

**MT. SPOKANE HIGH SCHOOL**  
***“One of the top 1200 public high schools  
in the U.S.”***

Newsweek, May 2007

Newsweek, May 2008

**6015 E. Mt. Spokane Park Drive  
Mead, WA 99021**

**(509)465-7200**

**STATEMENT OF NONDISCRIMINATION**

The Mead School District #354 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex or handicap. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and/or Section 504 Coordinator.

**MEAD SCHOOL DISTRICT SAFE SCHOOLS HOT LINE**

If you have information about weapons, drugs/alcohol or other criminal behavior in or around our schools, please call **465-6099**. All calls are completely anonymous. 24 Hours • Year Around

**MT. SPOKANE'S GUIDING PRINCIPLES**

1. Learning is optimal when it is active and participatory and encourages problem solving.
2. Learning should be a self-directed, life-long process which will increase an individual's ability to manage change, make good choices and accept responsibility.
3. Learning is connected across a variety of disciplines including academics, the arts, vocational, and co-curricular programs.
4. Learning should be goal-oriented and connected to the real world so that individuals gain skills to function as productive citizens in the community.
5. Learning happens in an environment that fosters integrity, requires commitment, and nurtures individuals to be socially responsible and academically accountable.
6. Learning is enhanced in an atmosphere of support and respect that values human dignity and diversity.

## TABLE OF CONTENTS

Absences - Excused	13	Hall Passes	16
Absences - Prior Arrangements/Early Withdrawal	18	Harassment	21
Academic Enrichment	10,19	Honor Roll	11
Academic Letter	10	Honor Society	11
Academic Support/Student Access	10	Inappropriate Behavior	20
Access to Student Records	12	Information Sources	5
Accidents	12	Lack of Cooperation to Staff	19
Activity Calendar	23	Lewd Conduct	20
Administration	4	Lockers	16
Advisory	10	Lost and Found	16
Assemblies	7	Lunch	16
Associated Student Body -ASB	6	Make-up Work/Time	17
Attendance/Procedures	12	Parent Conferences	9
Bell Schedules	4	Parking, Private Transportation	17
Cheating, Copying, Dishonesty, Forgery	19	Participation/Eligibility Co-Curricular	6-7
Chemical Sprays	14	Performance Review Board (PRB)	18
Closed Campus	14	Progress Reports	11
College/Career Center	9	Progressive Discipline	18-22
Community Service	19	Running Start	10
Computer and Network Usage	15	Safe School Hotline	Front Page
Counselors	9	Schedule Changes	9
Crisis Procedure	15	School Nurse	6
Dances	7	Skills Center	10
Directory Information	5	Sportsmanship	22
Dress Code	15	Student Participation/Eligibility	6
Drugs/Alcohol	21	Student Rights & Responsibilities	6
Eighteen-Year-Old Students	11	Student Services/Counselors	8-9
Electronic Devices	15	Student Store	22
Emergency Procedures, Fire Alarms	15	Supply Room	22
Exceptional Misconduct	22	Suspension	18
Expulsion	21	Tardiness	13
Fighting	20	Theft, Possession of Stolen Property, Property Damage	20
Fight Song	3	Tobacco	20
Fines	16	Truancy	13
Foreign Exchange Students	9	Vandalism	20
Grades Online	11	Visitors	22
Grading Procedures	10	Withdraw from School	11
Graduation Information	9	Zero Hour	11

## WELCOME

**Welcome to Mt. Spokane High School!** This student planner outlines all of the information a student will need to know in order to successfully achieve their goals and aspirations at Mt. Spokane. Our faculty, counselors, staff, and administration enthusiastically welcome our students to the challenges of Mt. Spokane High School.

As students enter our doors, we invite them to embrace all of the opportunities available to them at our school. We hope students will use this planner of guidelines, principles, profiles, policy and programs as a learning tool. The staff at Mt. Spokane is here to provide students with support for their successful journey through high school. There are opportunities and advantages of a Mt. Spokane education, but it will be up to students to participate and make the effort to be successful.

Mr. Spokane's on-going commitment by both staff and students to high levels of academic and personal achievement is the reason Newsweek Magazine in 2007 and 2008 recognized Mt. Spokane as among the top 5% of all public high schools in the United States.

**The information and procedures in this planner are intended as guidelines. Circumstances may require administrative discretion in individual situations.**

We hope students' experiences at Mt. Spokane provide many years of memories and enjoyment. Always remember, "the road to success is always under construction."

### **Mt. Spokane Fight Song**

Hail to the victors valiant.  
Hail to the conquering Wildcats.  
Hail, Hail to Mt. Spokane the leaders and the best.  
Hail to the victors valiant.  
Hail to the Mighty Wildcats Hail,  
Hail to Mt. Spokane  
Fearless of the rest.  
Come on Wildcats go.  
Come on Wildcats fight.  
Wildcats go! Wildcats Fight!  
Go! Fight! Go! Fight! Win!  
Hail to the victors valiant.  
Hail to the conquering Wildcats.  
Hail, Hail to Mt. Spokane fearless of the rest.  
Hail to the victors valiant.  
Hail to the Mighty Wildcats.  
Hail, Hail to Mt. Spokane the Leaders and the best!

## ADMINISTRATION AT MT. SPOKANE

**Administration** John Hook, Principal  
 Brenda Goehring, Assistant Principal/Curriculum and Instruction  
 Jim Preston, Assistant Principal/Student Administration

**Athletic Director** Paul Kautzman

**Activities Director** Nancy Butz

## BELL SCHEDULES

### “Regular” Schedule--Mondays, Tuesdays, Fridays

“Zero” Hour	7:00 – 7:52	(52 minutes)
Collaborative time	7:20 – 8:15	(55 minutes)
1st Period	8:15 – 9:07	(52 minutes)
2nd Period	9:12 – 10:04	(52 minutes)
PAWS	10:04 – 10:12	(8 minutes)
3rd Period	10:17 – 11:09	(52 minutes)
4th Period	11:14 – 12:06 - 2nd Lunch 12:06-12:36	(52 minutes)
4th Period	11:44 – 12:36 - 1st Lunch 11:09-11:39	(52 minutes)
5th Period	12:41 – 1:33	(52 minutes)
6th Period	1:38 – 2:30	(52 minutes)

### “Student Access” Schedule--Wednesdays and Thursdays

Learning Improvement Time for Staff	7:20- 8:15	(55 minutes)
Student Access	8:15- 8:50	(35 minutes)
Periods 1 or 2	8:55-10:25	(90 minutes)
PAWS	10:25-10:40	(15 minutes)
Periods 3 or 4		
<u>Classes with 1st/Split Lunch</u>		
Class	10:45-11:30	(45 minutes)
Lunch	11:30-12:00	(30 minutes)
Class	12:05-12:50	(45 minutes)
<u>Class with 2nd Lunch</u>		
Class	10:45-12:20	(95 minutes)
Lunch	12:20-12:50	(30 minutes)
Periods 5 or 6	12:55-2:25	(90 minutes)

- Student Access time will occur each Wednesday & Thursday from 8:15-8:50 a.m.
- Periods 1,3,5 will always meet on Wednesdays
- Periods 2,4,6 will always meet on Thursdays

### Long Activity Period Schedule on “Regular” Days

“Zero” Hour	7:00 - 7:55	4th Period	11:41 - 12:24 –
Coll. Time	7:20 - 8:15		2nd Lunch 12:24-12:54
1st Period	8:15 - 8:58	4th Period	12:11 - 12:54 –
2nd Period	9:03 - 9:46		1st Lunch 11:36-12:06
Activity Period	9:46-10:40	5th Period	12:59 - 1:42
PAWS	10:40 - 10:48	6th Period	1:47 - 2:30
3rd Period	10:53 - 11:36		

## GENERAL INFORMATION

### INFORMATION SOURCES

We have a daily bulletin which teachers will share during the first period of the day. There will be daily announcements via the intercom when we have important information to share. Additionally, the electronic reader board in front of our school, our website (<http://coldfusion.mead.k12.wa.us/mtsp>) and the *Wildcat Report* (our school newsletter), sent to the home of each student once a month, are excellent sources for current information.

