<td>837-7737</td>
</tr>
<tr>
<td>Attendance Problems/Verification</td>
<td>Attendance Office</td>
<td>837-7779</td>
</tr>
<tr>
<td>Bus Routes and Schedules</td>
<td>Receptionist</td>
<td>837-7709</td>
</tr>
<tr>
<td>Career and Vocational Help</td>
<td>Career Center</td>
<td>837-7898</td>
</tr>
<tr>
<td>Discipline</td>
<td>Administrators</td>
<td>837-7829</td>
</tr>
<tr>
<td>Emergency Student Contact</td>
<td>Attendance Office</td>
<td>837-7779</td>
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<tr>
<td>Fees, Fines, Yearbooks</td>
<td>ASB Bookkeeper’s Office</td>
<td>837-7774</td>
</tr>
<tr>
<td>First Aid, Health Room</td>
<td>Main Office</td>
<td>837-7709</td>
</tr>
<tr>
<td>Lockers</td>
<td>Main Office</td>
<td>837-7709</td>
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<tr>
<td>Lost and Found</td>
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<tr>
<td>Lunch Release Approval</td>
<td>Administrators</td>
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<td>Parking Tickets and Permits</td>
<td>Security Office</td>
<td>837-7924</td>
</tr>
<tr>
<td>Personal Crisis or Counseling</td>
<td>Counseling Office</td>
<td>837-7887</td>
</tr>
<tr>
<td>Records, Transcripts, Report Cards</td>
<td>Counseling Office</td>
<td>837-7887</td>
</tr>
<tr>
<td>Student Schedules</td>
<td>Registrar</td>
<td>837-7849</td>
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<tr>
<td>Student Government</td>
<td>ASB Advisor</td>
<td>837-7851</td>
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<tr>
<td>Theft</td>
<td>Security Office</td>
<td>837-7924</td>
</tr>
<tr>
<td>Visitor Approval/Check-In</td>
<td>Receptionist</td>
<td>837-7709</td>
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</tbody>
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For additional “Whom Do I Ask” phone numbers visit our web page at [https://connect.issaquah.wednet.edu/high/skyline/](https://connect.issaquah.wednet.edu/high/skyline/).

## Important Dates to Remember

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<tr>
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<tr>
<td>09/03/18</td>
<td>Labor Day: NO SCHOOL</td>
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<td>09/05/18</td>
<td>First Day of School</td>
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<tr>
<td>09/20/18</td>
<td>Curriculum Night</td>
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<tr>
<td>10/08/18</td>
<td>Teacher Work Day: NO SCHOOL</td>
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<tr>
<td>10/10/18</td>
<td>PSAT</td>
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<td>10/15/18</td>
<td>Homecoming Week</td>
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<td>10/19/18</td>
<td>Homecoming Football Game</td>
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<tr>
<td>10/20/18</td>
<td>Homecoming Dance</td>
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<tr>
<td>11/12/18</td>
<td>Veterans’ Day: NO SCHOOL</td>
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<tr>
<td>11/22/18 &amp; 11/23/18</td>
<td>Thanksgiving Holiday: NO SCHOOL</td>
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<tr>
<td>12/20/18 through 01/01/19</td>
<td>Winter Break: NO SCHOOL</td>
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<tr>
<td>01/21/19</td>
<td>Martin Luther King Day: NO SCHOOL</td>
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<tr>
<td>01/28/19</td>
<td>Teacher Work Day: NO SCHOOL</td>
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<tr>
<td>02/18/19 through 02/22/19</td>
<td>Mid-Winter Break: NO SCHOOL</td>
</tr>
<tr>
<td>04/08/19 through 04/12/19</td>
<td>Spring Break: NO SCHOOL</td>
</tr>
<tr>
<td>5/1/19 through 5/24/19</td>
<td>IB Testing</td>
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<tr>
<td>05/27/19</td>
<td>Memorial Day: NO SCHOOL</td>
</tr>
<tr>
<td>06/19/19</td>
<td>Last Day of School</td>
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</table>
CO/EXTRA-CURRICULAR PARTICIPATION

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

IDENTIFICATION CARDS

All SHS students are provided with an SHS 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.

