

# Spanaway Lake High School



## Student Handbook 2019-2020

## 2019-2020 STUDENT HANDBOOK

**Susie Askew**

Principal

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Assistant Principal

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Athletic Director/Associate Administrator

**Bruce Leonardy**

Associate Administrator

### TELEPHONE DIRECTORY

Main Office.....	(253)683-5600	Guidance.....	(253)683-5659
Attendance Desk....	(253)683-5692	Fax.....	(253)683-5698
Athletic Office.....	(253)683-5673	Special Education...	(253)683-5665
Registrar.....	(253)683-5684	ASB.....	(253)683-5682

### MESSAGE FROM THE STAFF

The staff at Spanaway Lake High School welcomes you. We provide you with an electronic planner consisting of a time management system and overview of our school expectations. We reserve the right to add or modify school rules as needed to ensure a safe environment at Spanaway Lake High School. Using standard educational practice, Washington State Law, Bethel School District Board policies, and our experience as staff, we set forth the expectations outlined in this planner as the basis of successful learning at our school. Expectations are based on the belief that all students can learn, that all students should be responsible for their own behavior and academic performance, and that students, parents, and staff should work together for the success of all.

***We have four basic expectations that we require all students to abide by:***

- Respect Yourself
- Respect Others
- Respect Personal and Public Property
- Follow Staff Instructions

### MISSION STATEMENT

At Spanaway Lake High School, our mission is to provide a safe environment that fosters student success while building a culture of Rigor, Relevance, Relationships, and Reflection.

# SLHS 2019-2020 Bell Schedule

<b>Daily Bell Schedule M/T/W/F</b>	<p>Per. 1 7:50 – 8:58 (68) Per. 2 9:03 – 10:11 (68)</p> <p>1st lunch 10:11 – 10:41 (30) - 3rd period 10:46-11:54 (68) 2nd lunch 10:48 – 11:18 (30) - 3rd period 10:16-10:48 (32) / 11:23-11:54 (31) 3rd lunch 11:24 – 11:54 (30) - 3rd period 10:16-11:24 (68)</p> <p>Per. 4 11:59 – 1:07 (68) Per. 5 1:12 – 2:20 (68)</p>
<b>2 Hr Late Start (once a month on W)</b>	<p>Per. 1 9:50 – 10:31 (41) Per. 2 10:36 – 11:17 (41)</p> <p>*Per. 3 11:22 – 12:47 (55) 1st lunch 11:17 – 11:47 - 3rd period 11:52-12:47 (55) 2nd lunch 11:47 – 12:17 - 3rd period 11:22-11:47 (25) / 12:22-12:47 (25) 3rd lunch 12:17 – 12:47 - 3rd period 11:22-12:17 (55)</p> <p>Per. 4 12:52 – 1:33 (41) Per. 5 1:38 – 2:20 (41)</p>
<b>Advisory Schedule (weekly on Th)</b>	<p>Advisory Schedule on Thursdays (Adv and SST) Per. 1 7:50 – 8:43 (53) Advisory/SST 8:48 – 9:51 (63) - 20 Adv / 40 SST w/3 min transition Per. 2 9:56 – 10:49 (53)</p> <p>1st lunch 10:49 – 11:19 - 3rd period 11:24-12:24 (60) 2nd lunch 11:19-11:49 - 3rd period 10:54 – 11:19 (32) / 11:54-12:24 (30) 3rd lunch 11:54 – 12:24 - 3rd period 10:54-11:54 (60)</p> <p>Per. 4 12:29 – 1:22 (53) Per. 5 1:27 – 2:20 (53)</p>
<b>Early Dismissal</b>	<p>Per. 1 7:50 - 8:18 (28) Per. 2 8:23 - 8:51 (28) Per. 3 8:56 - 9:24 (28) Per. 4 9:29 - 9:57 (28) Per. 5 10:02 - 10:30 (28)</p>
<b>Assembly Schedule (50 min assembly)</b>	<p>Per. 1 7:50 – 8:45 (55) Per. 2 8:50 – 9:45 (55) Per. 3 9:50 – 10:45 (55)</p> <p>1st lunch 10:45 – 11:15 (30) - 4th period 11:20-12:15 (55) 2nd lunch 11:15 – 11:45 (30) - 4th period 10:50-11:15 (25) / 11:50-12:15 (25) 3rd lunch 11:45 – 12:15 (30) - 4th period 10:50-11:45 (55)</p> <p>Per. 5 12:20 – 1:15 (55) *Wait for announcements to release students! Assembly 1:30 – 2:20 (50)</p>

## **SCHOOL, STAFF, AND STUDENT CONTACT**

### *Staff Contact*

During school hours, staff can be contacted directly through the main office. Calls will be directed to staff member's office line. Teachers will not be interrupted during class time.

### *Student Contact*

Parents/Guardians may leave messages for students through the main office. Students will not be removed from class unless it is deemed an emergency. Please do not call or text message students' cell phones during school hours.