### DIRECTORY INFORMATION

Mt. Spokane High School would like to make clear to students and their parents what types of information will be disseminated about the students to outside agencies without receiving prior approval from a parent of the student involved, as parents have the right to refuse to permit the designation of any or all of the categories of personally identifiable information concerning their son or daughter as "directory information." Parents should inform our school in writing if such information is not to be designated as "directory information." For questions concerning the procedures followed by our school in safeguarding the privacy rights of parents and students, please feel free to contact the building administration. School Board Policy No. 5600 governs all rights guaranteed students and parents in this area.

Federal law permits a school district to identify certain information as "directory information" which may be publicly released without permission of the parents. The Mead School District identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous school attended. **If a parent does not want this information released, the form below must be completed and returned within ten (10) school days of the first day of school.** If notice is not received by that date, it will be assumed that there is no objection to the release of such information. We believe that it is in the students' best interest to have such information released in school and community newspapers because of the recognition it gives them. Every reasonable effort is made to protect students' privacy. For example, it is school policy not to release information to businesses for commercial purposes or to individuals without good reason. Therefore, most parents do not restrict the release of directory information.

TO: John Hook, Principal  
Mt. Spokane High School

I do not wish Directory information (as defined in Mead School District's record/policy) concerning **(name of student)** to be released from school records without my prior written consent. I understand this will exclude my youngster's name from parent organization mailing lists, the school yearbook and newspaper, commencement programs, publication of honor rolls and other school information about students in the public media.

Date  
Signature

### SCHOOL NURSE

We have a school nurse scheduled for one day a week at our school. The health room will be available for students who are ill and/or injured as a place to wait for transportation home. In addition, throughout the school year, vision, hearing, scoliosis

and blood pressure screenings are available on request from nursing services (note: scoliosis screening will be done on ALL ninth graders in the winter/early spring). Requests may be made by a parent/guardian, student, or teacher. If a student needs to report to the health room, they should report first to their teacher, obtain a pass, then check in with a secretary in the main office.

**All prescription medication must be checked in with the office.** It is important to make students aware that we are only permitted to dispense medication when supplied by a student, with written permission/direction from parent/guardian and doctor. The student's doctor may fax his/her permission/orders to the school office to attach to the parent permission portion of the *medication permission form*.

Because we care about the continued good health and proper care for all members of the Mt. Spokane family, immunization information and Emergency Medical forms are required of each student. Should information change (i.e., parent/guardian, doctor, any phone numbers, emergency contact person), it is the responsibility of the student and/or parent/guardian to provide the school office the new information. The emergency medical information will remain on file for the duration of the time the student is enrolled at Mt. Spokane (so please keep this information updated.)

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

The Mead School Board policies concerning students responsibilities are printed in the pamphlet entitled "Student Rights and Responsibilities" published by the school district. Copies are available in the office. Violation of these policies will result in appropriate action, up to and including expulsion from school.

### **ACTIVITIES**

#### **ASSOCIATED STUDENT BODY - ASB**

The Associated Student Body is comprised of all Mt. Spokane High School students. Student government will be conducted through the Associated Student Body. The ASB has a highly active role at MSHS. It provides a forum where students, faculty, staff, and administration discuss and consider questions or concerns that arise from either students or staff. It is also a place where students assume important leadership responsibilities for organizing activities. In addition, two students (our ASB President and one other) sit on our school Council for Learning Improvement (CLI).

ASB/Greater Spokane League Passes will be sold during the first week of school for the price of \$45. This card entitles students to admission to all Greater Spokane League athletic contests (this EXCLUDES any and all league, district, regional and state playoffs however). Buy one--don't miss out on all the great activities in our school and with other schools in the Greater Spokane League.

The ASB Student Government class is open to students who are elected by their peers to be ASB representatives at Mt. Spokane High School. The class covers the planning for and executing of the plans for the activities at the ASB Council. Students receive training in the areas of leadership, public relations, budget and finance, student-faculty relationships and the political role of student government. ASB is a great way to get involved!

#### **STUDENT PARTICIPATION AND ELIGIBILITY IN CO-CURRICULAR ACTIVITIES**

We really hope as many of our students as possible will get involved in our extracurricular athletic programs and our co-curricular activities programs (sports, drama, music, debate, cheerleading, dance team, clubs, etc.). These will add to the fun and identity of our school, and help to build traditions and our reputation of which we are proud. There are a few parameters for participation which need to be shared. **Students on suspension or who are absent from school for one or more classes the day of a school activity, and who are involved in a co-curricular activity in which they are scheduled to take part, will not be allowed to participate in that activity (exceptions can be made for verified doctor or dental appointments or other cases pre-arranged**

through a building administrator). This policy applies to ALL extra- and co-curricular activities and students involved in them. Any activity involving in-school time or out-of-school time requires full school attendance that day. To participate in co-curricular activities, students must be a member of the ASB by paying the ASB fee. In addition, because academic success is our paramount concern, students must follow academic eligibility requirements (listed below) to be eligible for participation.

1. WIAA rules **(18.6.0)** require a student to be passing in a minimum of **five (5)** full-time subjects in order to be eligible for participation in interscholastic activities.
2. In addition, an athlete must achieve either a 2.0 GPA or be earning at least a "C" in four (4) full-time subjects, or be placed on academic probation for the next **grading period**. If at the end of this probationary period, the athlete is still not achieving a 2.0 GPA or earning at least a "C" in four (4) full-time subjects, that athlete is placed on academic suspension.
  - a. While on probation, student athletes will not be limited in participating in an interscholastic activity. During this time, student athletes should work with their teachers and coaches to improve grades in those classes that are deficient.
  - b. While on academic suspension, student athletes will not be allowed to participate in interscholastic activities, suit up for games or travel with the team.
3. Teacher's Aide or Study Hall courses do not qualify as full-time subjects.
4. Home school, private school and Running Start students must verify, in writing, that all academic, legal and other requirements have been met.

For additional information, if needed, refer to the Mead School District Athletic Policy Manual.

#### **ASSEMBLIES**

There are some times when we will bring our whole school together either for spirit, educational, motivational or entertaining purposes. Students will sit in designated areas in the bleachers in our main gym during these gatherings. On any day in which we have a scheduled assembly, we will operate on the activity schedule (this allows all classes to meet for a shorter time to provide for a separate assembly period). Students should have fun at our assemblies when appropriate and always be sure that they have conducted themselves in a way which leaves our guests or other observers knowing our school models great behavior.

