

MEDICAL LAKE HIGH SCHOOL

2011 - 2012

STUDENT HANDBOOK



Main Office

509 565-3200

24-Hour Attendance Line

509 565-3295

Counseling Center

509 565-3270

Safe Schools Helpline

800 418-6423

School Address

P.O. Box 128, 200 E. Barker Road

Medical Lake, WA 99022

Fax: 509 565-3201

Mr. John McSmith, Principal

Mrs. Darlene Starr, Assistant Principal

Mr. Chris Spring, Athletic & Activities Administrator

(updated September 9, 2011)

LETTER FROM THE PRINCIPAL

Dear Medical Lake High School Students and Families:

Welcome to the 2011-2012 school–year! I look forward to this year with excitement and enthusiasm. The high school is committed to delivering the highest quality educational experience for all of our students. It is imperative that we work as a team of parents, teachers, support staff, and students to create an environment that is safe and promotes learning for all students. At Medical Lake High School we challenge all of our students to achieve academic and personal growth, which will empower them to become life-long learners and contributing, responsible citizens. I urge you to become involved in our school and its activities.

The information contained in this handbook is intended to provide you with as much information necessary to navigate the high school experience. If you have further questions or concerns please feel free to call or stop by the office.

Again, welcome to the high school. GO CARDS!!!!!!!!!!

Sincerely,

John McSmith
Principal

Annual Notifications

NONDISCRIMINATION RULES

The Medical Lake School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex, disability, or religion. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and district employment opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 compliance officer and or Section 504/ADA Coordinator: Dr. Pam Veltri, Medical Lake School District, PO Box 128, Medical Lake, WA 99022, Phone: (509) 565-3100.

IMPORTANT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that school districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. Medical Lake School District has designated the following information as directory information:

Student's name	Address
Home e-mail address	Telephone listing
Photograph	Honors and awards received
Date and place of birth	Dates of attendance
Weight and height of members of athletic teams	Most recent previous school attended
Participation in officially recognized activities & sports	Grade Level

LEGAL NOTICE

The rules outlined in this Student Handbook are in addition to our broad discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit our authority.

BULLYING, HARASMENT, INTIMIDATION AND DISRESPECT

Harassment, intimidation and bullying are unwelcome contacts that can take many forms including: sexual, slurs, rumors, jokes, innuendo, demeaning comments, drawings of cartoons, pranks, gestures, physical attack, threats, written, oral, physical or electronically transmitted messages or images, etc. Any one or combination of these forms is strictly against state law and Medical Lake School District policy. Any intentional electronic, verbal, written or bullying act, or physical harassment while on school grounds or under school jurisdiction during the school day will be subject to discipline. Discipline may include consequences up to suspension and/or expulsion.

DISCIPLINE GRID

Our Discipline Grid is available on our website at www.mlzd.org.

PERSONAL PROPERTY

Medical Lake High School reserves the right to confiscate any item that is inappropriate or is being used inappropriately while at school. The High School is not responsible for broken, lost or stolen items. As a general rule, please leave items of value at home or locked in your locker. Skateboards, rollerblades and/or skates are not allowed at school or on school grounds at any time.

FAMILY ACCESS ON THE WEB

To make it easier for you to get involved, we provide you with the ability to view student information anytime day or night through Skyward's Family Access. If you provide your home e-mail address, you will be "signed up" to be notified of homework, missing assignments, etc. **Parents of High School students can view student Schedules, Assignments, Grades, Missing Assignments, Attendance, Discipline and Student Information, including address, phone numbers, emergency contacts and health alerts.** Food Service information is viewable, including account balance, deposits and what the student is purchasing for lunch. The teacher names listed on the Schedule are links to their e-mail. To receive your user name and password, use the online application form at our website, www.mlsd.org, and click on the Family Access tab.

EXPECTATIONS

ACADEMIC INTEGRITY

All students are expected to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining an advantage—is strictly prohibited.

ACTIVITIES/ADVISORS

Prior to participation in any activity or club, students must have an ASB card and a signed Activity Code on file in the high school office. These forms are located across from the business office.

AFTER-SCHOOL AND EVENING

Students are encouraged to take advantage of the many scheduled activities that occur after regular school hours and in the evening. However, at the conclusion of the activity students must arrange to leave the building immediately. An advisor, coach, teacher, or sponsor must supervise students participating in activities.

Activity buses leave the high school promptly at 4:45 daily, and are only for those students who remained after school for a supervised activity. Students may not leave the school and return to ride the activity bus.

Unless the student is remaining at school for an activity beginning immediately, students must leave the school building. *Students will not be readmitted after leaving an event or activity.*

ACTIVITY PERMISSION FORM

Forms are available in the office or from the teacher coordinating the activity. A student must meet the following eligibility requirements in order to attend any activity:

1. Emergency information must be updated for the current school year. Emergency information may be updated online at www.mlsd.org under the family access tab or by filling out an emergency card that can be found in the High School office.
2. A permission slip signed by a parent/guardian granting approval to attend the activity must be on file in the office.
3. The student must have a current year ASB card.
4. All fines and fees must be paid in full.
5. The student must be in good standing academically.

Students are responsible for returning the permission slip and emergency information to the office three days prior to the event. **IF THIS PROCEDURE IS NOT FOLLOWED, THE STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN THE ACTIVITY.**

Exception: This form is not needed for sports.