## **ACTIVITIES**

SLHS has a long tradition of student activities. Students are encouraged to participate in music, drama, student publications, athletics, student government, and the many co-curricular and extra-curricular activities and clubs sanctioned by the school. Non-ASB, student-initiated groups are permitted at SLHS, and students interested in forming such groups should contact the ASB Office for information. ***It is required for students participating in activities to have a current ASB card.***

## **ADVISORY/STUDENT LED CONFERENCES**

Each student is assigned to an advisor and will remain with the same advisor for their high school career. Advisory meets for 20 minutes every Thursday, followed by a 40 minute SST (Sentinel Success Time). Additionally, students are required to participate in a Student Led Conference in the spring. All students are required to pass Advisory and their Student Led Conference. Successful completion of Student-Led Conferences each year is a requirement for graduation.

## **ASSEMBLIES**

Assemblies are considered to be another place for learning. All students are required to attend assemblies and follow the rules of behavior and participation expected in classrooms. Failure to attend an assembly without an excuse from the Attendance Office constitutes truancy. Students who are disruptive, disrespectful, or inappropriate at an assembly are subject to disciplinary action. Students may access a designated QUIET STUDY AREA if they choose to not attend a Pep Assembly. All other assemblies are mandatory.

## ATTENDANCE

State law (RCW 28A.225.010) and school board policy both recognize that regular attendance is the basis of success in the classroom. Students are required to participate in classroom activities and their absence could have an adverse effect on final grades. Likewise, the school will take legal and/or disciplinary action if a student is truant, unexcused absent, or tardy.

On the day of return from an absence, each student must: **(1) bring a written excuse from a parent/guardian, and (2) present the excuse to the Attendance Office. Parents also have the option of excusing the absence online through Family Access.** Students requesting an early release from school must have notification from a parent/guardian and check-out at the Attendance Office before leaving campus. Students must follow the same note procedure as listed above.

**Students who are absent for 20 consecutive days will be dropped.**

### TARDIES

At the beginning of each trimester, teachers will communicate their expectations for classroom entry. Any student who struggles meeting their teacher's classroom entry expectations will be provided with progressive consequences to be determined by the teacher (ie. phone calls home, warnings, detentions, administrative referral).

A school wide report will be run each week in the attendance office and students with excessive tardy issues can be assigned progressive discipline from administration to include parent conference, lunch detention, Tuesday or Wednesday detention (1 hour), or Thursday School (2 hour).

### ABSENCES:

Any time a student is absent, they are responsible for presenting documentation to the attendance office for an admit slip. If a student does not have an admit slip the teacher can verify they are excused through Skyward or send the student to the attendance office for a slip.

### EXCUSED ABSENCES:

**Students are given the same number of days as they were absent to make up missed work.** This may result in an incomplete at the end of a trimester or grading term. Excused absences shall be limited to illness, family emergencies, bereavement, professional appointments, participation in authorized school-related activities and opportunities of educational value outside of school. Students must have absences excused through the attendance office within 48 hours of their absence.

### UNEXCUSED ABSENCES:

**A student cannot be failed based on attendance alone.** Bethel School District Policy #2420 allows a student's grade to be affected by his or her attendance and/or participation in the class if related to instructional objectives or goals of the particular subject or course.

### TRUANCIES

Students out of class without permission/pass from a staff member, are truant. This behavior prevents students from engaging in their learning and poses safety concerns. Students who continue to skip classes will be subject to progressive discipline that includes warning to return to class, parent notification, parent meeting, and parent pick up/suspension for insubordination.

### **AUTOMOBILES AND PARKING**

Students driving private vehicles to school and parking on school property must have a parking permit. In order to obtain a permit, students must complete an application form, have fines paid, show current vehicle registration and proof of insurance and pay a forty-dollar (\$40.00/\$35.00 w/ASB or \$20.00 for part time students) parking fee. Students must park in designated student parking lots and display their parking permits in plain view during school hours. **Automobiles and parking lots are off limits to students during school hours.** Violation of school driving and parking privileges, illegally parked cars, or cars without a visible parking permit may be ticketed and/or towed. While parked on school property, cars must remove/cover any items deemed offensive on the vehicle (for example, a Confederate flag, Swastika, etc...) Students are expected to drive in a safe manner at all times on school grounds or their parking privileges may be revoked.

Vehicles parked on school property are subject to search if school officials have reasonable suspicion to believe that alcohol, drugs, controlled substances, weapons, stolen property or other contraband not permissible on school grounds is present. Searches may include the use of trained dogs to detect unlawful drugs or other contraband.

### **BUILDING OPEN HOURS**

SLHS is open each school day for staff and students from 7:00 a.m. until 3:00 p.m. Use of the building and fields must be scheduled through an administrator. ***Students are not to be in the building during non-open hours unless under the supervision of a staff member. If you are not with an adult supervisor after school hours, you may be subject to a No Trespass Order.***

### **BULLETIN BOARDS, SIGNS, AND POSTINGS**

All signs or other postings displayed at school must be approved through the administrator in the building in charge of school activities. No signs or postings should be affixed to walls, windows, doors, or other non-bulletin board space unless specifically approved for such display.