ASB AND CLASS COUNCIL

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

ASB Executive Board

<table>
<thead>
<tr>
<th>President:</th>
<th>Matthew Bellavia</th>
<th>Director of Student Services:</th>
<th>Clara Lincicome</th>
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<tbody>
<tr>
<td>Vice-President:</td>
<td>Siddharth Sharma</td>
<td>Director of Assemblies:</td>
<td>Kaitlyn Romanowicz</td>
</tr>
<tr>
<td>Secretary:</td>
<td>Olivia Robison</td>
<td>Director of Communication:</td>
<td>Natalie Triche</td>
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<tr>
<td>Treasurer:</td>
<td>Logan Neil</td>
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ASB Board

Danielle Amado  Aaron Harris  Andrew List  Alexandra Singereanu
Marcus Ball    Emma Jacobs   Tony Ly    Sam Taylor
Maddie Butz    Brigham Johnston  Gavin Miller  Bradley Tian
Makayla Dino   Livi Jones     Lauren Parker  Jacob Tuohy
Melody Gentilhomme  Rhea Kulkarni  Nate Reich  Sydney Williams
Ella Gibson    Kate Leahy     Sophie Selbig
Gabrielle Hafner Dayle Lincicome  Evelyn Shim

Class Council Officers

Class councils, one for each grade level, are established each year for planning class activities, welcoming new students, working on school culture, and fundraising. Elections for all grades are held each spring. Students must follow the ASB officer requirements in order to be eligible for office.

<table>
<thead>
<tr>
<th>Officer</th>
<th>Seniors</th>
<th>Juniors</th>
<th>Sophomores</th>
<th>Freshmen</th>
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<tr>
<td>President</td>
<td>Nate Reich</td>
<td>Lauren Parker</td>
<td>Sydney Williams</td>
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<tr>
<td>Vice President</td>
<td>Sophie Selbig</td>
<td>Melody Gentilhomme</td>
<td>Bradley Tian</td>
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<td>Secretary</td>
<td>Allie Okamoto</td>
<td>Ella Hinkelman</td>
<td>Jane Huber</td>
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<td>Treasurer</td>
<td>Niraj Panchalavarapu</td>
<td>Joshua Wolters</td>
<td>Caroline Wilcox</td>
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ATHLETICS

KingCo Sports

17 sports are offered and listed with their head coaches. For head coaches e-mail addresses or questions regarding athletics please go to https://connect.issaquah.wednet.edu/high/skyline/athletics/.

<table>
<thead>
<tr>
<th>Fall</th>
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<th>Spring</th>
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<tr>
<td>Cross Country</td>
<td>Basketball (Boys)</td>
<td>Soccer (Boys)</td>
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<tr>
<td>Football</td>
<td>Basketball (Girls)</td>
<td>Softball</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Wrestling</td>
<td>Track (Girls)</td>
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<tr>
<td>Swim/Dive (Girls)</td>
<td>Gymnastics</td>
<td>Track (Boys)</td>
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<tr>
<td>Soccer (Girls)</td>
<td>Swim/Dive (Boys)</td>
<td>Tennis (Girls)</td>
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<tr>
<td>Golf (Boys)</td>
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<td>Baseball</td>
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<tr>
<td>Tennis (Boys)</td>
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<td>Golf (Girls)</td>
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<tr>
<td></td>
<td>Brendan Hyland</td>
<td>Gordon Kaplan</td>
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<td>Mat Taylor</td>
<td>Stacie Erfle</td>
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<td>Callie Wesson</td>
<td>Sean Gullikson</td>
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<td></td>
<td>Susan Simpkins</td>
<td>Michele McCombs</td>
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<td></td>
<td>Alex Sedlacek</td>
<td>Susan Simpkins</td>
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<td>Mike Fleming</td>
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<td>Bettina Gehle</td>
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<td></td>
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<td>Don Braman</td>
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<td>Lyndsay Sullivan</td>
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<td>Dawn Geiser</td>
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<td>Cameron Elisara</td>
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<td>Brandon Hemphill</td>
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<td>Mike Fleming</td>
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Athletic Eligibility