#### **DANCES**

Dances at Mt. Spokane are scheduled for the enjoyment of Mt. Spokane High School students. Guests from other schools will only be admitted if prior arrangements are made with our administration and if they are at least in ninth grade and no older than 19. All dances will be from 8:30-10:30 p.m. (with the exception of weekday dances and Prom). Once students enter the dance, they will not be permitted to leave and return. They will not be permitted to enter dances after 10:00 p.m. Prices of each dance will be announced in advance. All students must have school I.D. cards with them to be admitted into a dance. Appropriate attire, as well as dancing is expected at all times. Students dancing inappropriately will be asked to leave the dance. Admission will not be refunded. There will be no ticket sales at the door. Ticket sales will conclude on the Friday before the dance, at noon. Dance tickets will not be available to students with unpaid fines and fees.

## STUDENT SERVICES

### Preparing for Your Future

Graduating from high school with the following credits provides students with the knowledge and skills necessary to enter and be successful in post-secondary program as well as the highly-skilled workforce of the future.

<u>Subject</u>	<u>Credit</u>	
<b>English</b>	<b>4.0</b>	
English 9A/9B	1.0	
English 10A/10B	1.0	* Occupational education credits may be earned through any course from Family & Consumer Science, Business Education or Industrial Technology.
English 11 & 12 Electives	2.0	
<b>Mathematics</b>	<b>3.0</b>	
<b>Social Studies</b>	<b>3.0</b>	
World Hist. A/B, AP Euro	1.0	** <u>Senior Project</u> : In the senior year students will be granted .5 credit after successfully completing Advisory and Senior Project requirements. This will include:
United States Hist. A/B, AP	1.0	• Successful completion of Portfolio Project
Citizenship A/B, AP Govt.	1.0	• Successful completion of Culminating Presentation.
<b>Science</b>	<b>3.0</b>	<b>This credit is required for graduation.</b>
Lab science	1.0	This may be scheduled as one of the five minimum classes for seniors during either 1 <sup>st</sup> or 2 <sup>nd</sup> semester.
Lab science	1.0	
Science Elective	1.0	
<b>Arts (Fine or Performing)</b>	<b>1.0</b>	
<b>Health &amp; Fitness</b>	<b>2.0</b>	
<b>World Language</b>	<b>2.0</b>	
<b>Occupational Education*</b>	<b>0.5</b>	
<b>Integrated Communication</b>	<b>0.5</b>	
<b>Senior Project**</b>	<b>0.5</b>	
<b>Electives</b>	<b>3.0</b>	
<b>Total Minimum Credits</b>	<b>22.5</b>	

### Four-Year College Entrance Requirements

<b>English</b>	<b>4 credits</b>
<b>Math</b>	<b>3+ credits</b>
<b>Science</b>	<b>3+ credits</b>
<b>Social Studies</b>	<b>3 credits</b>
<b>World Language</b>	<b>2+ credits</b>
<b>Fine Arts</b>	<b>1 credit</b>

### STUDENT SERVICES/COUNSELORS

Student services are available for every student. Counselors are great resources and advocates for you. To visit a counselor, contact the secretary in the Student Services office (465-7208), or sign on the counselor's clipboard to arrange for an appointment.

Jamie Goodman	Class of 2011
Josh Cowart	Class of 2012
Melissa Allen	Class of 2013
Rob Renner	Class of 2014
Chris Pelton	Secretary/Student Services, College/Career Center

### PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors or the building administrators by telephoning the school office.

Administrative Office, 465-7200  
Student Services, College/Career Center, 465-7208

### GRADUATION

Continued education and life-long learning will be required for all young people who want to lead successful and productive lives, and high school graduation is an important first step in that journey. Students must fulfill all graduation requirements of the Mead School District and the state of Washington in order to earn a Mt. Spokane diploma and participate in the graduation ceremony. **Our counselors are experts when it comes to knowing these graduation requirements and are happy to answer all your questions.**

Mt. Spokane High School is committed to providing all students with the courses and activities necessary to be prepared to enter a four year college upon high school graduation.

### COLLEGE/CAREER CENTER

The College/Career Center, located within the Student Services Center, is open to all students and offers a variety of career and post-high school educational resources. The College/Career Center specialist is available and anxious to assist students in post-high school planning. Don't overlook this very important and helpful resource! The phone number is 465-7208 and on our website.

### FOREIGN EXCHANGE STUDENTS

Because we value cultural diversity and recognize the interdependence of the world in which we live, Mt. Spokane High School participates in providing education to exchange students from a variety of countries. While our foreign exchange students will not be awarded Mt. Spokane High School diplomas, they will be recognized at graduation and receive a certificate of attendance. Our Student Services office has specific details about this program; we invite and encourage students to welcome our foreign exchange students and to develop meaningful friendships as they learn about one another's cultures.

### SCHEDULE CHANGES

Students, parents, and counselors all spend a great deal of time and thought during our registration process establishing your schedule for the following semester. Changes are permitted for the following:

1. If a student is placed in the wrong level classes.
2. If a student needs a class change due to course failure.

After 15 school days into each semester, changes may result in loss of credit and/or grade penalty. No new classes may be started after that date unless the student is a transfer from another school or has administrative approval.

After 15 days, a student who withdraws from a class or is taken out of a class for disciplinary reasons, may receive an F for the class.

### SKILLS CENTER

Mt. Spokane is a member of the Spokane Area Vocational Skills Center which provides students the option of taking a three hour (1 1/2 credit) block course as a part of the

regular high school program. Counselors can provide additional information regarding any questions about this program offering and about a.m./p.m. options. **All students will be required to ride the district bus to and from Skills Center, unless prior administrative approval has been given.**

#### **RUNNING START**

There are opportunities for students to earn high school and college credit by taking courses at our local colleges. See Student Services for further details.

### **ACADEMIC INFORMATION**

#### **ACADEMIC LETTER**

To earn an academic letter or pin, a student must meet the following criteria: earn a 3.8 GPA during any three semesters, including ninth grade; be a full-time Mt. Spokane student taking a minimum of four classes from the following subject areas: English, World Language, Math, Science or Social Studies; be an ASB member with an ASB card; and have one written recommendation from a faculty member. Students earn a letter first, then a pin for each subsequent semester that the criteria are met. Students must apply for a letter/pin through the Student Services office.

#### **ACADEMIC SUPPORT/STUDENT ACCESS**

Students may always seek extra help from their teachers if they do not understand an assignment, if the work is difficult, if they have been absent and have missed assignments and class discussions, etc. Teachers will be available for this express purpose during the study/access period every Wednesday and Thursday morning. On all other days students can arrange a conference with the teacher from whom they need help before or after school or at a time convenient to both the teacher and student during the day.

#### **ACADEMIC ENRICHMENT**

A teacher is available to provide assistance in all coursework areas. Students may access academic enrichment on their own accord or be assigned by a teacher or administrator. Details about days and times will be posted on the web.

#### **ADVISORY**

The intent of Advisory is to support students as they develop their portfolios and four-year plan, prepare for their culminating presentation as seniors, and provide an avenue for post-high school planning in an environment where students build relationships with other students and a staff member.