### **BUS CONDUCT**

School bus transportation is provided to students for their convenience and safety. Students who disrupt or jeopardize the safety of bus transportation are subject to discipline and/or revocation of bus-riding privileges. Additionally, bus loading areas, bus stops, and areas around them are under the jurisdiction of the school, and disruption or misconduct by students in these areas may result in disciplinary action by the District Transportation Department and/or SLHS.

### **CAFETERIA AND FOOD**

Students seeking free or reduced lunch may do so by filling out an online application. Students may only have food and beverage items in the cafeteria and in designated areas. There are people in the building with life threatening food allergies; hence the rationale for this rule.

## CHEATING

Cheating is by definition, an action done by a student to supply work for another student, or turn in work, use work, or rely on work that is not his/her own, other than in circumstances clearly understood to involve collaborative or group learning. The judgment of the teacher or staff member who discovers cheating is final. A student may be assigned discipline by the teacher or referred to administration based on the severity of the infraction.

**Seniors who are caught cheating on final exams and projects may not be permitted to participate in the graduation ceremony.**

- **Any student found using an electronic device during testing (without specific teacher permission) will be disciplined for cheating.**

## CLASS ENROLLMENT

All students who are full time at SLHS are expected to enroll in five classes unless they have late-arrival or early-dismissal (not both). Likewise, no student is allowed to have a gap in his/her schedule - such as no third period.

## CLASS DROP

Requests to drop or add a class are only approved in the first 3 school days of the trimester if the reason meets the specific criteria. **The grade appropriate administrator must approve requests after 3 days and the class will be recorded as an "F" on the official transcript.** Class drops requested after 3 days are usually not approved.

## CLOSED CAMPUS

School board policy stipulates that SLHS is a closed campus whereby students are not allowed to leave campus at any time during the school day without an excuse from the Attendance Office. Additionally, closed campus means that all visitors and non-students are not allowed on campus without approval through the main office. Any SLHS student who encourages or arranges for a non-student to come onto campus is responsible for that person's behavior and may be subject to disciplinary action if the non-student disrupts the school environment, poses a threat to safety, or engages in criminal activity.

***Deliveries from services such as Uber Eats, Grubhub, and other food delivery services are not allowed.***

***Students are not allowed to leave campus during lunches to get lunch or elsewhere and return. Once a student has left campus without prior authorization they will have their parking pass revoked without refund, be subject to search, and progressive discipline. All Bethel Schools have closed campuses.***

## CONTRABAND DOGS

In accordance with Bethel School District Policies 3240 and 3243, searches of student personal property, lockers, and vehicles may include the use of trained dogs to detect unlawful drugs or other contraband.

## DAILY ANNOUNCEMENTS

Daily announcements are made on the intercom system at the beginning of second period. On Fridays video announcements are aired. Anyone wishing to have an announcement made daily or presented on the video broadcast must write out the document for approval to the Main Office receptionist, at least one day before it is to appear.

### **DANCE AGE REQUIREMENTS**

To be able to be a guest at any dance that Spanaway Lake hosts, there are age restrictions/requirements. Guests cannot be in a grade below 9<sup>th</sup> grade, and cannot be over the age of 20.

### **DANCE DRESS CODE (HOMECOMING, SENIOR BALL, OTHER DANCES)**

A tuxedo, formal suit, or dress pants with collared shirt and/or tie, and dress shoes are acceptable wear. Formal dresses or gowns may be strapless or may feature spaghetti straps. Exposed backs are allowed, but bare stomachs/midriffs are not allowed. Dress shoes/sandals are to be worn at all times. Undergarments should not be visible. See-through apparel and gowns/dresses/skirts with slits above mid-thigh are not allowed.

### **DELIVERIES**

Deliveries of flowers, balloons, or of any kind will remain in the office until the end of the day for students to pick up. ***Deliveries from services such as Uber Eats, Grubhub, and other food delivery services are not allowed.***

### **DISCIPLINE**

All students are responsible for their own behavior and actions at school and will be held accountable for the rules and expectations as set forth in this planner and the Bethel School District Board Policy #3240 and the *Student Rights and Responsibilities* pamphlet. Violations of school rules at school, at school-sponsored activities, or in areas under school jurisdiction will be dealt with as outlined below. Based on administrative judgment, a student may be disciplined at a higher level if the behavior warrants skipping the first step.



## **Student Dress Code**

Student dress code should be neat and professional at all times. Dress is defined as what students wear. Our goal with the dress code is to support a safe and learning focused community. Any item or behavior that disrupts the learning environment will be addressed.

The following apply:

Any article of clothing, style of grooming, item brought to school (binder, bag, book covers etc...), or behavior that displays or promotes weapons, illicit drugs, profanity, tobacco products, lewd or obscene behavior, alcohol, or the degradation of human character is not permitted.