Skyline 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 the eligibility packet online and return it to the Activities/Athletic Office
- Maintain passing grades and earn credit in all classes (enroll in at least 4 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

Students not meeting the 2.0 GPA will be placed on academic probation for the first three weeks of contests. Students who meet the 2.0 GPA criteria but who do not pass all classes will be put on two weeks probation. During probation an athlete may practice with the team but not participate in contests. Probation weeks will include any break during which a team is competing. At the end of the probation period grades in all classes will be checked. If an athlete is passing all classes at this time with a 2.0 GPA s/he will be off probation. If the grades are still deficient the student will be placed on second two-week probation. If a student completes a third probation without rectifying the situation s/he is ineligible for the rest of the season. In order to maintain athletic eligibility during the current semester, a student shall maintain passing grades in all subjects with a minimum 2.0 GPA. Students who are not passing all classes or fall below the required 2.0 GPA during the season will be placed on academic probation for two weeks of contests.

ASB ACTIVITIES AND ORGANIZATIONS

Skyline provides a host of activities that students are encouraged to join. Some of the activities include but are not limited to the ones listed here. Please continue to check skylineasb.com for updates, as clubs and advisors are subject to further changes. It’s recommended you contact the advisor directly for any questions regarding a specific activity.

The list on the next page includes clubs and advisors from the previous school year, so it is representative of the types of activities we offer and changes occur annually based on student interest and advisor availability.
<table>
<thead>
<tr>
<th>CLUB-ACTIVITY</th>
<th>ADVISOR</th>
<th>CLUB-ACTIVITY</th>
<th>ADVISOR</th>
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<tr>
<td>Activism Through Art</td>
<td>Annemarie McGoorty</td>
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<tr>
<td>Art Club</td>
<td>Charlotte Mann</td>
<td>Jazz Band</td>
<td>Dave Pitt</td>
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<tr>
<td>ASB</td>
<td>Kevin Goodenough</td>
<td>Journalism</td>
<td>Kristen Woldendorp</td>
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<td>ASB Dance Committee</td>
<td>Kevin Goodenough</td>
<td>JSA Club</td>
<td>Julie Speyer</td>
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<td>ASL Club</td>
<td>Jonathan King</td>
<td>Junior Class Council</td>
<td>Kathi Eide</td>
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<td>Automotive Club</td>
<td>Ami Williams</td>
<td>Key Club</td>
<td>Kathy Morales Annemarie McGoorty</td>
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<td>Badminton Club</td>
<td>Mr. Elliott</td>
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<td>Thai-Hang Nguyen</td>
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<td>Band</td>
<td>Dave Pitt</td>
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<td>Alice Willson</td>
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<td>Linnea Rigelman Patrick Gai</td>
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<td>Paul Doran</td>
<td>Marine Science Club</td>
<td>Alice Willson</td>
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<td>Math Club</td>
<td>Tom Elliott</td>
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<td>Chuck Krieble</td>
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<td>Alice Willson Haley Williamson</td>
<td>Model UN Club</td>
<td>Matthew Steen William McCrany</td>
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<td>Britney Parsons</td>
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<td>Choir Club</td>
<td>Nancy Ziebart</td>
<td>New Generation Club</td>
<td>Christy Boas</td>
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<td>Orchestra</td>
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<td>PAWS Club</td>
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<td>Stacie Erfle</td>
<td>Ping Pong Club</td>
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<td>Cube Club</td>
<td>Kathy Morales</td>
<td>Project Agape</td>
<td>Sarah Mattioli</td>
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<td>Cultural Diversity Club</td>
<td>Paul Doran</td>
<td>Red Cross Club</td>
<td>Andrea Toy</td>
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<td>Relay For Life</td>
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<td>Robotics Club</td>
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<td>Rocketry Club</td>
<td>Rebecca Fowler</td>
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<td>Dance Team</td>
<td>Lauren Baumann</td>
<td>Science Club</td>
<td>Madhu Sharma Sarah Mattioli</td>
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<td>Stephanie Gullikson BJ Sherman</td>
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<td>Steve Gillespie TBD</td>
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<td>Hannah Fry</td>
<td>SHOCK Club</td>
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<td>H.B. Telling</td>
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<td>Samantha Caesar</td>
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<td>Doug Longman</td>
<td>Spanish Club</td>
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<td>FCCLA</td>
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<td>Speech &amp; Debate Club</td>
<td>Sean Doran</td>
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<td>Film Club</td>
<td>Stacie Erfle</td>
<td>STEM Outreach Club</td>
<td>Hearan Shim</td>
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<td>Financial Literacy &amp; Beyond Club</td>
<td>Stephanie Gullikson</td>
<td>Stock Investment Club</td>
<td>Heidi Hendrickson</td>
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<td>Free The Children Club</td>
<td>Laura Matheny</td>
<td>Students Affirming Gender Equality</td>
<td>Linnea Rigelman</td>
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<td>French Club</td>
<td>Linnea Rigelman</td>
<td>Strong4Sam</td>
<td>Kathi Eide</td>
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<td>Freshman Class Council</td>
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<td>Tech Theater Club</td>
<td>Bridget McCarty</td>
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<td>Games Club</td>
<td>Sean Doran</td>
<td>Technology Student Association Club (TSA)</td>
<td>Stacie Erfle</td>
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<td>Glee Club</td>
<td>Courtney Gilpin Kristie Bennett</td>
<td>Teen Link Club</td>
<td>Karen Ishimaru</td>
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<td>Global Studies</td>
<td>Paul Doran</td>
<td>Traffic Student Court</td>
<td>Patrick Gai</td>
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<td>Green Team</td>
<td>Joelle Nelson</td>
<td>Ultimate Frisbee Club</td>
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<td>GSA</td>
<td>LJ Grant / Steve Gillespie</td>
<td>We Care Club</td>
<td>Sarah Mattioli</td>
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<td>Guitar Club</td>
<td>Darrin Cook</td>
<td>Writers Club</td>
<td>Jordan Havlin Swartz</td>
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<td>Japanese Club</td>
<td>Tammy Haldeman</td>
<td>Yearbook</td>
<td>Adam Hendricks</td>
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*Most updated list can be found at [http://skylinehighasb.weebly.com/forms.html](http://skylinehighasb.weebly.com/forms.html) - club list.*
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 and have instead 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 Skyline graduation committee.