ASB ADVISORIES – Clubs and Classes

Annual.....	Mrs. Dottie Musser
ASB	Ms. Ann Everett
Cheerleading	Ms. Casandra Morgan
Advanced Drama.....	Ms. Robyn Urhausen
FBLA	Mr. Adam Inman
FCCLA	Mrs. Ann Everett
FFA	Mr. Randy Williams
Freshman Class	Mrs. Dawn Eliassen
JROTC.....	Ret. Col. Lyle Powell
Junior Class.....	Mrs. Jennie Wagner
Key Club.....	Mr. Terry Carver
Knowledge Bowl	Ms. Ginny Luhn & Ms. Vikki Hernvall
Leadership	Mrs. Ann Everett
Music, Instrumental	Mr. Craig Johnson
Music, Vocal	Ms. Kristin Nauditt
National Honor Society.....	Mrs. Lisa Wagner
SPAM.....	Mrs. Val VonLehe
Senior Class	Mrs. Lisa Prewitt & Mr. Scott Kerwien
Sophomore Class	Ms. Shelley Baerwald
Youth Suicide Prevention.....	Mrs. Lisa Prewitt & Mr. Scott Kerwien

SPORTS

Fall:	Cross Country.....	Mr. Gene Blankenship
	Women’s Soccer.....	Mr. Zane Higgins
	Football.....	Mr. Wes Hobbs
	Volleyball	Mrs. Julie Smith
Winter:	Men’s Basketball.....	Mr. Arnold Brown
	Women’s Basketball	Mrs. Carey Schwarzer
Spring:	Wrestling	Mr. Sam Petersen
	Baseball	Mr. Kerry Kelly
	Golf	Mr. Jim Mason
	Men’s Soccer	Mr. Zane Higgins
	Softball	Mr. John Higgins
	Men’s Track	Mr. Gene Blankenship/Mr. Steven Keith
	Women’s Track.....	Mr. Gene Blankenship/Mr. Steven Keith
	Men’s Tennis	Mr. Leroy Lemaster
Yearly:	Women’s Tennis	Mrs. Dawn Eliassen
	Cheerleading	Ms. Casandra Morgan

ADDRESS CHANGE

Inform the Office if you change your address, telephone number or emergency contact information.

ANNUALS

Annuals may be purchased any time throughout the school year. The annuals arrive approximately two weeks before summer vacation.

COST:

BEFORE December 1, 2011, With an ASB card	\$40.00*
BEFORE December 1, 2011, Without an ASB card	\$45.00*

* Add \$10.00 for annuals purchased after December 1, 2011.
 Seniors, add \$10.00 for baby picture.

ASB

2011-12 EXECUTIVE OFFICERS

Olivia Hagel	Executive President
Taylor Elder	Executive Vice President
Emily Neder	Executive Secretary
Anna Parker	Executive Justice
Kason Pifer	Executive Treasurer
Mrs. Ann Everett	ASB/Mentor Advisor

ASB meetings are held every other week. Executive officers and class officers are elected in May of the previous year.

ASB Card \$35.00

Replacement costs for lost/stolen/damaged card \$5.00

Required for participation in the following activities: Annual, ASB Executive Officers and Representatives, Baseball, Basketball, Booktalkers, Cheerleading, Class Officers, Cross Country, Drama, FBLA, FCCLA, FFA, Football, Golf, JROTC, Key Club, Knowledge Bowl, Leadership, Music-Instrumental/Vocal, National Honor Society, Soccer, Softball, SPAM, Tennis, Track, Volleyball, Wrestling.

Benefits of purchasing an ASB card: Free admission to home athletic events, reduced fee for away athletic events, and savings on dances – including Prom.

ASSEMBLIES

Assemblies are considered part of the school and attendance is required. If a student needs to leave campus a parent or guardian must notify the school. The student is required to sign out in the office and receive a pass to leave campus.

ASSEMBLY RULES

1. Students are required to attend all assemblies.
2. Sit in your assigned area and use appropriate behavior.
3. No eating or drinking.
4. Do not talk when there is a speaker.
5. All school rules remain in effect.

ATHLETICS

The coaches and the administration of Medical Lake School District believe there is a positive correlation between an athlete's performance and his or her adherence to specific training and studying practices. See the athletic and activities handbook for specific information concerning eligibility and sportsmanship. The athletic handbook is available upon request.

ATTENDANCE PROCEDURE

Regular school attendance is necessary for the mastery of the educational program provided to the students of the district. There are certain principles that govern the development and administration of attendance procedures within the district. Parents are highly encouraged to partner with the school to insure good attendance of their child as a requirement of compulsory school attendance (MLSD School Board Policy 3121). Students failing to meet compulsory school attendance requirements will be subject to school disciplinary action, parent conferences and BECCA petition filing.

ATTENDANCE PHILOSOPHY

Good attendance is essential for the success of individual students as well as the whole student body. At Medical Lake High School we encourage students to participate in the full spectrum of their education. A student's grades may be adversely affected by absence when participation in class is used as a basis for mastery of an objective.

Students and their parents are responsible for complying with district policy and the compulsory attendance laws of Washington State. To that end, students are required to be in attendance and on time for their classes. Students must check out with the office if they are leaving campus prior to the end of the school day. Students will not be granted permission to leave early without parent/guardian approval by phone or a verifiable note. **Failure to follow proper checkout procedures will result in disciplinary action as associated with truancy/unexcused absences.**

ABSENCES

A student will be sent an admit slip during first period for an unexcused absence from the prior day. It is the student's responsibility to either provide a note or a phone call from a parent or guardian. If the absence **was due to an error** then the student is responsible for having the admit slip signed by a teacher, counselor, or administrator.

EXCUSED ABSENCE PROCEDURES

When a student has been absent from class, he/she is required to bring a note to the office signed by a parent/guardian verifying the absence or have parents call the 24-hour attendance line (565-3295). It is the student's responsibility to fulfill this requirement. The note or call should include the date(s) of and reason for the absence. (Notes will only be accepted if they also include a signature of the parent/guardian and a date the note was written.) Students have three (3) school days upon their return to bring a note and avoid administrative discipline. After three (3) days, the absence will be considered unexcused. After the 3 days, if the parent/guardian provides verification regarding the prior absence, and if the school judges the reason as justifiable, the absence or tardiness **may** be considered "excused" otherwise the absence will remain as unexcused.

Students who use or attempt to use forged or invalid notes or impersonating phone calls for what would be truancy or unexcused absence will be subject to disciplinary action.