1. Any clothing, grooming, or behaviors that symbolize, represent, or exhibit gang-related activity (i.e. paisley print bandanas, bandana print shoes, confederate flags, swastikas, display of gang colors, gang behavior, gang affiliation) or hatred toward another person or group is not permitted. This includes displaying these items on a vehicle as well.
2. Any article of clothing, grooming, or behavior that disrupt the learning environment or raise safety concerns are not permitted. This includes, pajamas, house slippers, and blankets.
- 3. Hats, hoods, visors, doo-rags, sunglasses, and items that cover faces are not permitted. This is consistent in all schools in the Bethel School District to reinforce school safety, in cooperation with Pierce County Sheriff's department. Head coverings for religious or medical purposes will receive admin approval. Fridays are reserved for Sentinel headgear.**
4. Shirts should lay at the top of student's pants, skirts, shorts, etc.
5. Any article of clothing, grooming, or behaviors which are not conducive to a professional environment will be addressed. Students will be referred to administration if the appropriateness of student dress and/or decorum is of concern. Students who are not dressed appropriately for school will be given the opportunity to change. If needed, parents/guardians will be asked to bring clothing to school.

## **ENHANCED SECURITY**

The building remains locked throughout the entire day. To gain entry access, students must show their student identification card to be buzzed in. Each student will receive an ID card. If a student enrolls during the school year, they will have their picture taken in the counseling office and will be issued their ID.

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

All students who attend SLHS and live with their parents or guardians are considered to be under their supervision. Students who are eighteen and still at home are expected to follow normal procedures for having notes when absent.

## **ELECTRONIC EQUIPMENT**

Electronics may be in use during passing period in the halls. It is important however for students to have awareness of their surroundings and be able to hear while passing through the building. Students will be asked to remove one earbud and if music can be heard from personal devices we

will ask for it to be turned down. Personal portable speakers are not allowed and are not appropriate in a school setting.

***Teachers have complete control over how electronics may be used within the classroom and students are to adhere to the teacher's classroom policy—if a teacher requests no electronics students must immediately comply. Teacher assistants including student office helpers may not use headphones/earbuds in the halls while classes are in session.***

***Students violating the electronics policy can expect:***

- 1<sup>st</sup> offense – device is confiscated - student may pick it up after school
- 2<sup>nd</sup> offense – device is confiscated – parent or guardian must come to school and pick it up from the office
- 3<sup>rd</sup> offense – device is confiscated – parent or guardian must come to school and pick up the device, and student will be assigned discipline.

***Insubordination or argumentative behavior regarding device confiscation will result in further disciplinary action.***

Electronic devices will only be returned to the owner of the device. Electronic devices are commonly targets of theft or lost due to personal negligence and are rarely recovered. **Any student who chooses to bring a device on campus assumes full responsibility for theft, loss, and/or damage.** Spanaway Lake is not responsible, nor will we investigate theft of electronic devices.

### **EMERGENCY CLOSURE OF SCHOOL**

On days when the weather is questionable or there are other reasons why school may be closed, there may be no direct notification of students/parents. Students and parents are expected to listen to local radio and television stations or visit the district website for information about possible closure. School staff is not available on closure days. Additionally, all activities, including athletic practices and contests are cancelled, and students should not come to the campus. As a rule, school phones are not answered on emergency closure days.

### **EVACUATION DRILLS**

Emergency drills are conducted once a month. Exit routes and instructions are posted in each classroom and work area. All staff and students are required to abide by procedures for such drills. Any student who refuses to leave the building, follow instructions, or otherwise refuses to cooperate during an evacuation or emergency drill is subject to disciplinary action and will be reported to authorities.

## FEES AND FINES

All students are expected to be in good standing, including having all fines and fees paid. **Students with fines and fees will not have the opportunity to attend school dances or have the opportunity to participate in the graduation ceremony.**

*Students must have an ASB to participate in all clubs and sports including Band, Choir and Orchestra*

*Optional and required fees are as follows: All prices subject to change*

ASB Card	\$40.00 (\$35 reduced lunch and \$30 free lunch)
ASB/ID Card Replacement	\$5.00
Athletic Participation Fee (per sport)	\$40.00 (\$30 reduced lunch and \$20 free lunch)
Band Uniform Cleaning Fee	To be determined
PE Locks	\$5.00 replacement fee
Parking Permit	\$40.00/\$30 w/ASB
Yearbook	\$45.00 w/ASB until date to be determined \$55.00 w/o ASB or after early order date

World Language workbooks, art fees, and shop fees are charged according to the course selected and student choice of materials used.

Fines, or replacement costs, are assessed for lost school items, damaged school property, overdue library books, unpaid fees, unreturned items from school fundraisers, stolen school property, and other reasons determined on a case-by-case basis. Students with outstanding fines will not be given transcripts, or other school information until fines are paid in full. Students who claim to have paid a fee or fine that still shows on school records must produce a receipt for the payment in order for the payment to be verified.

## FIELD TRIPS

Field trips are a privilege and are reserved for students in good standing. Teachers reserve the right to deny permission if a student is failing or is in jeopardy of failing a class.

## FIGHTING

Fighting is defined as any verbal or physical confrontation done to intimidate, subdue, or injure another person. **At SLHS, any student engaged in fighting for whatever reason may be suspended up to ten (10) days based on progressive discipline.** Also, any horseplay, mock fighting, or instigation may result in suspension. Additionally, any student filming or recording a fight is considered to be promoting the fight and will be subject to suspension.