Advisory for 9<sup>th</sup> grade is embedded in Integrated Communication. Advisory for 10<sup>th</sup> grade is embedded in English 10. Advisory for 11<sup>th</sup> grade will meet during Access Time once a month. Advisory for 12<sup>th</sup> grade is embedded in American Citizenship. Culminating activities for the Advisory Program are the Student Led Conferences and senior presentations. The dates for these presentations will be posted on the web site. **Attendance at Advisory sessions is mandatory.**

#### **GRADING PROCEDURES**

Teachers will identify, in their individual policies, the criteria used for determining grades. Tardiness, attendance, and participation can be used to determine grades in part or in whole for each course. Grading policies for each course will be discussed and/or distributed to students. Parents should be notified if a student is failing.

Grades are issued at the end of each semester. Credits are granted only for final semester grades, and these are the only grades which go on the transcript and which are used in calculating the students' grade point average. Students and parents are encouraged to contact their assigned counselor for academic progress reports at any time.

#### **GRADES ON-LINE**

Students and parents can view the student's current grades online. From the Mt. Spokane website, select PowerSchool from the Quicklinks pull-down menu.

### **HONOR ROLL**

Students, who achieve a GPA of 3.5 or higher for a semester, will be recognized and included on the school honor roll for that semester. Seniors who after their first seven (7) semesters have a GPA of 3.5 or above are eligible to wear honor cords at graduation. (Note: Students with a cumulative 4.0 grade point average and who have not repeated a course in seven semesters are considered valedictorians. Please see an administrator with any questions.)

### **HONOR SOCIETY**

Students who have completed three (3) semesters, with a minimum GPA of 3.6, will be invited to join National Honor Society. Members who are in good standing after seven (7) semesters, have completed their required community service hours and paid dues will be eligible to wear National Honor Society cords at graduation. Meetings are held on a regular basis throughout the school year.

### **PROGRESS REPORTS**

Only the parents/guardians of students with D's or F's will receive progress reports in the mail.

### **WITHDRAW FROM SCHOOL**

Students who transfer schools during the year must bring a written request from parent or guardian before withdrawing. The request must include the date of withdrawal, the student's new address and, if possible, the name of the new school. The student will need to report to the data processing office on the morning of the last day of attendance to be given a checkout slip and to be informed as to proper checkout procedures. All books and materials loaned by the school must be returned, and all fines and bills settled before proper clearance can be made.

### **ZERO-HOUR**

Zero-hour courses are offered on a limited basis to supplement the courses offered first through sixth periods. Students enrolling in a zero-hour course are expected to:

1. Seniors enrolled in zero hour classes must take classes through fourth period. Failure to attend a zero hour class on a regular basis may jeopardize the student's option of leaving school early.
2. Follow all attendance procedures from the beginning of zero-hour until the end of the scheduled day. This includes checking in with attendance when late and checking out when leaving early.
3. Understand that taking a zero-hour class is a privilege. As such, students enrolled in a zero-hour class need to be responsible for maintaining good attendance and completing work, or they may be dropped or moved to classes during the regular day.
4. Transportation to zero hour classes is a student/parent responsibility.
5. **We have a closed campus. Zero hour students must remain on campus between zero hour and first period.**

### **EIGHTEEN-YEAR-OLD STUDENTS**

The state of Washington recognizes a student who has reached his or her eighteenth birthday as being responsible for his or her own actions. **Adult status is typically only granted to those 18 year old students living on their own or who have other special circumstances.** Prior to granting adult status to a student for all school-related responsibilities, parent contact will be made and an administrator's approval will be required. **No adult status certificates will be issued after spring break.**

### **ANNUAL NOTIFICATION REGARDING PARENTS' RIGHTS OF ACCESS TO STUDENT RECORDS**

Each year students and parents are reminded of the student records policy of the Mead School District. Parents of a student or 18-year-old students who wish to review any or all of the school records pertaining to the student should contact a counselor or administrator for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying. If parents or adult students believe something in the record is inaccurate or misleading, they may request that it be corrected or they may have comments added to the record. If the principal and

the parent or adult student cannot agree, the latter may contact the superintendent for a hearing. Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of this district to forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying. If a student would like a complete copy of the district student record policy, contact the school principal. Parents who have questions or concerns about the student record policy may direct them to the building principal, the superintendent or the U.S. Office of Education.

## EXPECTATIONS

### ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. The appropriate accident report form must be completed and turned in.

### ATTENDANCE

If a student is absent, they are losing educational benefits. Many times it is impossible to make up the "missed" experience -- at least in its entirety -- and to gain from this learning experience to the same degree that they would through the group involvement in the regular class. Therefore, all absences in accordance with District Policy 5300 require a written excuse from a parent or guardian or other documentation that verifies the reason for the absence. Absences will be classified excused or truant. If a student is excused for illness or parent discretion for 20% or more of the total days to date, a doctor's note may be required to clear further absences.

### ATTENDANCE PROCEDURE

1. It is expected that students will attend each designated class on every school day. Teachers will always take roll and keep a record of absences and tardies.
2. If a student is absent, it is their responsibility, within 24 hours upon return, to return a note to our attendance office from their parent/guardian for an absence verification. The note must contain date(s) of absence, reason for absence and parent signature. Additional documentation, such as a letter from a physician, is encouraged for extended absences. Student absences may also be cleared by a parent/guardian calling our attendance office in advance, or the day of the absence. The phone number is 465-7280. We highly recommend that this call is made the morning of the absence. **If an excuse is not provided within 24 hours of the return to school, school discipline will apply.**
3. **If a student has to leave school prior to the end of the day, they must check out at the attendance office and get an early dismissal form.** They should bring a written request from home stating the reason, being sure it is signed by their parent or guardian. If they do not have a note, the attendance office staff will attempt to contact their parents or guardian before they will be released from school. If contact is impossible and the decision is made that it is in their best interest to allow them to leave school, permission may be granted by an administrator.
4. If a student is absent from any of their scheduled classes on the day of a co-curricular activity in which they are scheduled to take part, they will not be allowed to participate in that co-curricular activity. Exceptions will be made for verified doctor or dental appointments and for other absences where **prior approval** is obtained through an administrator.
5. If a student is at school and not in class, they can be excused only by the teacher with whom they are scheduled. **If a teacher retains them, prior contact with the**

**scheduled teacher must be made, otherwise a truancy or tardy may be assessed.**

6. If a student's academic progress is impacted by his or her absences, they may be referred to the Performance Review Board (PRB) as an intervention and to create a plan for success.

#### **EXCUSED ABSENCES**

Absences due to illness or a health condition, a religious observance, school-approved activities, family emergencies, and disciplinary actions or short-term suspensions shall be excused. (School Board Policy # 5211) When deemed necessary, administrators will verify excused absences.

The number of absences that are excused due to parental request will be limited to five per semester. Any more may result in an administrative conference to determine the impact that lack of attendance is having on the student's academic performance.

#### **TARDINESS**

Tardiness creates a disruption to the educational process in the classroom. **Only a pass from an administrator or a counselor will excuse a tardy.** Tardiness to class of more than ten minutes is treated as an absence because the student misses essential instruction and objectives. Our teachers will record tardiness. Tardiness will be dealt with by teachers according to the following procedure:

1. Step One - 1 to 5 tardies per semester. Teacher will handle the situation individually with the student. Teachers will initiate, no later than the third tardy, some disciplinary action.
2. Step Two - 6<sup>th</sup> tardy each semester. Teachers will refer the student to the office and provide information concerning previous attempts on their part to correct the situation. The student will be subject to Level I of Progressive Disciplinary Action.
3. Step Three - 8<sup>th</sup> tardy each semester. Teachers will report the student to the office. The student will be subject to Level II of Progressive Disciplinary Action
4. Step Four - 10<sup>th</sup> tardy per semester. Teacher will report the student to the office. The student will be subject to Level IV of Progressive Disciplinary actions.
5. Step Five – greater than ten tardies per semester. The student may be removed from that class (long-term suspension) for the remainder of that grading period with an F grade and no credit.