Medical Lake School Board Policy defines the following categories as excused absences:

- a. Absence due to illness, health condition, family emergency or religious purposes.
- b. Absence for parental-approved activities (must be agreed upon by building principal prior to the absence).
- c. Participation in school-approved activity.
- d. Absence resulting from disciplinary actions or short-term suspension.

It is the student's responsibility to contact each teacher and obtain all missing assignments immediately upon return to class. **Unexcused absences may result in loss of make-up privileges.**

UNEXCUSED ABSENCES/DISCIPLINE

Unexcused absences need to be cleared in the office within 72 hours. Any unexcused absence(s) that have not been cleared by a parent/guardian note will be processed and discipline assigned to the student including *lunch detention, after school detention* and/or *in-school suspension*.

- One (1) period unexcused absence in a school day = 2 hours of **After School Detention.**
Students who fail to report may face in-school or out of school suspension determined by administration.
- Two (2) periods unexcused absence in a school day = 4 hours of **After School Detention.**
Students who fail to report may face in-school or out of school suspension determined by administration.
- Three (3) or more periods unexcused absences in a school day = 6 hours of **After School Detention.**
Students who fail to report may face in-school or out of school suspension determined by administration.

It is the responsibility of the parent/student to insure all absences are reported to the attendance line and/or a note provided to support the reason for the absence.

ARRANGED ABSENCES

A verbal or written request from the parent/guardian is required prior to an arranged absence.

Parents and students are strongly encouraged to review the school calendar and, when at all possible, schedule activities such as appointments, vacations, shopping, fishing, work, etc., on days that would not require missing school. When it is not possible to plan a family vacation during these times, the school must have a two-week notice of the absence **AND** all schoolwork must be completed when he/she returns.

MAKE-UP WORK

Students who are truant and/or **have unexcused absences are not allowed to make up work.** Students on short-term suspension will be allowed to make up written schoolwork. (School Board Policy #3122P). As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade. Those students on long-term suspension will be allowed to make up written work

if it is determined that they could reasonably expect to successfully complete the semester for credit.

A formal request for assignments can be made through the office when a student is absent for more than one day. *Please phone by 9:00 am for same day pick up of homework.*

TRUANCY ABSENCE

Truancy absence is a violation of law and district rules and will result in disciplinary action and possible court actions. Some examples of truancy are:

- A. Leaving class without permission
- B. Skipping class
- C. Being absent without parental and school permission
- D. Missing assigned detention

Students who are truant and/or have **unexcused absences are not allowed to make up work.**

BEHAVIOR

DISCIPLINE PHILOSOPHY STATEMENT

It is the policy of Medical Lake School District No. 326 to encourage student conduct that will promote good health, responsible standards of behavior, effective citizenship, and a positive environment for learning. Students on school grounds or in places under school jurisdiction are expected to abide by the rules that are established to achieve these objectives.

Admission to the schools of Medical Lake carries with it the presumption that the student will conduct him/herself as a responsible member of the school community. This includes the expectation that the student shall obey the law, adhere to the policies of the school district, and comply with rules and regulations implementing these policies. In addition, the student is expected to safeguard the property of the school and to respect the rights and privileges of others in the school community.

Each student is expected to accept responsibility for his/her own conduct. In order to accomplish the educational purposes of the Medical Lake School District in an effective school environment, the board of directors has approved a standardized student discipline model developed with input by parents/guardians/custodians, students and staff. When violations of these rules occur, the school is authorized to take appropriate action. When considering the level of discipline to be assigned to a student, school authorities shall consider several factors including, but not limited to, the student's attitude, the severity of conduct, the student's intent, the affect on other students and/or staff, the safety of the student and other students and/or staff, mitigating circumstances, and the student's discipline history. Depending upon these factors, a more severe punishment or alternative consequences may be imposed. The range of sanctions so noted is generally progressive. Repeated offenses in any one category or combination of categories could result in more severe sanctions. When violations of the laws of the United States, the State of Washington, and/or its subdivisions are also involved, the school should refer such matters to parents, legal guardians, or appropriate authorities and/or agencies. In addition to the rules set forth below, other standards of conduct may exist for extra-curricular activities.

DISCIPLINE GRID IS AVAILABLE ON OUR WEBSITE WWW.MLSD.ORG

BUS

The school bus ride is an extension of the school day and falls under all behavior and conduct requirements expected of students within the school, as well as all rules that apply specifically to the bus ride. The bus and driver are required to comply with rules of the road and traffic conditions. Therefore any distractions on the bus have the potential of compromising the safety of students on board. Misconduct by students on the bus will result in disciplinary action in accordance with the philosophy of this document. The driver may give direction, warnings and may assign seats to students, prior to or in addition to other consequences. Buses depart five (5) minutes after the last bell. Students may board their bus at their school of attendance only, unless they have a note or pass from school indicating otherwise.

For a complete list of bus behavior rules, please refer to MLSD Board Policy 8123.

BUS PASSES AND PARENT NOTES

Students must have a note or pass to ride buses other than their regularly assigned bus, or anytime they are riding to a stop other than an assigned stop. The bus pass or a note shall be from the student's parent/guardian or the school. Signed and dated notes from parents/guardians shall be presented to the office staff. The notes or passes shall be signed by the school office personnel and presented to the driver; otherwise the student will not be allowed to ride the bus.

NON-MILITARY STUDENTS

Non-military students traveling onto Fairchild Air Force Base (FAFB) must present “AF form 75” signed by military personnel to the bus driver.

CELL PHONE USE BY STUDENTS ON SCHOOL BUSES

The use of cell phones and cameras poses a serious safety hazard to all the students on the bus. The use of the cell phones and cameras are a distraction to the bus driver, therefore cell phones and cameras are prohibited. Cell phone calls need to be made prior to the student boarding the bus. A driver may allow a student to make a brief call to a parent or guardian if deemed necessary.