## GAMBLING

Gambling is defined as “the activity of playing at a game of chance for money or some other stake.” There is no use of dice, cards, or other games of chance allowed on school grounds or any other activity that could be related to, or considered to be gambling.

## GRADES AND REPORT CARDS

Grades in each class are recorded as letter grades A, B, C, D, or F, and there is no A+ or D- grade used. Several SLHS teachers do not issue D grades because a D is below standard. In such classes the grading may be recorded as A, B, C, and I for incomplete. The incomplete grade may be accompanied by a plan for students to continue working to bring their grade up to a 70% or higher.

*Progress reports* are issued to students at the mid-point of each trimester. At the end of each trimester, *trimester report cards* are mailed home. Incomplete grades may be given on progress reports, but no incomplete grades are given on report cards at the end of the trimester except when there are extenuating circumstances approved by administration.

## GRADUATION

In order for students to be eligible for a diploma from SLHS, all students must have earned 24 credits, met all graduation requirements including four years of Advisory and Student Led Conferences. Additionally, all fines and fees must be paid. Courses required for graduation are waived only through the principal and only during the senior year. **Seniors who are caught cheating on final exams and final projects will be subject to progressive discipline, including not walking at graduation.**

**Students must meet all graduation requirements in order to participate in the graduation ceremony.** The school reserves the right to restrict a student's participation in the graduation ceremony if he/she is not in good standing or is deemed by the staff to be a possible danger or disruption to the ceremony.

### HONOR CORD

Seniors meeting the following criteria are eligible for special graduation cords.

Gold Cord - Top 5% of Senior Class Silver Cord - Top 10% of Senior Class Teal Cord - Honors/Advanced Placement classes w/ a GPA of 3.0 or higher required.

### VALEDICTORIAN/SALUTATORIAN

One senior class Valedictorian and one Salutatorian will be chosen by the SLHS graduation committee. The student who has the highest GPA\* and who has earned the Honors/AP Cord will be the Valedictorian. The student with the second highest GPA\* and who has earned the Honors/AP Cord will be the Salutatorian.

\*GPA calculated through 1<sup>st</sup> semester of senior year

\*\*NOTE: No additional adornments are allowed on graduation attire. Only cords/medals/stoles/medallions awarded by Spanaway Lake HS are permitted adornments.

If students have questions or requests, please make an appointment with the principal.

## HALL PASSES

If a student is out of class during the day they must have a pass from their teacher/advisor/administrator/staff member. Students must have a pass to visit a classroom or library during lunch.

**10-10 Rule** – No hall passes are to be issued during the first and last 10 minutes of each class period.

## **HARASSMENT, INTIMIDATION AND BULLYING**

### **HARASSMENT, BULLYING, OR SEXUAL HARASSMENT (Policy 3206 and 3207)**

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- physically harms a student or damage to a student's property; or
- has the effect of substantially interfering with a student's education; or
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

**Sexual Harassment**—Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or of-campus, such as at school-sponsored field trips.

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

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

Sexual harassment as defined below includes conduct and communication of a sexual nature. Sexual harassment is unacceptable and will not be tolerated. It is a violation of district policy for a student to harass any other student, employee, volunteer, or agent of the district. Violations will be subject to discipline. (Policy 3206)

**Student to Staff Sexual Harassment**—Sexually harassing behaviors may include, but are not limited to, the following actions: remarks to or about a person with a sexual or demeaning implication, spreading sexual rumors, cornering or blocking a person's movement, using the telephone to harass, following, stalking, or any other conduct that creates a hostile environment for staff. Violations will be subject to discipline. (Policy 3206)

**Student to Student Sexual Harassment**—Student to student sexual harassment is defined as any **unwanted** sexual behavior, such as sexually explicit gestures with hands or through body movements, sexual teasing or jokes, pressure for dates, sexually demeaning comments, deliberate touching or pinching, cornering or blocking a student's movement, pulling at clothing, attempts to fondle or kiss, pressure for sex or any other conduct designed to embarrass or to intimidate whenever such harassment occurs on school property or at a school-sponsored event. Sexual assault and/or rape is also a form of sexual harassment and is a criminal act that will be reported to law enforcement immediately for investigation and possible prosecution. Violations will be subject to discipline. (Policy 3206)

**Racial Harassment**—Slurs are the most common form of discrimination. A slur is defined as an insulting or disparaging remark or innuendo such as a word, phrase, or joke directed at or to any individual or group(s) which is based on perceived differences within our diverse population. Students should be taught to appreciate individual differences and staff should model appropriate behaviors. It is appropriate for public schools to teach these values not only as part of the curriculum but also by precluding slurs which demean others. Slurs, in the context of a school setting, constitute a disruptive influence and students or staff who make a slur shall be subject to appropriate disciplinary action. (Policy 5013)

**How do I report harassment or sexual harassment?** You can report harassment or sexual harassment to any school staff member or to the district Title IX Compliance Officer-Bryan Streleski, Director of Athletics & Security at [253-683-6056](tel:253-683-6056) or [bstreleski@bethelsd.org](mailto:bstreleski@bethelsd.org)

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity and marital status. Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, symbols (such as the Confederate flag, Nazi swastika, KKK, etc...), threats or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s). Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator.