#### **TRUANCY**

A student whose absence is not excused shall experience the natural consequences of his/her truancy. A truant student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is truant. (School Board Policy # 5211) Disciplinary action will follow. Unexcused absences of two or more periods will constitute a full day's absence in accordance with the school's truancy board and the court.

A student is truant if he/she:

1. misses a class and fails to submit an appropriate excuse statement signed by the parent or guardian immediately upon return to school (24 hours);
2. is absent without the knowledge and consent of a parent;
3. falsifies parental notification; or
4. is not in assigned area for the prescribed period of time.

Truancy Intervention

1. The school shall notify a student's parent or guardian in writing or by telephone whenever a student has received one (1) truancy within any calendar month during the school year.
2. The school shall schedule a parent/guardian conference when a student has two (2) truantries within any calendar month during the school year. The purpose of the conference shall be to analyze the causes and take steps to eliminate or reduce the child's absences.
3. A student with three or more unexcused absences will be required to attend the school truancy board and sign an attendance contract with their parent or guardian.

4. If the actions taken by the school are not successful in substantially reducing a student's absences, the district shall file a petition and supporting affidavit for a civil action with the juvenile court alleging a violation of RCW 28A.225.010 (Becca Bill).

Sometimes truancies occur due more to lack of compliance and involve missing one period, rather than an entire day of school. Examples are:

1. failure to bring note within the approve time;
2. leaves school without checking out in the attendance office;
3. is absent from class without permission of that class' teacher;
4. obtains a pass to go to a certain place and does not report there;
5. becomes ill and goes home or stays out of class without reporting to the office;
6. fails to attend a scheduled assembly;
7. is absent from class after once arriving on campus without the knowledge and consent of the school.

Such one period truancies will be subject to the same disciplinary consequences as any other truancy.

#### Truancy/Lack of Compliance Progressive Discipline

- 1<sup>st</sup> Offense per Year - Academic Enrichment Program
- 2<sup>nd</sup> Offense per Year - Two days Community Service
- 3<sup>rd</sup> Offense per Year - Four days Community Service
- 4<sup>th</sup> Offense per Year - Short-term suspension and/or contract option
- 5<sup>th</sup> Offense per Year - Long-term suspension up to 18 weeks

#### **CHEMICAL SPRAYS (MACE/ PEPPER SPRAY)**

Unless otherwise approved by a school administrator, students are prohibited from possession or use of chemical sprays (mace and pepper sprays), and they are not permitted within the confines of Mt. Spokane High School. Please do not bring them to school!

#### **CLOSED CAMPUS**

Mt. Spokane High School has a **closed campus policy**. Once at school, students must remain here until the end of their day (this includes zero hour, morning practices and block days--students must be in the building, specifically in the Commons or in a teacher's classroom with permission, during the study/access period). Students will not be allowed to enter the student or staff parking lot during the school day, or the P.E. play fields north of our school, without permission.

For security reasons, all exterior doors, except the South Main Entrance, will be locked after morning classes begin.

Students must bring a written parental request to the attendance office to leave the campus for any reason. **If it is necessary to leave school for any reason, a pass must be obtained from the attendance office, signed by the parent, and returned to the school when the student returns.** Please do not ever leave the school building or our campus without prior permission. Students will receive school discipline if they leave campus without checking out.

#### **COMPUTER AND NETWORK USAGE**

Mead School District is pleased to offer students access to our electronic communications system or computer network. The computer network provides students access to tools and resources for learning and communicating. Access to this technology and network is given to students as a privilege and inappropriate usage will result in disciplinary actions. Students are required to follow the district's technology usage policy 4900 on Electronic Communication Systems and Internet Safety.

If parents/guardians choose for their son/daughter not use the District's network and the internet, they must notify the school's principal in writing of this decision.

#### **Misuse of Technology**

Inappropriate use of electronic equipment or facilities, including but not limited to digital cameras, phone cameras, possession or distribution of pornographic photos at school,

using technology at school to threaten or degrade a member of the school community, or cause a serious disruption to the educational process.

1<sup>st</sup> Offense per Year – loss of computer privileges for up to one semester/compensation for damages.

2<sup>nd</sup> Offense per Year – loss of computer privileges for remainder of school year.

Misuse of technology may result in more severe disciplinary consequences, including suspensions, depending on severity of infraction.

#### **CRISIS PROCEDURE**

In the unlikely event of a Code 1 lockdown, or an evacuation, parents and students away from Mt. Spokane are advised to access the Mead School District website, [www.mead.k12.wa.us](http://www.mead.k12.wa.us) or by calling 465-6000.

#### **DRESS CODE**

##### **At school or school related events:**

- A. Students shall be fully clothed in neat, clean and modest attire. Therefore, tube tops, halter tops, spaghetti straps or “muscle shirts” will not meet the intent of the dress code policy. Pants and shorts are to be worn at the waist and not sagging. As a guideline, hemlines must be below the student’s fingertips when the student is standing with arms at the side. Bandanas will not be allowed to be worn or be visible while at school or school events. Undergarments are to be worn, but not visible.
- B. Clothing worn by students should be of the type not to reveal an excess of skin or to take away from the dignity of the student or school.

**Failure to meet school dress code expectations may result in school discipline.** If students have any questions, they should see their counselor or an administrator.

#### **ELECTRONIC DEVICES**

In order to maintain a quality educational environment in school and to protect students from loss and damage to their property, students are **strongly discouraged from bringing cell phones and other personal electronic devices to school.**

Student cell phone use is strictly limited to before and after school, during “PAWS,” and lunch. They must be **turned off and kept out of sight** in any classroom setting. Other handheld electronic devices (ex: MP3, DVD, CD, PDA) are to be **turned off and kept out of sight** in any classroom setting UNLESS an individual teacher authorizes their use for a specific period of time in their classroom. If these devices are on or visible, they will also be taken by the teacher to an administrator. If the electronic device proves to be a disruption in the classroom, progressive discipline will be administered.

#### **EMERGENCY PROCEDURES AND FIRE ALARMS**

Our teachers have details of our emergency and fire alarm procedures in the Teachers' Supplement to this Student Handbook and will share these with students. At the signal, all students and faculty must leave the building through the specified exits. Students will all exit to areas well clear of the building.

#### **FINES**

Fines may be incurred through food service, lockers, books and extra curricular and class fees. It is the responsibility of the student to turn their textbooks in on the requested day or return late textbooks to business office. Office transcripts and diplomas will be held until all fines are paid. Tickets to all dances will not be available to students with unpaid fines and fees.

#### **HALL PASSES**

While a student is, of course, allowed to be out of class and in the hall during all passing periods, at PAWS, and at lunch, at all other times they should not be out of class unless they have a **hall pass** which has been issued by a staff member.