PERSONAL ENTERTAINMENT

Personal music devices, game boys etc., may be used on the bus at the discretion and with the permission of the driver. Music devices may only be used with earphones. Open speakers are not allowed. The volume of all devices must be kept low so that it does not disturb other students or the driver. For safety purposes, earpieces must be removed from both ears during the time the bus is at the students' bus stop during the loading or unloading process. Students must be able to hear the driver and traffic.

SKATEBOARDS, ETC.

Skateboard and roller blades are prohibited from being transported on any school buses.

ELECTRONIC DEVICES

Devices (toys/gadgets, stun guns, tasers) that cause electric shock are prohibited from school buses. These devices come in the form of pens, lighters, etc. and are considered dangerous.

LASERS

Lasers are considered dangerous and are prohibited from the bus.

SCENTED PRODUCTS

The Medical Lake School District has the obligation to provide a safe environment for all persons in the schools or on the school buses. Perfumes, colognes, deodorants, etc., contain agents that may cause asthmatic or other adverse health reactions in some people. Due to the quantity of brands, it is impossible to determine which particular products may present a health risk to students or staff. Therefore, we ask all students and staff to be considerate of others by exercising moderation in the use of these products. If it becomes apparent that a person (student or staff) is wearing a product causing a potential safety hazard, they may be asked to moderate the use of or not use the product. The products shall not be opened or sprayed on the buses.

ACTIVITY BUSES

The Medical Lake School District provides five buses for the purpose of assisting parents in getting their children home following after-school activities. These buses travel on pre-established routes that loop through areas and have stops at designated places. It is up to the parent to determine how they will get their child from the stop to home. There is no funding from the state to operate these routes. The money comes from the General Fund. Due to the lack of state funding, many districts do not offer this extra transportation service.

Activity buses leave the high school promptly at 4:45 p.m. daily. Activity buses are only for those students who are currently involved in a school-sponsored event as noted below. Students may not leave the school, then return to ride the activity bus. **The last day for activity buses is May 24, 2012.**

Students involved in a school sponsored event after the regular school day lets out may be eligible to access one of the activity buses to the stop nearest their home.

Eligibility is determined by the following criteria:

- **Regularly scheduled programs** such as athletic practices, class plus, extended day learning, etc.
- **Non-scheduled events** would be: study hall, detention, library, etc.

Students in non-scheduled events need a signed note from the supervisor noting the day and event. Students without the proper authorization may be denied a ride. If the student, without proper authorization, is given a ride a discipline form will be turned in to the office and the student will be disciplined.

VIDEO CAMERAS ON SCHOOL BUSES

It is the policy of Medical Lake School District to allow the transportation department to use video cameras on district school buses for, among other purposes, the purpose of recording student behavior. The reason for recording student behavior is to provide school officials and parents with documentation when dealing with inappropriate conduct. Disciplinary action will be handled in accordance with established district policy. The superintendent or designee will provide administrative rules and regulations for the use of cameras.

CELL PHONES AND OTHER TELECOMMUNICATION DEVICES

While on school property or while attending school-sponsored or school-related activities students may possess and use personal telecommunications devices including but not limited to pagers, beepers and cellular phones provided that such devices do not pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others.

Students in possession of telecommunication devices and other related electronic devices should observe the following conditions.

- A. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.
- B. Telecommunication devices shall be **turned on and operated only before and after the regular school day and during the student's lunch break**, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to do otherwise.
- C. Students who violate this policy will be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
- D. Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.
- E. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.

MLSD Board Policy 3245

Adoption Date: July 29, 2008

Phones that are confiscated during the school day will not be available for the parent/guardian to pick-up until 2:25 p.m. to detour any interruption of teachers/class.

CHECK OUT PROCEDURES

If a student must leave school before the end of the school day, he/she must report to the office and receive a check-out pass and sign-out prior to leaving. A parent or guardian must either provide a note or call the office. Failure to check-out will be considered truant.

CLASS STANDING

0.0 – 5.4 Credits = Freshman

5.5 – 10.9 Credits = Sophomore

11.0 – 15.9 Credits = Junior

16.0 + Credits = Senior

**22 Credits required for graduation.

Class standing will determine the following:

- Locker assignment location
- Attendance card grade status
- ASB/class meeting
- Seating at assemblies
- National/state testing
- Report card grade status
- Yearbook photos

CLOSED CAMPUS

All students shall remain on school grounds and out of areas identified by building administrators as **restricted areas (e.g. parking lots) from time of arrival until close of school unless officially excused.**

Junior and Senior students will be allowed to leave campus during their assigned lunch period.

Freshman and Sophomore students are not allowed to leave campus during their lunch period. Students found off campus during the designated lunch period, will be subject to school discipline.

COMPUTER USE

The use of the computers at Medical Lake High School must be in support of education and research and consistent with the educational objectives of Medical Lake School District.

Students of Medical Lake School District are to use the Internet for academic, educational, support, and research purposes only. Therefore, installing any software on the computer and/or downloading any software on the computer is prohibited. Internet chat/personal email is banned. Games, except for those games that are installed on the computer, are also banned.

The use of the Internet and school computers is a privilege, not a right and inappropriate use will result in the cancellation of those privileges. All students and parents/guardians are required to sign and return an internet use contract prior to the use of school computers.

COUNSELING SERVICES

The counseling center provides a variety of services including: career, college, personal, testing, scholarship applications, conflict resolutions, 4-year planning, transcripts, withdrawals, and job opportunities for students. Counselors are available to help students with all these issues on a daily basis. This year, students will be assigned as follows:

Mr. Kerwien – All students with last name beginning with A-K

Ms. Prewitt – All students with last name beginning with L-Z

Mr. Carver – Military Career Counseling (phone 565-3280)

Kim Zappone serves as the registrar and is always available to help parents and students in need of information through the counseling center.

COURSE CHANGES

Course changes may be made during the first ten school days of a semester if the following conditions are met:

- A. The change is from need, not preference, and does not create a class overload.
- B. The parent, teacher, and counselor approve the change.