*Displays of Affection* – Excessive, overt displays of affections are prohibited and subject to disciplinary action. The general rule of thumb is that behavior at school should mirror that of a professional job site. *Displays of Affection* could also be considered an act of *harassment*.

### **HEALTH ROOM**

The Health Room is for emergencies and health screening only. Students requesting to visit the Health Room must check in with the Health Clerk. Any student who is too ill to attend classes cannot remain in the health room all day and must be picked up by a parent or guardian.

### **HONOR ROLL**

Eligible students are included on the Honor Roll at the end of each trimester. *Honor Roll* includes all students with a 3.0 to 4.0 grade point average for the trimester.

### **ID CARDS/ASB CARDS**

All students must be photographed and receive a student ID Card that is also used as a school Library Card. When the ASB Card fee is paid, the card is validated to make the student eligible for ASB activities/athletics and various discounts or free admission at SLHS events. When asked by staff, all students are required to show their ID Card/ASB Card and give their correct name.

- ASB Card \$40.00  
(Discount for qualified free or reduced lunch)

## **IMMUNIZATIONS**

All students must have up to date immunization records. Students who fail to comply with the State Immunization Law will be excluded from school. Students who have an exemption from immunization requirements may be excluded from school if exposed to a communicable disease.

## **iPad EXPECTATIONS**

- I will be a responsible user of my iPad by knowing where it is at all times, charging its battery daily, never leaving it unattended, and bringing it to school each day.
- I will take steps to properly save and/or submit student work completed on my iPad and make sure it is accessible when needed in class.
- I will use my iPad on a table or desktop—never in my lap, and keep it in a designated spot when not in use.
- I will download all apps required for classroom use and acknowledge that any personal apps will be deleted if space becomes an issue and more educational apps are needed.
- I will stay on task and on app and not use my iPad as a communication device during class or as a means to communicate with anyone outside of school during the school day.
- I agree to return the iPad and case in good working condition.
- I will immediately report the theft of my iPad to an adult at school.
- I will be respectful when using the iPad camera, obtain permission before taking or sharing photos, audios and videos, and use it in accordance with Bethel School District rules and expectations.
- I will not attempt to bypass security settings, disassemble my iPad, remove district labels or markings, or make any modifications or repairs myself.
- I will use my iPad in ways that are appropriate, educational, and that meet Bethel School district expectations and comply with the Internet Use Agreement, both during the school day and at home.
- I will keep my iPad safe, and acknowledge that I am responsible for all damage or loss of my iPad caused by neglect, accident, or abuse.
- I will not lend my iPad to anyone.
- I will protect my iPad by keeping it in a protective case and keep all foods and liquids away.
- I will keep all passcodes and passwords for my iPad private and never share any personal information.
- I understand that my iPad is subject to inspection at any time, without notice, and remains the property of the Bethel School District.

## **LETTERS**

Students are able to earn both athletic, activity, and community service letters at SLHS. Letters are earned based on criteria developed by each coach, activity advisor, and ASB. In order to be eligible to earn a letter, students must have purchased an ASB Card.

## **LIBRARY**

Students are welcome to use the library on a drop-in basis before and after school. Otherwise, students must have a written pass to use the library during class time and lunch. Lunch time library passes may be obtained before school. The SLHS ID Card/ASB Card is required to check out books or use computers. The circulation period for books is two weeks and books may be renewed once. Overdue and unreturned books result in fines.

## **LOCKERS**

Upon request of students, hallway lockers are assigned (two students to a locker). PE lockers are assigned for use as per guidelines established by the PE Department. Students are responsible for their own lockers and contents, and may be charged for any damage. Lockers are the property of the Bethel School District and are subject to search by school officials at any time. Searches may include the use of trained dogs to detect unlawful drugs or other contraband. Problems with lockers should be reported to a Campus Safety Officer.

## **LOST AND FOUND**

The school is not responsible for any items brought to school by students; however, the school will make every effort to help when items are lost or stolen (exception - see Electronic Equipment). Stolen items should be reported to a Campus Safety Officer. A lost and found area is located in the Main Office. Items unclaimed are donated at the end of each trimester.

***Students are highly discouraged from storing expensive items in their lockers.***

## **MAKE-UP WORK**

If a student has missed an assignment because of an absence, **he/she is expected to approach the teacher and ask for the missed assignment on the day of return.** Students must work with teachers in order to determine due dates for work missed because of absence(s). Requests for homework are to be made through the Counseling Office.

## **MEDICATION**

**Students are not permitted to possess or take medication of ANY kind.** Any student required to take medications, must provide a physician order, with parent/guardian signature, including prescription instructions to the Health Clerk. All prescriptions must be in a properly labeled container from a pharmacy and be stored in the health room to insure supervised distribution. **Any student in possession of over the counter or prescription medications are subject to progressive discipline according to the drug and alcohol policy.**

## **NON-PERFORMANCE IN CLASSES**

Students who are not engaging in learning and/or not performing in class will be subject to administrative intervention. A full staffing with counseling, administration, parent/guardian, and student will occur.