Senior Graduation Regalia, Honors, & Awards

All graduates will wear a cap, gown, and Skyline HS Medallion. Students are permitted to decorate their graduation caps with school appropriate decorations.

Additional items representing the student’s accomplishment in the following areas may be worn at graduation:

Stoles
The following graduates have the option of wearing stoles as part of the graduation regalia:
- IB Diploma Candidates
- IB Career Program Candidates
- ASB Executive Board members, Senior ASB Officers, and Class Council Executive Board members

Honor Cords
The graduation committee defines Honors Cords as representing interdisciplinary academic accomplishment and a commitment to service. Based on this criteria, Honor Cords are awarded and graduates have the option of wearing them in the following areas:

- **Service Learning Hours / PTSA Honor Cord**
- **GPA Grade Band Honor Cord** – This honor is based on the student’s cumulative GPA earned through the end of the 1st semester of senior year. A tri-color cord represents distinction in any one of the three categories:
  - Cum laude (with honors 3.5 — 3.74)
  - Magna cum laude (with great honors 3.75 — 3.89)
  - Summa cum laude (the highest honor 3.9 — 4.0)
- **Club related honor cords are for membership in an Honor Society club**: Students may wear one cord representing their membership in an Honors Society club, as these groups include interdisciplinary academic accomplishment and service as qualifying criteria. Students belonging to more than one Honors Society, may choose which one club they wish to represent (as each group has a distinct color honor cord):
  - National Honors Society
  - Japanese National Honors Society
  - Science National Honors Society
  - The Thespian Society
Medallions and Medals

- Staff selected Departmental Medallions and School Awards
- A citizenship award “Unsung Hero” voted by the SHS Senior Class

STUDENT PARKING

The school district provides bus transportation; which students are encouraged to use. Parking in the school student parking lot is a privilege, not a right. All parking and driving regulations are strictly enforced. Violations may lead to suspension of privileges, fine/s 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. All student-parking on campus is limited to one marked parking space per household, with the exception of multiple senior families. Parking permits may not be re-sold, reprinted, or gifted. The parking permit must be clearly displayed in the windshield; if it is not clearly visible, the car may be ticketed and or towed regardless of its registered status.