After the first ten school days of a semester, students that withdraw from a course will receive an F on the official transcript. Appeals must be made in writing to the building administrator and must include acknowledgement from parent, counselor, and teacher.

Approved reasons to change schedule:

- In the wrong class (wrong level)
- No class scheduled
- Teacher recommendation
- Elective change (only if space permits)

Students will not be allowed to drop classes after two weeks into the semester.

DANCES

The Principal or Vice Principal must approve all dances. Inappropriate dancing or other inappropriate behaviors will result in removal from the dance and loss of future dance privileges. You will need a guest pass for any student not attending Medical Lake High School.

DETENTION

Detention is discipline time assigned outside of regular school hours. Students are expected to arrive on time and bring schoolwork. The expectation is that students are engaged in meaningful work the entire detention period. A student may receive additional detention or in-school suspension for failure to attend on the assigned day and/or time.

After School detention meets Monday thru Thursday from 2:30 – 4:25 p.m. in room 106.

Lunch detention meets daily during the lunch hour.

DRESS CODE

Medical Lake High School encourages respect for self and others. We encourage school pride, spirit and the responsibility of citizenship. Our Dress Code is designed to enhance our academic environment with reasonable expectations. We believe our outward appearance reflects our inward attitude and identity. We also believe that spirit, attitude and pride is key to your success and that those characteristics are contagious as they affect the spirit, attitude, and pride of those in our school. Our Dress Code is intended to promote a positive academic environment by limiting distractions and avoiding potentially harassing and unsafe situations. As a general rule, students are free to wear anything as long as it does not cause a disruption to the educational process or inhibit the health and safety of our students and staff. The guidelines listed below are the expectations for all school functions, i.e., dances, field trips, home or away activities, games or any school related event.

DRESS FOR SUCCESS

- Dress of any manner that may cause disruption to the educational process, i.e., lack of basic modesty or distracting to others is prohibited.
- Dress that becomes a safety issue is unacceptable, i.e., chains, spiked accessories, etc.
- Outside clothing, i.e., long heavy coats, etc. are not to be worn during class time. Long heavy coats should remain in lockers, i.e., trench coats, etc. Sweatshirts and sweaters are acceptable. Outside clothing can be permitted at the teacher's discretion due to weather conditions and classroom temperatures. Letterman jackets and other clothing displaying school spirit, or activities are always encouraged.
- Bandanas shall not be displayed during school hours.
- State fire code requires shoes to be worn at all times.
- Clothing must be reasonably clean.

- No transparent/see-through, strapless, spaghetti-strapped tops (2-inch minimum strap width), low-cut clothing with open sides, front, back or side slits or outfits that provide only minimal coverage. This includes, but is not limited to, plunging necklines and armholes as often found in tank tops and muscle shirts.
- No bare midriff or lower bare backs or immodest, sexually suggestive clothing, i.e., the limit is mid-back without exposing undergarments.
- Shorts, skirts and dresses must meet or exceed the mid-thigh, i.e., prevent personal exposure when sitting or bending in a normal range of motion.
- Underwear shall be completely covered up so as not to be seen.
- Clothing that advertises drugs, alcohol, tobacco products, gang affiliation, discriminates or denigrates or items that are obscene or suggestive in nature are unacceptable.

Students who wear inappropriate clothing will be asked to change before returning to class. Continuous violations will be treated as a discipline issue. We encourage you to “Dress for Success.” Your dress indicates what you expect from your high school experience and throughout your life.

Consequences of Inappropriate Dress/Apparel: School Discipline.

FINES AND FEES

Fees: Art- \$7.00 per semester
 Fitness Center Maintenance Fee- \$5.00 per semester
 Vocational- Varies depending on project

Students are informed prior to the end of each semester of any fines/fees owing. All fines/fees must be paid before transcripts are issued. The process for clearing fines/fees is as follows:

- Have a signed note from the teacher indicating the fine/fee is clear. Deposit the note at the Financial Office.
- If the fine/fee is for lost library items, they must be cleared in the library AND a note must be brought to the Financial Office. It is extremely important that the library fees are cleared in both areas, as the library and office computers are not networked.

All fines/fees must be cleared prior to the end of the school year. Once the teachers have left school for the summer, fees cannot be cleared until the fall with the exception of making payments. The Financial Office is open one (1) week after school is out and will accept payment during that time. During the summer, fees may be paid at the district office.

For more information regarding Student Fees, Fines, and Charges, please refer to Medical Lake School Board Policy #3520P.

Financial Office: Located next to the Main Office. The Financial Office is open before school at 7:30 am, during lunch, and after school until 3:00 pm.

As per board policy, the following depreciation scale shall be used when it becomes necessary for a student to purchase a textbook from the district:

- One year or younger – pay full price to replace
- Two years old – pay 10% off full price
- Three years old – pay 20% off full price

Four years old – pay 30% off full price
Five years old – pay 40% off full price
Six or more years old – pay \$3.00

The following guidelines of fines for student-damaged textbooks are recommended, but are not fixed. It is offered as a guide.

- Slight marking (name, small blots, etc.) \$2.00
- Much marking (name, scribbling, blots, etc.) \$5.00
- One torn page \$3.00
- Several torn pages \$5.00
- Broken binding or cover torn/loose \$10.00
- Cuts on cover \$5.00

FOOD AND BEVERAGES

No food or beverages on any of the carpeted areas due to health concerns.

FUNDS

CLASS AND ORGANIZATION

All class, organization, and/or activity funds are to be deposited at the business office. The funds will be credited to the appropriate ASB accounts and a receipt provided.

A class or organization wishing to make a purchase or contract with any agency for services or merchandise must have approval from the advisor. The advisor must verify that funds are available, ensure that the purchase meets ASB requirements, and submit a purchase requisition. Payments will not be made unless supported by a Medical Lake High School ASB purchase order. Use of fund requirements is available in the office.