#### **LOCKERS**

Students will be issued a locker at the start of the year. It is important to recognize that the Mead School District owns the lockers at Mt. Spokane; students essentially lease them for free. Students can keep their belongings in their locker, and it is their responsibility to keep their locker combination a secret. To avoid the potential for loss of property, students will be allowed to use only the specific locker which is issued to them, and it is their responsibility to keep their locker clean and secure (closed and locked). All lockers are to be emptied and cleaned at the conclusion of the last day of school, and students will be asked to return it in the same condition they found it. Students who fail to clean their lockers at the end of the year will be assessed a \$5.00 cleaning fee fine. The school will not be responsible for those items abandoned in lockers (but we will donate what is left behind to a charitable organization in our community). It must be noted that the school administration must have access to ALL lockers in case they need to search them for the purpose of maintaining the integrity of the school environment or to protect the safety of other students.

#### **LOST AND FOUND**

Students should not to bring large amounts of money or expensive items to school. Further, if they wear glasses of any kind, watches, or other jewelry, they must keep track of them at all times. They are responsible for their personal property. Theft of personal property is a serious concern at most schools; to discourage theft, students should take the following precautions:

1. Don't give their locker combination to anyone.
2. Double check their hall and P.E. locker every time they use it to be sure it is locked!
3. Report theft or loss of property to the office immediately.
4. Identify P.E. clothing and all valuables with permanent identification.

We encourage students to turn in all items found to the main office. If something has been lost, please check for it in the main office as soon as possible. At various times during the semester, unclaimed clothing will be given to a charitable organization. Notice is put in the daily bulletin and *Wildcat Report* at these times.

#### **LUNCH**

Due to the fact that we have a closed campus, students are required to eat their lunch at school. **STUDENTS ARE ALLOWED TO EAT LUNCH IN THE COMMONS AND THE COURTYARD. Students are not allowed to eat lunch in the hallways.** Because we all have a great deal of pride in our school, it is very important that everyone do their part in cleaning up after themselves, and that we keep all areas of our campus clean and nice. If we ever fail to do this, or get a little too lax about it, we will cut out PAWS.

Food is available during PAWS (morning break) in the main cafeteria and includes a variety of healthy food choices, assorted juices and milk.

Student debit accounts are automatically set up in the PowerLunch Program and all students are assigned a 5-digit PIN for use when purchasing food. Money must be deposited on the account before the student can use it. Forms for free and reduced-price meal benefits are available in the business office.

Money must be deposited on the meal account and each student will only be allowed to receive meals by using his/her account. Students who have a negative balance will not be allowed to receive a meal until their account is paid. Cash transaction will not be allowed in the breakfast and lunch lines. We will continue to take cash at PAWS.

Students are welcome to bring a sack lunch from home, but you still have to eat in the Commons or the courtyard.

#### **MAKE-UP TIME**

Because of our modified schedule, on Wednesday and Thursday mornings students will be able to make up time with their teacher(s) during Access Time beginning at 8:15 a.m. If there is an unusual situation (i.e., extensive illness, hardships, etc.), the student's case will be handled on an individual basis by an administrator working in conjunction with their counselor and teachers. At a teacher's request, if the student is not succeeding in a course, they may be required to put in additional time in Academic Enrichment, until

satisfactory progress is achieved in that class. On non-block days, with teacher's permission, students may receive assistance before and/or after school.

#### **MAKE-UP WORK**

If an absence is excused, a student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the teacher. However, in some classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period. (School Board Policy # 5211)

The decision as to what is required for make-up and the time and place of make-up will be the responsibility of the teacher working in conjunction with the student. It is the STUDENT'S responsibility to check with their teacher(s) and to complete the required make-up within the allowable make-up period following your return to school: (typically, 1 day absence = 1 day make-up period, 2 day absence = 2 day make-up period, etc.). **Major projects and major exams with due dates known well in advance are exempt from this make-up time allowance.**

#### **PARKING AND PRIVATE TRANSPORTATION OF STUDENTS**

In accordance with state law RCW 28.67.100 and WAC 180-40-040, school authorities are empowered to supervise and control private transportation of students on the way to and from school as well as at school. In addition, student-operated vehicles are required to be registered and parked according to the policy of the school. Students driving motor vehicles to Mt. Spokane High School will be expected to drive carefully and observe the following guidelines:

1. There will be a charge of \$50 per year to park at school. (A lottery for parking spaces is held at the end of each school year. Spaces that have not been sold, will be sold on a first come, first serve basis at the beginning of the school year.) Students will be assigned a specific spot and must park in that spot only.
2. The speed limit on all driveways and parking lots is 5 MPH.
3. Parking is restricted to designated spots on the east and northeast side of the building only.
4. **Skills Center students are expected to use district-provided transportation.**
5. Mt. Spokane High School and the Mead School District will not assume responsibility for motor vehicles or vehicle contents which are damaged or stolen while on school property.
6. **Students are not allowed in student or staff parking lots during the school day without permission.**
7. **Students are expected to exit their vehicle and enter the building upon arrival. Loitering in or at a vehicle is not permitted. Leaving campus without a dismissal slip from the attendance office or sitting in a vehicle before, during or between classes is an infraction of our closed campus policy.**
8. Cars parked improperly, in the wrong spot, or not displaying a current parking hanger will be subject to the following fine system:  
First Offense: Warning  
Second Offense: \$10 fine to be assessed on student record/Progressive Discipline  
Third Offense: \$10 fine to be assessed on the student record/Progressive Discipline
9. Once students have arrived on campus, they are not allowed to transport another student until after school has been dismissed
10. **Students violating parking lot driving responsibilities may lose their parking privilege and be subjected to school discipline.**

#### **PERFORMANCE REVIEW BOARD**

The Performance Review Board (PRB) has been established to serve as a positive intervention into the attendance and academic careers of Mt. Spokane High School students who are facing academic challenges due to attendance issues. The Board will be comprised of volunteer teachers, counselors, students and administrative representation along with the parents and student with the attendance issue. Students and their parents will be called to a meeting of the Board if their attendance is impacting their academic

progress. At the meeting, we will review the student's academic and attendance history and work together to develop a written plan of success for the student. This is not a disciplinary meeting, it is a program that has been designed to help students reach their full potential and achieve academic success.

#### **PRIOR ARRANGEMENT/EARLY WITHDRAWAL**

Mt. Spokane High School strongly discourages students from taking extended vacations during the semester, or leaving school prior to the normal end of the semester. When a student misses class, they lose essential instruction and place increased demands on their classroom teachers.

During the planning for an extended absence, the student and their parents are asked to understand that teachers cannot pre-teach lessons or provide make-up assignments to cover all the material that will be missed. Since students officially need to attend the full semester to earn full credit, it is reasonable to expect that extended absences may result in a grade penalty. However, we are aware that occasions may arise where extended absences are necessary. When this is the case, as a school, we will make every reasonable attempt to reduce the damage to the student's educational program. In order that the student and their parents are not misled and suffer possible disappointment, it must be clearly understood that:

1. **A Prior Arrangement Form will be issued from the attendance office to be presented by you to your teachers.**
2. On the Prior Arrangement Form, teachers will state in writing student expectations and possible consequences that could result from the extended absence and alternatives that would help minimize the potential harm to the student's final grade. An indication of willingness on the part of the teacher to assist a student is not to be construed as a promise that they will receive full credit. The responsibility for completion of all make-up requirements rests with THE STUDENT!
3. Final clearance must be completed in the office by returning the Prior Arrangement Form.
4. Prior arrangement releases will NOT be considered during the final ten days of a semester.