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.

SCHOOL FINES

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

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

Library hours are 7:40 a.m. to 4:30 p.m. Monday, Tuesday & Thursdays; Wednesday: 9:40 a.m. to 4:30 p.m. and Friday: 7:40 a.m. to 3:30 p.m. Students are welcome to use the library on a drop-in basis before and after school and during lunches; during class students need a pass from their teacher. The circulation period for books is three weeks, and all items may be renewed.

In addition to loaning books for leisure reading, the library is there to help with research in all subjects. There is a wide selection of non-fiction books as well as subscription databases and e-books available to all students. Some of the databases available are: ABC-CLIO (Username: skyline, Password: spartans), Facts on File (Username: skyhigh, Password: spartans), JSTOR (Username: skylinehs, Password: Spartans) and dozens more through the King County Library System using your ASB number.

For helpful resources such as citation, research websites and additional databases please visit the Skyline Library website.

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

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

COUNSELING OFFICE

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

- 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
- 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 SHS course description guide
  - Scheduling forms for all grade levels
  - Graduation requirements
  - Course offerings by department

COLLEGE AND CAREER CENTER

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

Services and Resources

- College & Career guidance for students
- Career Cruising software to explore college and career planning
- High School & Beyond Plan (HSBP) for each grade level
- College, university, community, technical and trade school information
- College essay support for juniors and seniors
- SAT/ACT resources
- College representative visits
- Scholarship and Financial Aid information
- Community Service volunteer forms
- STEM Conference & Great Careers field trips
- Military information & Armed Services Vocational Aptitude Battery (ASVAB) testing
- Resume & interview resources
- Job, summer and community service opportunities
- Career & Technical Education (CTE) Dual Credit information
- Washington Network of Innovative Careers (WANIC) information
- College & career related calendar events
- Sign up to receive the weekly eNews on our website

**STUDENT MEAL CHARGES**

A complete outline of the student meal charges policy may be found by visiting the district website: [Meal Charge Policy](#).

**STUDENT ATTENDANCE**

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. 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.

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 or by telephone 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.

Tardiness

Students arriving late for school or class for any reason not described as an excused absence will be counted as unexcused tardy and subject to disciplinary action.

Verification

Excused absences must be verified by a telephone call, email or signed note from a parent, guardian, or emancipated/adult student. If the student does not clear an absence it remains an unexcused absence and is subject to disciplinary action. See Attendance Procedures below for timeframes.

Prearranged Absences

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

Make Up Work

Assignments and/or activates not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. A student shall be allowed one make up day for each day of excused absence. Failure to punctually completed missed assignments will result in the loss of credit for those assignments. Students should note that not all types of work can be made up (special panels, guest speakers, etc.). This doesn’t apply to due dates that are previously set (examples: projects or essays) unless the absence falls on the due date itself. 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. If a student is confined to home or hospital for an extended period, the family and school counselor will 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, 7th period, etc.). These plans should be arranged with the family, school counselor and administrator.

**Family Access**

Family Access provides parents and students on-line access to student information including attendance. Parents and students are encouraged to monitor attendance records regularly using Family Access and contact the attendance office for discrepancies. Family Access Login and Passwords may be obtained in person from the school registrar.