GRADING

Each student's "grade point average" shall be the sum of the point values of all the marks/grades received for all courses attempted, divided by the sum of the credits for all courses attempted. The grade point value shall be calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course. The minimal passing mark/grade is a "D". Pass/fail, credit/no credit, and satisfactory/unsatisfactory marks may also be used. These non-numerical marks/grades shall be clearly identified and excluded from the calculation of grade point average. Student aides receive a pass/fail grade.

The numerical values of grades are:

92.5 – 100% = A	72.5 – 76.49% = C
89.5 – 92.49% = A-	69.5 – 72.49% = C-
86.5 – 89.49% = B+	66.5 – 69.49% = D+
82.5 – 86.49% = B	59.5 – 66.49% = D
79.5 – 82.49% = B-	59.49 & below = F
76.5 – 79.49% = C+	

GRADUATION REQUIREMENTS

The board shall award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by the district. Only one diploma shall be awarded with no distinctions being made between the various programs of instruction, which may have been pursued.

The board shall establish graduation requirements which, as a minimum, satisfy those established by the state board of education:

<u>Subject Area</u>	Class of 2011-2012	Class of 2013 and beyond
English	4.0	4.0
Mathematics	2.0	3.0
Science	2.0	2.0
Social Studies*	3.0	2.5
Health	.5	.5
Fitness**	1.5	1.5
Fine Arts	1.0	1.0
Occupational Education/includes 1 semester computers	1.0	1.0
Connections/Culminating Project***	.5	.5
Electives	<u>6.5</u>	<u>6.0</u>
Total	22 credits	22 credits

Students are required to be enrolled eight (8) semesters. Freshmen are required to take Career Choices as a .5 Elective credit.

*Students will have the opportunity to meet the Washington State History/Government requirements in middle school. If a student elects this option, his/her grade will be reflected on the high school transcript.

**After completion of two Junior Varsity or Varsity sports, .5 Fitness credit may be waived.

***Upon completion of their High School and Beyond Plan and culminating project, seniors shall be granted a .5 credit.

Freshman, Sophomore, and Junior students must be enrolled in six classes per semester, and Senior students must be enrolled in a minimum of 5 classes per semester each year.

All public high school students are required to meet statewide graduation requirements in order to earn a diploma. The goal is that more students will be better prepared to meet 21st-century demands in their working and personal lives.

To earn a high school diploma, a student must:

- Earn high school credit
- Pass state tests or approval alternatives to those tests
- Complete a Culminating Project
- Complete a High School and Beyond Plan

[The Graduation Toolkit](http://www.k12.wa.us/graduationrequirements/GraduationToolkit.aspx) is produced each year by OSPI to help educators and families understand the Washington State graduation requirements. This guide is available online for easy viewing and in a downloadable format for printing. To access this toolkit visit:
<http://www.k12.wa.us/graduationrequirements/GraduationToolkit.aspx>

High School Proficiency Exam

The Washington Assessment of Student Learning (WASL) was replaced by two new tests: Grades 3-8 Measurements of Student Progress (MSP) and the High School Proficiency Exam (HSPE). To learn more about state testing, visit www.WAtesting.com

The HSPE name conveys the goal of the test: to measure a student's proficiency of basic skills. Students in the classes of 2011-2012 must pass a reading and writing assessment to be eligible to graduate. If a student has already passed a specific assessment via the WASL (i.e. reading), they will not have to take the HSPE in that content area.

Students in the Class of 2013 are the first to be required to pass reading, writing, math and science assessments.

The Culminating Project-Medical Lake High School seniors are allowed to select a project that demonstrates their interest, knowledge, and skills that they have developed within a chosen career pathway. Students choose between four general project types: job shadow, internship, original project, or professional interviews. All projects are subject to pre-approval. A project proposal must be submitted and approved prior to the beginning of the project. Once a project has been approved, students may begin the project the summer following their junior year.

The culminating project will consist of two pieces: a completed portfolio and a presentation of learning. Students are required to present their project to a panel of judges consisting of community members.

HALL PASSES

Students (**including class aides**) are permitted in the halls during class periods **only** when they are accompanied by a staff member or possess a hall pass issued by a staff member. Hall passes must include the name of the student, the date, time, and destination. The hall pass must be written in ink. Detention may be assigned to students found in the hallway without a pass during class time or loss of class aide position.

HALLWAYS

Adequate seating is available in the cafeteria during lunch for relaxing and conversation. Students may eat and drink in the cafeteria/commons and tiled hallway by the gymnasiums only.

Students may only use beverage containers that are clear/transparent. Only re-sealable beverage containers (that would prevent any spills from occurring if they were dropped or knocked over) may be brought into the building.

Students with partial schedules (one or more periods without classes), including Running Start and Skills Center students, may not linger in the hallways or commons area while classes are in session.

No horseplay permitted in the hallways.

HONOR ROLL

Students earning a GPA of 3.25 – 3.49 will be included on the Honor Roll.

Students earning a GPA of 3.50 – 4.0 will be included on the High Honor Roll.

Students will be included provided they have earned at least two (2) credits during the semester at Medical Lake High School or the Skills Center. Running Start credits are not used when compiling honor roll status.

HOURS

Main Office: 7:00 a.m. – 3:45 p.m.

Teacher Work Day: 7:25 a.m. – 2:55 p.m.

Doors open at 6:45 a.m. The main building will be secured at 3:00 p.m. All students should be out of the building at that time.

Counseling Center: 8:00 a.m. – 3:00 p.m.

IDENTIFICATION CARDS

Medical Lake High School will provide each student with a picture I.D. card that will be used as an A.S.B. card, lunch card, and library card. A \$35 fee will be charged for the A.S.B. endorsement. (See ASB section of this handbook.)

If a student should lose this card, a \$5 fee will be charged to replace it. Replacement cards may be purchased in the office.

INSURANCE

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he/she will be provided a claim form available in the office. This form must be completed by his/her parent and presented to the doctor or hospital. The school only supplies the insurance information and assumes no liability either for the injury or the subsequent negotiations with the company.