## **OFF-LIMITS AREAS**

During school hours, students are not permitted in staff work areas, the staff lounge, parking lots, athletic fields, bleachers, tennis courts, dugouts, private property adjacent to the campus, unsupervised classrooms, offices other than reception areas (unless approved by a staff member), local streets, and areas within twenty feet of perimeter fences.

## **PROFANITY/INAPPROPRIATE LANGUAGE**

In an effort to create and support an inclusive community, racist, insulting, inflammatory, and derogatory language is not acceptable. Likewise, in any professional setting profanity is inappropriate. Students who use inappropriate language may be subject to progressive discipline.



## **SECTION 504**

(Policy 2161 and 2162)

Section 504 of the Rehabilitation Act of 1973, commonly called “Section 504,” is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

Under Section 504, your child has the right to:

- Receive a free and appropriate public education.
- Participate in and benefit from the district’s educational programs without discrimination.
- Be provided an equal opportunity to participate in the district’s nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive accommodations and/or related aids and services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents of children without disabilities.
- Receive special education services if needed.

Under Section 504, parent/guardian has the right to:

- Review your child’s educational records and to receive copies at a reasonable cost. You will not be charged if the cost would keep you from reviewing the records.
- Ask the district to change your child’s education records if you believe that they are wrong, misleading, or are otherwise in violation of your child’s privacy rights. If the district refuses this request, you have the right to challenge the refusal by requesting an impartial hearing.
- A response to your reasonable requests for explanations and interpretations of your child’s education records.

### **THE SECTION 504 PROCESS**

Your child has the right to an evaluation before the school determines if he or she is eligible under Section 504. You have the right to:

- Receive notice before the district takes any action regarding the identification, evaluation, and placement of your child.
- Have evaluation and placement decisions made by a group of persons, often called a “504 team”, including persons who know your child, the meaning of the evaluation information, and the placement options available.
- Have evaluation decisions based on a variety of sources, such as aptitude and achievement tests, teacher recommendations, physical conditions, medical records, and parental observations.
- Refuse consent for the initial evaluation and initial placement of your child.

If your child is eligible under Section 504, your child has a right to periodic re-evaluations, including re-evaluations before any significant change is made in your child’s placement.

### **IF YOU DISAGREE WITH THE DISTRICT’S DECISION**

If you disagree with the district’s decisions regarding your students identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you. Hearing requests and other concerns can be made to your district’s Section 504 Coordinator:

Lori Haugen  
516 – 176<sup>th</sup> Street East  
Spanaway WA, 98856

[[253-683-6920](tel:253-683-6920)], [lhaugen@bethelsd.org](mailto:lhaugen@bethelsd.org)

You have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. The regional office is located at 915 Second Ave, Room 3310, Seattle, WA 98174-1099.

Phone: [206-607-1600](tel:206-607-1600)/TDD: [206-607-1647](tel:206-607-1647)

Website: [www.ed.gov/OCR](http://www.ed.gov/OCR).

### **SELLING/BUYING/TRADING ITEMS AT SCHOOL**

Students are prohibited from the selling/buying/trading of items at school. As a potential disruption to the educational process, transactions of this type, whether monetary or otherwise, will result in progressive discipline up to and including suspension. SLHS will not be responsible for student loss, monetary or otherwise, should students choose to ignore this restriction.

### **SKATEBOARDS, SCOOTERS, BICYCLES AND TOYS**

Skateboards, scooters, etc..., are not permitted during school hours and must be stored during the school day. Bicycles, skateboards, and scooters must be walked once on campus. Bicycles must be parked in designated bike racks. **Bike locks are recommended; Bethel School District is not responsible for lost or stolen items.** Other vehicles and/or toys may not be permitted depending on size and/or use.

### **STAIRWAYS AND DOOR ENTRANCES**

Stairways and door entrances must be kept clear to ensure student and staff safety. Students are not allowed to sit or stand in these areas, hang over the edge of stairways, have food or beverages on stairways or in door entrances, or otherwise impede the smooth flow of movement up and down stairways and through doorways.

### **STUDENT FILES AND RECORDS**

There are four (4) separate kinds of files kept on students at SLHS - attendance, discipline, health, and academic. All files are cumulative and include middle school records whenever possible. The health file information is available for return to each student when he/she leaves school. Attendance and discipline files are kept for three years after a student leaves school and are then destroyed. Academic files, or Permanent Student Records, contain grades, transcripts, and test scores and are kept permanently at the school. Other than staff, no one has access to any files except the student and his/her parents or guardians as per guidelines governing student files. Files are only made available to non-school personnel if they are subpoenaed, or when used by probation officers or other state workers.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

All students at SLHS, including those who are eighteen years old, are expected to know and abide by the rules and expectations of the school and the school district as outlined in this school planner and in the district's electronic *Student Rights and Responsibilities*. Students will be held accountable for the rules outlined; claiming to not know about a rule does not excuse a student from the consequence.