#### **PROGRESSIVE DISCIPLINE, SUSPENSION, AND EXPULSION**

Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Students are responsible for their own actions and they will be held accountable for all rules and responsibilities outlined in the Student Planner, the Mead School District Board of Directors' policies concerning student conduct, and other rules set forth by Mt. Spokane High School. If a student does not adhere to these rules and responsibilities, as a logical consequence they will be subject to progressive discipline, suspension and/or expulsion. **Any time a student is on an out-of-school suspension and/or expulsion, they will not be permitted to be on campus without permission from an administrator, nor allowed to participate in any extra-curricular or other school-related activities.**

We expect that all of our students comply with all rules and regulations adopted by the Mead School District, including those outlined below. Failure to follow the rules will be cause for disciplinary action. The school rules will be enforced by our school administrators, faculty and staff. School rules are in effect at all activities covered by our school district as described below:

1. On the school grounds before, during and after school hours (minimally from 7:30 a.m. until 3:00 p.m.);
2. On the school grounds at any other time when the school is being used by school group(s);
3. Off the school grounds at a school activity, function, or event; or
4. Off the school grounds if the actions of the student materially and substantially affect the educational process.

#### **Progressive Discipline**

For a number of school policy infractions (detailed below), the normal procedure for progressive discipline will be as follows:

- Level I - 1<sup>st</sup> Offense - Academic Enrichment Program
- Level II - 2<sup>nd</sup> Offense - Two days Community Service
- Level III - 3<sup>rd</sup> Offense - Four days Community Service
- Level IV - 4<sup>th</sup> Offense - Short-term suspension (may be in-school or out-of-school)
- Level IV - 5<sup>th</sup> Offense - Long-term suspension

These infractions include: use of profanity, in-hall disturbances, activity spectator problems, lunchroom problems, lack of cooperation with school personnel, minor theft or property damage, not telling truth about school-related situations, excessive displays of affection, inappropriate dress, parking violations/failure to register vehicle, in-class disturbances, throwing snowballs, unauthorized activities, (i.e., reckless/inappropriate driving; senior/work release students loitering on campus following dismissal).

#### **Academic Enrichment Program**

Although Academic Enrichment is a part of the progressive discipline program, it is an opportunity for students to access needed academic support. Students who are assigned to the Academic Enrichment Program will be in a supervised study environment. **Students who fail to attend the Academic Enrichment Program will forfeit that option, and Community Service will be assigned.** If a student doesn't know the location of the Academic Enrichment Program, they should check in the office.

#### **Community Service**

Students will complete community service at Mt. Spokane High School. If a student does not complete assigned community service by the provided due date, a three (3) day suspension will result.

Certain other offenses will generate specific punishments; the following are examples:

**Lack of Cooperation to School Personnel or Property** - Direct defiance/disrespect to school personnel or property

- 1<sup>st</sup> Offense per Year - Immediate emergency expulsion pending parent conference
- 2<sup>nd</sup> Offense per Year - Short-term suspension
- 3<sup>rd</sup> Offense per Year - Long-term suspension of up to 18 weeks

**Cheating/Copying/Dishonesty/Forgery of School Documents/Grade Falsification/Verbal Misrepresentation/Plagiarism**

- 1<sup>st</sup> Offense per Year - Community Service
- 2<sup>nd</sup> Offense per Year - Short-term suspension
- 3<sup>rd</sup> Offense per Year - Long-term suspension of up to 18 weeks

According to *Writers Inc.*, plagiarism is "The act of presenting someone else's ideas as your own." Students must give credit for all ideas that are not widely accepted as common knowledge. This includes ideas and information from electronic and print sources. The types of plagiarism include:

#### **Word-for-word plagiarism**

Uses exact words without giving credit to original author

#### **Paraphrase plagiarism**

Use basically the same words as an original source with just a few words changed

#### **Spot plagiarism**

Uses a source's key words or phrases as his own without giving credit

**Fighting** – Physical or verbal altercation or assault

- 1<sup>st</sup> Offense per Year - Immediate emergency expulsion and/or short-term suspension
- 2<sup>nd</sup> Offense per Year - Immediate emergency expulsion and/or long-term suspension or expulsion (up to 18 weeks)

**Lewd Conduct** – (including but not limited to "depantsing," inappropriate exposure, and/or graphic sexual display)

- 1<sup>st</sup> Offense per Year – Immediate emergency expulsion/suspension. Parent contact.
- 2<sup>nd</sup> Offense per Year – Immediate emergency expulsion and/or long-term suspension or expulsion.
- 3<sup>rd</sup> Offense per Year – Emergency expulsion, exceptional misconduct.

**Theft/Possession of Stolen Property or Property Damage/Vandalism/Pranks**

1st Offense per Year – Administrative discretion based on severity of act/restitution.

2nd Offense per Year - Short-term suspension/restitution

3rd Offense per Year - Long-term suspension up to 18 weeks/restitution

\* School Resource Officer may be notified and criminal charges may be filed.

**Vandalism – WAC 72.120.100, WAC 132k.126.190, WAC 504.26.214**

Any student found to have committed, aided, or abetted others to commit deliberately mischievous or malicious destruction or damage to property or the rights of others.

Examples include, but are not limited to, “senior pranks,” throwing food and tagging school property.

The consequence for vandalism may be cause for disciplinary action, suspension or expulsion. (Mead School District Policy 3200)

**Inappropriate Behavior at Extra-Curricular or Co-Curricular Events**

Student behavior that is deemed to be inappropriate, demeaning or disruptive to the event.

1<sup>st</sup> Offense per year – Immediate removal from the event.

2<sup>nd</sup> Offense per year – Removal from attendance at any events for the remainder of the current session; i.e., fall, winter, spring.

3<sup>rd</sup> Offense per year – Removal from attendance at all events for the remainder of the year.

Inappropriate behavior at an event may also result in progressive discipline.

**Use and/or Possession of Tobacco Products**

Simply put, tobacco use of any kind is not allowed and will not be tolerated in the building or on the campus of Mt. Spokane. In accordance with state law, the Mead School District (and all school districts) must be tobacco free. **Any use or possession of tobacco products or imitation tobacco products on the campus of our high school is prohibited.** Progressive discipline for the use and/or possession of tobacco products will be administered as outlined below. Students are prohibited from tobacco use at all school related activities; i.e., dances, field trips, extended activities (debate, drama, music, DECA, etc.), and all activities at the Arena and Albi Stadium. Again, it is pretty simple: No smoking or chewing at any time.

1st Offense per Year -Three day short term suspension (this can be reduced to one day if you agree to attend an alcohol/drug/tobacco workshop and begin attendance at the next scheduled class)

2nd Offense per Year - Five day short term suspension

3rd Offense per Year – Ten day short term suspension

4th Offense per Year - Long-term suspension - verification of successful completion of a tobacco cessation program prior to consideration for readmission

**Drugs/Alcohol**

The use and unlawful possession of illicit drugs and alcohol is illegal and harmful. No student shall possess, use, transmit or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related function or event:

1. Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol, paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

“Use” means the student has smoked, ingested, injected, imbibed, absorbed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by their physical appearance, actions, breath, or speech.