LIBRARY/MEDIA CENTER

Hours: 7:25 a.m. – 2:55 p.m.

Please check the school website for up-to-date library information and resources.

LOCKERS

All students are issued hall lockers. School supplies and personal items necessary for use at school may be kept in the locker. The **combination to the locker should remain confidential** to protect the contents, and the student that is assigned to that locker may only use that locker. You may not share lockers. Students may not change to another locker without permission from the office.

Lockers must be kept in a clean and undamaged condition. Any pictures or articles displayed inside/outside lockers, must meet all school guidelines. Any locker combination problems or locker damage should be reported to the office immediately so that it may be repaired or another locker issued.

Students will be expected to clean the locker prior to checking out of the locker in the spring. Failure to follow the locker checkout procedures will result in a fine of at least \$4.00. A greater fine will be assessed if cleaning is required to fix marks; remove tape or stickers; repair scratches; or the locker is damaged.

Lockers are subject to search in accordance with district policy.

LOST AND FOUND

Students are asked to bring found articles to the office.

LUNCH

Students are allowed to purchase one cafeteria lunch per day. A full lunch consists of three items (with the main dish counting as two items). Items that do not constitute a full lunch or additional items will be charged at ala carte prices. Food items should remain in the cafeteria or commons areas.

If you do not remember your PIN# for your account you may contact the office. Accounts can be established through food services. Once an account is established, students may deposit money in their accounts daily. If students need money posted that day, deposits must be made by 11 a.m. A deposit box is available in the kitchen. Money will not be accepted in the lunch line. You may make payments online through the Skyward Family Access.

Juniors and seniors are permitted to leave campus during lunch. Going off campus at lunch is a privilege. Freshmen and sophomores are **NOT PERMITTED** to leave campus at any time during the school day.

MEDICATION

Washington State law requires strict rules regarding medications in schools. The following procedures will be followed to guarantee the safety and well being of each MLHS student:

- A Medication Authorization request form must be completed by both the physician and parent/guardian. Forms may be obtained from the school office or on our website.
- All medication must be supplied by the parent or guardian, along with the Authorization form.
- All medication must be in the original container with the student's name, physician's name, type of medication, dosage and time of day to be taken.
- Medication will be dispensed in the school office by staff trained by our school nurse.
- Medications should be picked up by the parent/guardian from the school office when no longer required. **Any uncollected medication will be destroyed at the end of the school year.**

PHONE NUMBERS

Main Office – 565-3200

Attendance Office – 565-3295

Counseling Office – 565-3270

CE Ward – National (Class Rings and Graduation Announcements) – 939-8383

Dorian Photography (School pictures) – 624-8928

Kimmel Athletic (Letterman's Jackets) – 326-7710

The Letter Jackets and More Store (Letterman's Jackets) – 413-1152

Safe Schools Helpline 1-800-418-6423

PICTURES

School pictures will be taken in the beginning of the school year. These pictures are used for identification/ASB cards, the annual, and for student purchases. Requirements for the pictures are:

- A. Individual pictures will be taken (no group photos).
- B. Students will not wear hats, bandannas, sunglasses or extensive make-up.
- C. Only the upper body and head will be taken (no hands or gestures).

GUIDELINES FOR SENIOR PICTURES (DUE OCTOBER 1st)

- A. You must turn in two (2) 2x3 inch pictures.

- B. Face must be between 1 and 1½” inches in size.
- C. Plain background – no objects such as markers, buildings, etc. Pictures may be taken in a natural setting outside.
- D. No hats, scarves, bandannas or other head coverings.
- E. No animals or props – the Medical Lake Senior is to be the only thing in the picture.
- F. No darkly tinted eyewear is to be worn.
- G. Clothing is appropriate school attire. This is to be determined by DRESS REQUIREMENTS included in this handbook and by the school administration.
- H. Final decisions on acceptable pictures will be made by the school administration. If you have any questions, please call the high school at 565-3200.

POSTERS, ANNOUNCEMENTS, AND OTHER INFORMATION

All announcements or posters must be approved. Grey tack walls are available throughout the building for student use. Attach posters, announcements or other information using staples or thumbtacks ONLY on the tack walls. Only Blue Masking tape may be used on lockers, regular Masking tape may be used on the brick or painted walls. *Do not use paste, cellophane or scotch tape, and do not attach to varnished or painted surfaces, display cases, or glass.* All signs posted (including staples and thumb tacks) should be removed the school day following the event.

SCHEDULES

RED SCHEDULE

Passing8 :00-8:05 (5 min)

1st period.....8:05 – 8:59 (54 min)
Passing 8:59 – 9:04 (5 min)

2nd period.....9:04 – 9:58 (54 min)
Passing 9:58-10:03 (5 min)

3rd period 10:03 – 10:57 (54 min)
Passing 10:57 – 11:02 (5 min)

4th period 11:02 – 11:56 (54 min)

LUNCH 11:56 – 12:27 (31 min)
Passing 12:27-12:32 (5 min)

5th period 12:32 – 1:26 (54 min)
Passing 1:26 – 1:31 (5 min)

6th period1:31 – 2:25 (54 min)

EXTENDED ASSEMBLY

Passing 8:00-8:05 5 min

1st 8:05-8:50 45 min

Passing 8:50-8:55 5 min

2nd 8:55-9:40 45 min

Passing 9:40-9:45 5 min

3rd 9:45-10:30 45 min

Passing 10:30-10:35 5 min

4th 10:35-11:20 45 min

Lunch 11:20-11:50 30 min

Passing 11:50-11:55 5 min

5th 11:55-12:40 45 min

Passing 12:40-12:45 5 min

6th 12:45-1:30 45 min

Passing 1:30-1:35 5 min

Assembly 1:35-2:25 50 min

EARLY RELEASE

Passing 8:00-8:05 5 min

1st 8:05-8:39 34 min

Passing 8:39-8:44 5 min

2nd 8:44-9:18 34 min

Passing 9:18-9:23 5 min

3rd 9:23-9:57 34 min

Passing 9:57-10:02 5 min

4th 10:02-10:36 34 min

Lunch 10:36-11:07 30 min

Passing 11:07-11:12 5 min

5th 11:12-11:46 34 min

Passing 11:46-11:51 5 min

6th 11:51-12:25 34 min

SEARCHES

LOCKERS

Personal privacy is a fundamental aspect of individual liberty. However, neither right nor expectation of privacy exists for any student as to the use of any locker assigned to a student by the school district and the locker shall be subject to search in accordance with School Board Policy 3230.