## TECHNOLOGY

SLHS allows students access to many computers throughout the building. On-line access to the Internet requires that students sign off that they understand their responsibility to work in cyberspace, following rules and expectations laid down by the school. *Students who misuse the computers may be issued an informational referral or lose computer privileges for the year the first time. The second time a student is using school technology for non-educational purposes, his/her computer access will be revoked for the remainder of the school year and progressive disciplinary action will be taken.*

### *Internet Code of Conduct:*

- Internet usage must be in support of education research and consistent with the purposes of the Bethel School District.
- **Any Student on a prohibited site(s) i.e. Facebook, may receive a Thursday School and/or at the discretion of the administrator, suspend the student's computer privileges for the remainder of the year.**
- Chat rooms and e-mail are prohibited.
- Any use of the network for commercial or for-profit purposes is prohibited.
- Extensive use of the network for personal and private business is prohibited.
- Network accounts are to be used only by the authorized owner. Sharing of this information with others is grounds for deleting the individual as a user.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are prohibited.
- The illegal installation of copyrighted software is strictly prohibited.
- Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the district's local area network is prohibited.
- At any time the district and building administration will make determination on whether specific uses of the network are consistent with the acceptable use practices. We reserve the right to monitor use and reserve the right to remove a user's account at anytime. Students violating the Internet Code of Conduct will be subject to disciplinary action.

## TEXTBOOKS

Students are issued textbooks through the Book Depository in the Library. When issued a book, students are to inspect it, report any damage, and sign off on the Book Condition form provided to indicate they accept the book in good condition and are responsible to return it without damage. Fines for lost or damaged books are assessed according to School Board Policy #2034 that lists book damage and replacement costs. Students are expected to cover all textbooks.

## VAPES

***Vapes, electronic cigarettes or vape paraphernalia of any kind are strictly prohibited at SLHS. Students found in possession of and/or using any of these devices will be subject to suspension regardless of nicotine content.***

## VANDALISM

Students who damage school property including but not limited to walls, furniture, equipment and machines will be held financially responsible for the full value replacement of such item including tax, shipping, and (if required), installation in addition to disciplinary action.

### **WITHDRAWAL FROM SCHOOL OR FROM CLASSES**

Other than when graduating, students leaving SLHS to go to another school, to enter a non-Bethel program, or to end their school attendance are required to turn in all books and school-owned items, pay all fines owed, and sign out through the Registrar's Office. No student is allowed to withdraw from a class except through the Counseling Office.

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**SLHS**  
**CALENDAR OF EVENTS**  
**2019-2020**  
**(Subject to change)**

Sept 5	First Day of School
Sept 18	Open House
Sept 25	2-Hour Late Arrival for Students
Oct 10	No School—Waiver Day
Oct 11	No School
Oct 14-19	Homecoming Week
Oct 17	Homecoming Football Game vs. Lakes
Oct 19	Homecoming Dance
Oct 25	Early Release
Oct 30-31 Nov 1	Secondary School Conferences (Early Release)
Nov 2-3	Craft Fair
Nov 6	2-Hour Late Arrival for Students
Nov 11	No School (Veteran’s Day)
Nov 27-29	No School (Thanksgiving Break)
Dec 5	End of First Trimester/Early Release
Dec 6	No School
Dec 11	2-Hour Late Arrival for Students
Dec 23–Jan 3	No School (Winter Break)
Jan 6	Return to School from Winter Break
Jan 15	2-Hour Late Arrival for Students
Jan 20	No School (MLK Birthday)
Jan 29	No School
Feb 14	Snow Makeup-No school if no snow day prior
Feb 17	No School (President’s Day)
Feb 18	Waiver Day for Teachers – no school for students
Feb 26	2-Hour Late Arrival for Students
Mar 11	No School
Mar 25-27	Secondary School Conferences (Early Release)
Mar 30 - Apr 3	No School (Spring Break)
Apr 8	2-Hour Late Arrival for Students
Apr 22	2-Hour Late Arrival for Students
May 22	Snow Makeup
May 23	Senior Ball, 8:00 – 11:00
May 25	No School - Memorial Day
June 16	Graduation, 4 pm , Tacoma Dome
June 19	Last Day of School

\*\*Testing windows for SBA and End of Course Exams to be determined.

**Bethel School District is an Equal Opportunity Employer and complies with all federal rules and regulations, including Title IX, RCW 28A.640, RCW 28A.642 and Section 504. Bethel does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any disability, or use of a trained service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Please contact Title IX officer Bryan Stresleski, Director of Athletics and Security at 253.683.6055, Section 504 coordinator Lori Haugen, Executive Director of Special Education at 253.683.6920 or Civil Rights coordinator Debbie Carlman, Director of Equity and Achievement at 253.683.6035 with any questions or complaints.**

**Under the Open Records Act, the public is afforded full access to information concerning the administration and operations of the school district (policy 4040). This information is limited to records not protected by state and federal privacy laws. For more information on access to school district records, call the records custodian Kathryn Kemp at 253.683.6000.**