**Attendance Procedures**

- Parents should provide their students with a note or contact the Attendance Office no later than 8:00AM of the day following the absence.
- Prearranged absences may be secured through a form from the main office signed by the parent/guardian. The form must be returned to the attendance office one week prior to the absence. If the absence causes a serious adverse effect on the student’s educational progress, the absence will be reviewed by an administrator.
- Students requesting a partial day absence must check out through the attendance office before departure. Contact with the parent/guardian will be necessary if a note from the parent/guardian is not available. Leaving school without signing out will result in disciplinary action for truancy even if the parent/guardian calls the school or provides a note to excuse the absence at a later time.
- Students who become ill at school must check out with the attendance office even if the attendance secretary speaks with a parent/guardian. Failure to do so could result in an unexcused absence and disciplinary action.
- Procedures outlined in the BECCA Bill will be followed as unexcused absences occur (RCW28A.225).
- Disciplinary action may be assigned for any and all truancies.
- 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. Homework/make up work will not be gathered for students missing school because of personal choice or truancy.
- Students are expected to take care of attendance business during their own time such as before school, during break, at lunch or after school.

**DRUG FREE ZONE**

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. The right to inspect and review the student’s educational records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the principal or appropriate school official a written request, identifying the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student’s education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may submit a written request to the principal, identifying the part of the record they wish to have amended, and the reasons why they believe the record is inaccurate or misleading. If the district decides not to amend the record, the parent or eligible student will be notified of the decision, of their right to a hearing, and of the hearing procedures to be followed.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is the disclosure to school officials with legitimate educational interests, such as: an administrator, supervisor, teacher, or support staff member, a school board member, law enforcement personnel; a person/company with whom the district has contracted to perform a service, such as: an attorney, auditor, medical consultant or therapist; or a parent/student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

If a student feels that he or she is being harassed, intimidated, or bullied 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
Sena Camarata, Director of Human Resources
5150 220th Ave SE
Issaquah, WA 98029
425-837-7000
camaratas@issaquah.wednet.edu
Harassment, Intimidation, Bullying (HIB) Coordinator
Melissa Evans, Assistant Director of Student Interventions-Compliance
5150 220th Ave SE
Issaquah, WA 98029
425-837-7000
evansm@issaquah.wednet.edu

Civil Rights Compliance Officer
Lisa Hechtman, Assistant Superintendent of Human Resources
5150 220th Ave SE
Issaquah, WA 98029
425-837-7000
hechtmanl@issaquah.wednet.edu

Section 504 Coordinator
Pam Ridenour, Director of Student Interventions
5150 220th Ave SE
Issaquah, WA 98029
425-837-7000
ridenourp@issaquah.wednet.edu

Parent/Volunteer and Employee/Applicant Related Matters
Carleena Scammon
5150 220th Ave SE
Issaquah, WA 98029
425-837-7000
scammonc@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 fund-raising, publication of a student directory, parent organization mailing lists, school yearbooks and newspapers, commencement programs and publication of honor rolls, and other school information about students in the district publications or public media. Information will not be released for commercial purposes.

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

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

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 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:

A. Having a firearm on school property or school transportation in violation of RCW 28A.600.420;
B. Any of the following offenses listed in RCW 13.04.155, including:
   1. any violent offense as defined in RCW 9.94A.030, including
      a. any felony that Washington law defines as a class A felony or an attempt, criminal conspiracy, or solicitation to commit a class A felony;
      b. manslaughter;
      c. indecent liberties committed by forcible compulsion;
      d. kidnapping;
      e. arson;
      f. assault in the second degree;
      g. assault of a child in the second degree;
      h. robbery;
i. drive-by shooting; and
j. 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;

2. any sex offense as defined in RCW 9.94A.030, which includes any felony violation of chapter 9A.44 RCW (other than failure to register 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;

3. inhaling toxic fumes in violation of chapter 9.47A RCW;

4. any controlled substance violation of chapter 69.50 RCW;

5. any liquor violation of RCW 66.44.270;

6. any weapons violation of chapter 9.41 RCW, including having a dangerous weapon at school in violation of RCW 9.41.280;

7. 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;

8. any violation of chapter 9A.40 RCW, including kidnapping, unlawful imprisonment, custodial interference, luring, and human trafficking;

9. any violation of chapter 9A.46 RCW, including harassment, stalking, and criminal gang intimidation; and

10. any violation of chapter 9A.48 RCW, including arson, reckless burning, malicious mischief, and criminal street gang tagging and graffiti;