PERSONS

A student is subject to search by school officials if reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct in accordance with School Board Policy 3230.

Prior to conducting a search, school officials shall ask that the student consent to be searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's belongings, and the student's locker, as follows:

1. Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or district policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or dangerous weapon.
2. Staff shall conduct searches in a manner that is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.
3. School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

SEE ALSO: VEHICLES

SERVICE LEARNING PROJECT

DESCRIPTION-Every Medical Lake High School student must fulfill a service learning requirement in order to graduate. "Service" is defined as work done by the student without monetary compensation and without promise of reward, award, or some other type of rank or status achieved in an organization. Service hours must be acquired between the freshman and senior years. They may be done during the school year, on weekend, during the summer, etc. Students must initiate their own projects.

REQUIREMENTS-The service-learning project is progressive and all hours accumulate until the end of the senior year. The following outlines how many hours are required at each grade level:

- Freshmen 5 hours
- Sophomores 10 hours
- Juniors 15 hours
- Seniors 20 hours

At the end of the senior year each student will have accumulated a total of 50 service learning hours. Students transferring into the district will begin accumulating the service learning hours at that point. If a student does not complete the required number of service learning hours they will not be allowed to participate in any graduation activities.

An individual over the age of 21 must supervise service learning projects. This individual cannot be a family member. Students are allowed to “double dip”. A project for a class or club can be used as part of the service learning experience as long as all other requirements are met. Every time a service learning activity is completed, the student will need to have the community member sign a Service Learning Verification Form. The student is responsible for keeping the signed form as documentation of the service learning activity.

SKILLS CENTER

Buses will leave the bus loop at 7:00 a.m. each morning. Buses will return to Medical Lake High School at approximately 11:00 a.m. The Skills Center phone number is **354-7470**. Skill Center students must use approved school transportation when attending the Skills Center.

Parents need to call in their students' absence to the skills center as well as the high school.

TARDIES

It is the student's responsibility to be in each class before the tardy bell rings and remain there for the entire class period. Excessive tardies may affect a student's grade and hall privileges, as well as result in *lunch detention, after school detention* and/or *in-school suspension*.

Students are considered tardy to class if they report within 15 minutes after the tardy bell rings. Students who report later than 15 minutes into the scheduled class time will receive an unexcused absence.

MLHS Policy Tardy

Students who enter a classroom unexcused after the tardy bell rings will be required to report to the office to get a tardy/lunch detention slip (pass to class). The student should keep the tardy slip to remind him/her of the lunch detention time and place.

Students who receive lunch detention for being tardy will report to the detention room on the following day. Students who are scheduled to serve consecutive lunch detentions will report and serve their detention on the next consecutive date. Students who fail to report to their scheduled lunch detention will be assigned further discipline.

TELEPHONE AVAILABILITY/PERSONAL CALLS/CONTACTING STUDENT

PERSONAL CALLS

An office telephone is available for students to make calls. Students may make phone calls before school, during lunch, and after school, or by permission of office staff.

CONTACTING STUDENTS

To limit classroom interruptions, please follow these procedures: When a parent/guardian wishes to speak with his/her child, a message will be sent to the student's classroom for them to call at an appropriate break. However, if it is an emergency, office personnel will attempt to have the student return the call immediately.

VEHICLES

Students may drive automobiles to and from school. They may not be driven during the school day without the consent of the parent and principal. They may not transport another student during the school day unless the student's parent has granted consent.

A student may use the school parking lot subject to the following conditions:

- **A student must register the car with the office.** The student must possess a valid Washington driver's license and show evidence that there is a liability and property damage insurance coverage on the vehicle and acknowledge that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property.
- Students may not occupy a vehicle without permission from administration during the school day.
- In terms of student conduct rules, "possession" of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon shall also extend to a student's vehicle.

A student who does not conform to the above rules shall be subject to discipline.

Students are to park in designated student areas only. Vehicles shall be parked and left in the lot during the school day. Authorized student parking areas are:

- North Parking Lot (near bus loop)
- East Parking Lot, except for the staff parking spaces, which extend from the building entrance on Washington to the greenhouse.

Student operated vehicles parked on school grounds are subject to search for illegal contraband. The school may use certified dogs to detect drugs, alcohol or explosives.

Students are not permitted to park in the district office parking lot.

PLEASE NOTE:

The bus loop is a red curb, which means it is a seven (7) day a week, twenty-four (24) hours a day, tow away zone.

Students may not drive, be a passenger in, or sit in a vehicle during the school day – including lunch. For emergency situations, permission to drive may be obtained from a school administrator for the specific occasion.

VISITORS

Students wishing to bring a guest to school events or dances must make arrangements in advance and obtain a guest pass signed by an administrator. The guest will be admitted with the MLHS student and is subject to high school activity rules. The host is responsible for the guest's behavior.

Guest contract passes are available in the office and on the Medical Lake High School website.

Visitors are not permitted in the building during the school day.

WEATHER

Inclement weather or emergencies may necessitate a delayed starting time or early closing. If either of these events occurs, radio and television stations will make the announcement. Check with coaches to see if athletic practices will be held that day.

Makeup Days – The school board will decide when days missed will be made up.

Skills Center Buses – When school is closed due to inclement weather, there will be no buses and Skills Center students will not be expected to attend. Missed schoolwork will need to be made up.