“Under the influence” means the student’s faculties are noticeably impaired, but they may not be legally intoxicated. The student may be found “under the influence” as a result of an assessment administered by an administrator or other school personnel.

Possession of drug paraphernalia is also considered to be a violation of the drug/alcohol policy.

**1st Offense per Year: Emergency Expulsion**

A member of the building administration will notify the student’s parents and their counselor of emergency expulsion and schedule a conference within five (5) days. At a conference with the student, their parents, and their counselor the student will be given an opportunity for a drug/alcohol assessment arranged through our Student Services office. The emergency expulsion may be reduced to a short-term suspension if the student agrees to comply with the recommendation made by an administrator and counselor. This option is NOT available to any students caught selling/transmitting any substances described above.

**2nd Offense: Expulsion**

**Harassment (Racism, Bigotry, Bullying, Intolerance)** Harassment, intimidation and bullying on the basis of race, color, religion, ancestry, national origin, socio-economic status, gender/sex, age, sexual orientation, or disability are prohibited.

“Harassment, intimidation or bullying” means any intentional written, verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.365.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, including written, verbal or physical acts. This policy now extends to harassment acts which utilize electronic devices and/or the internet, both inside and out of school, which disrupt the educational process.

Reprisal, retaliation, or false accusations against anyone reporting or thought to have reported harassment, intimidation, or bullying is prohibited and will be treated as a serious violation of policy, regardless of whether any harassment, intimidation, or bullying is substantiated. Persons engaged in reprisal, retaliation, or false accusations are subject to serious disciplinary and/or legal action.

**Informal Complaint**

An informal complaint can be brought at any time. It is a voluntary method for trying to get the alleged harassment to stop. A formal complaint can be filed at any time before, during, or after any informal process is used.

The purpose of bringing an informal complaint is to use an approach for stopping the alleged harassment, intimidation or bullying without a fixed, rigid process. The informal complaint process thus does not have rigid steps. Instead, the process depends on the wants and desires of the complainant.

For additional information see Mead School Board Policy 6590.

Acts that violate district policies and school rules and regulations shall be cause for progressive disciplinary action, suspension, or expulsion.

**Exceptional Misconduct (Mead School District Policy #3200)**

The Mead School District has judged, in consultation with an ad hoc citizens committee, the following actions as "exceptional misconduct" which may be cause for immediate imposition of long-term suspension.

These acts may include, but not be limited to:

1. Possession and/or use of firearms, explosives, or dangerous or illegal weapons such as, but not limited to, knives, martial arts weapons, tear gas or mace, pellet/BB guns, etc.
2. Assault of staff or students in the form of violence, physical threats, verbal abuse or intimidation with any item used as a dangerous weapon.
3. Arson.
4. Theft or damage of property of value in excess of \$250 (a felony).

5. Sale, use, possession or being under the influence of drugs, alcohol, or other controlled substance.
6. Any other criminal behavior.

### **SPORTSMANSHIP**

It is expected that every individual connected with a Mt. Spokane athletic event will adhere to codes of sportsmanship and ethical conduct, develop and maintain pride and loyalty in the school system, demonstrate courtesy to visiting teams and officials, and focus primarily on team rather than individual successes. Remember **Wildcat Way** - we treat every contestant, team, official, spectator and parent with **Dignity, Class and Respect**. Show everyone why we are so proud to be a Wildcat.

### **STUDENT STORE**

The DECA students run a store. The student store is located at the north end of the Commons on the second floor (just at the top of the stairs). It will be open during PAWS and at lunch.

### **SUPPLY ROOM**

Students are expected to provide their own supplies for daily class work, assignments and projects. Supplies in the supply room may be requested by staff members only.

### **VISITORS**

Visitors will be welcome if they come with an educational purpose and have emergency information on file. No visitors will be allowed if **prior arrangements** have not been made. Visitors must register in the office with an administrator and secure a pass. Students who do not attend Mt. Spokane are not allowed to be on campus at any time during the regular school day, and all "strangers" should be reported to our office immediately. Administrative approval is required to bring pets to school. **No visitors will be allowed the first two weeks or the last two weeks of each semester.**

### ACTIVITY CALENDAR

<u>Day</u>	<u>Date</u>	<u>Event</u>	<u>Time</u>
Monday	August 16-27	Band Camp daily	9:00 a.m.-4:00 p.m.
Thursday	August 12	Leadership Retreat	9:00 a.m.-12:00 noon
Monday	August 30	Link Crew Training	5:00 p.m.-8:00 p.m.
Wednesday	September 1	Frosh Camp	9:00 a.m.-11:00 a.m.
Tuesday	September 7	First day of school	
Tuesday	September 14	Picture day	
Mon.-Fri.	September 20-24	Penny Drive	
Tuesday	September 21	Assembly	a.m.
Thursday	September 23	MSHS vs MHS Volleyball @ Mead	
Friday	September 24	"Battle for the Bell" vs Mead @ Albi	8:00 p.m.
TBA		One lunch and Club Fair in the courtyard	
Monday	October 4	Open House	6:30 p.m.
Mon./Tues.	October 4 & 5	Breaking Down the Walls	
Sat./Sun.	October 9-10	Band Craft Fair	
Thursday	October 21	Picture Retakes	
Friday	October 26	Homecoming Assembly	a.m.
Thursday	October 28	Homecoming Game vs NC @ Albi	6:30 p.m.
Friday	October 29	Homecoming Dance	8:30 p.m.-10:30 p.m.
Sun.-Tues.	October 31-Nov. 2	Leadership Camp @ Pinelaw	
Thursday	November 4	Blood Drive	
Wednesday	November 10	Veterans Day Assembly	a.m.
Tues.-Sat.	November 16-20	Fall Play	7:00 p.m.
TBA		Math is Cool	
Friday	December 10	Winter Sports Assembly	
Tuesday	January 4	"Pack the Palace"	

Mon.-Mon.	January 3-10	ASB Officer Elections	
Tuesday	January 11	ASB Election Video	
Friday	January 14	Martin Luther King Assembly	a.m.
TBA		Fashion Show	
Wednesday	February 9	Hoops for Hope	
Thursday	February 10	"Catmania" at MHS	
Saturday	February 12	Mardi Gras Dance	8:30 p.m.-10:30 p.m.
TBA		Math is Cool	
Mon---	March 1-12	Spring Play	7:00 p.m.
(excluding Sunday)			
Tues.-Thrs.	March 15-17	HSPE	
Thursday	March 24	Mother/Son, Father/Daughter Dance	7:00 p.m.-9:00 p.m.
Wednesday	April 13	HSPE	
Friday	April 15	Spring Sports Assembly	a.m.
Fri.-Sun.	April 22-24	"Fill the Bus" Food Drive @ Yokes	
Thursday	April 28	Spring Blood Drive	
TBA		Math is Cool	
Saturday	May 7	Prom	8:00-11:00 p.m.
Wed./Thurs.	May 4 & 5	Talent Show	7:00 p.m.
Wed. --	May 11-20	Spring Play	7:00 p.m.
(excluding Sunday)			
Monday	May 23	NHS Induction	7:00 p.m.
Tuesday	May 24	Mock Crash	
Thursday	May 26	Senior Awards Night	6:30 p.m.
Friday	June 3	Assembly	a.m.
Thursday	June 9	Silverwood	
Friday	June 10	Graduation	5:00 p.m.
Friday	June 17	Last Day of School	