C. Two or more violations of the following within a three-year period

1. criminal gang intimidation in violation of RCW 9A.46.120:
2. gang activity on school grounds in violation of RCW 28A.600.455;
3. willfully disobeying school administrative personnel in violation of RCW 28A.635.020; and
4. defacing or injuring school property in violation of RCW 28A.635.060; and

D. 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:

1. Abusive behavior lewd conduct, harassment and sexual harassment
2. Alcoholic beverages, narcotics and stimulant drugs
3. Arson
4. Assault, threats, extortion, causing physical injury or damage to school property
5. Criminal acts
6. Dangerous weapons, instruments & activities
7. Firearms/facsimiles
8. Disruptive conduct, inappropriate dress
9. False alarms
10. Repeated misconduct

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.

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

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

**DEFINITIONS**

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

- **Detention** - As assigned to be served before school, immediately after school or during lunch; monitored study hall.

- **Work Detail** - As assigned during lunch or after school; monitored by an administrator and/or designee.

- **Discipline** - All forms of corrective action other than emergency removal, suspension or expulsion. Discipline includes the exclusion of a student from any type of activity conducted by or on behalf of the school District and exclusion of a student from a class by a teacher or administrator for a period of time that does not exceed the balance of the immediate class period, provided the student is in the custody of a school District employee for the balance of such period.

- **Discretionary discipline** - Under RCW 28A.600.015 refers to any form of corrective action taken in response to student misconduct that violates the rules, Regulations, or procedures, other than the misconduct listed in one or more of the categories in this procedure specified below in the section entitled “Suspension, Expulsions, and Discretionary Discipline.” Discretionary discipline cannot include long-term suspension or expulsion.

- **Emergency removal** - A student’s immediate removal from a class, subject or activity by a certificated teacher or an administrator or a staff member, or school bus driver and sending of that student to the building principal or designee, when the teacher or administrator has good and sufficient reason to believe that the student’s presence poses an immediate and continuing danger to the student, other students or school staff or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student’s school.

- **Suspension** - The denial of attendance for any single subject or class or for any full schedule of subjects or classes (including in-school suspensions) for a stated period of time. Suspension may also include denial of admission to, or entry upon, real and personal property that is owned, leased, rented or controlled by the District.
  - **Short-term suspension** means suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days.
  - **Long-term suspension** means a suspension that exceeds ten (10) consecutive school days. A long-term suspension may not exceed the length of an academic term, as defined by the school board, from the time of the corrective action and may not be imposed as a form of discretionary discipline, as that term is defined above.

- **Emergency expulsion** - An emergency removal from school for up to, but not exceeding, ten (10) consecutive school days from the student’s current school placement by the Superintendent or designee. An emergency expulsion requires the Superintendent or designee to have good and sufficient reason to believe that the student’s presence poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion must end or be converted to another form of corrective action within ten (10) school days from the date of the emergency expulsion from school. If the District converts the emergency expulsion to another form of corrective action, it must provide notice and an explanation of due process rights to the student and parent/guardian.

- **Expulsion** - A denial of attendance for a period of time up to but no longer than length of an academic term (as defined by the board of directors) from the time the student is removed from his/her current
school placement by the District superintendent or designee. An expulsion may not be for an indefinite period of time and may not be imposed except for the offenses listed below in the section entitled “Suspension, Expulsions, and Discretionary Discipline.” An expulsion may be extended beyond the length of an academic term if: 1) the school petitions the superintendent for an extension; and 2) the superintendent authorizes the extension pursuant to the superintendent of public instruction’s rules adopted for this purpose (see Petition for Extension of Length of Expulsion below). An expulsion may also include a denial of admission to, or entry upon, real or personal property that is owned, leased, rented or controlled by the District.

- **School business day** - Any calendar day except Saturdays, Sundays and any federal and school holidays upon which the office of the Superintendent is open to the public for business. A school business day concludes upon the closure of the Superintendent’s office for the calendar day.

- **School day** - A calendar day except school holidays on which enrolled students are engaged in educational activity which is planned, supervised and conducted by or under the supervision of certificated staff and on which day all or any portion of enrolled students participate in such educational activity.

- **Reengagement meeting** - A meeting held between the District and the student and parent/guardian to discuss how to return a long-term suspended or expelled student to an educational setting as soon as possible.

- **Reengagement plan** - A written plan tailored to the student’s individual circumstances developed between the District and a student and his/her parent or guardian designed to aid the student in taking the necessary steps to remedy the situation that led to the student’s suspension or expulsion and to return the student to the educational setting as soon as possible. Parents or guardians must be given access to, provide meaningful input on, and have the opportunity to participate in the student’s reengagement plan.

**STUDENT RIGHTS AND RESPONSIBILITIES**

Students are entitled to the rights of all people as set forth in the Constitution and laws of the United States; the Constitution and laws of the State of Washington; the law regarding equal education opportunity; First Amendment rights to freedom of press, speech, peaceable assembly and petition; and the right to be secure in their pursuit of an education while in the custody of the school district. These rights are subject to the school district’s authority to make reasonable rules and regulations to maintain the educational process. A complete copy of Regulation 3241 and the supporting procedure may be obtained at any school or found online at [www.issaquah.wednet.edu](http://www.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 WaNlC during lunch and traveling between schools. Any action which removes a student from school for more than one day will comprise a “disciplinary action” and will be documented in the student’s cumulative file.
An Ad Hoc Committee of citizens, convened in accordance with WAC 392-400-245(2); and 260(2) has determined that infractions indicated below by an asterisk are misconduct deemed exceptional and may result in immediate suspension or expulsion for a first-time offense.

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

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

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

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

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

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

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

**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.

**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.

*Dangerous Behavior* - Engaging in behavior which a reasonable person would know creates a risk of injury to another individual is prohibited.
Defiance - Students must obey the lawful instructions of school personnel.

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

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

A. Occupying a school building or school grounds in order to deprive others of its use;
B. Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
C. Preventing students from attending a class or school activity;
D. Blocking normal pedestrian or vehicular traffic on a school campus; and/or
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, and See Regulation 3224.

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

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.

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.

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

*Drugs, Alcohol and Mind-Altering Substances*
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. Any violation of this provision is deemed exceptional misconduct and may result in immediate suspension or expulsion for a first-time offense.

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

Alternative Consequences for Drug/Alcohol Use 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.

In an attempt to identify a student’s drug or alcohol dependency or abuse and support those students who are using drugs or alcohol in attaining follow-up care or education, the Issaquah School District offers an alternative to a lengthy suspension for those students. Listed below are the expectations and steps a student must follow in converting an emergency expulsion to a long- or short-term suspension or expulsion for drug or alcohol use violations:
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
   • Fully participate in a drug/alcohol assessment at the agency

b. 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 or expulsion (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 or expelled as set forth above.

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** - 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(s) for 1st violation**
- Failing grade for the assignment/ test/project
- Possible short-term suspension
- Parent contact

**Standard Consequence(s) for 2nd violation**
- 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 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, Sena Camarata, 425-837-7060 camaratas@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 longer 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/or other forms of personal displays of affection (PDA’S) are not acceptable at school. Students will be warned of unacceptable behavior when noticed by a staff member or administrator. Continued demonstration of this type of behavior will be considered defiance of authority and will be referred to an administrator for disciplinary action. Parents will be notified.

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

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

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

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

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

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

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

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

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

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

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

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

**Telecommunication/Electronic Devices** - Cell phones or any other electronic 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 Guide, school rules, or engaged in other misconduct while using their device.

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

*Threats of Violence or 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 blades of at least three (3) inches in
length, or other cutting or stabbing instruments brought or possessed with the intent to cause bodily harm, or to instill fear and/or intimidate by their mere presence on school property or at school sponsored events, chemical inhalants, and look-alike items or replicas displayed or represented as real weapons.

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

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

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

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

STUDENT ATHLETIC/ACTIVITY CODE

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

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

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

The Issaquah School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student’s ability to learn and a school’s ability to educate its students. A complete copy of the Civility Regulation #3205 may be obtained at any school or on the district website at www.issaquah.wednet.edu.

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

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

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

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.