

Mercer Island High School



STUDENT HANDBOOK 2009 - 2010

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MERCER ISLAND HIGH SCHOOL

Mercer Island High School Vision

The vision of Mercer Island High School is a respectful, healthy, and supportive learning community that successfully prepares students for their future.

Mercer Island High School Values

The administration, staff, students, and parents of Mercer Island High School value:

- outstanding preparation for success in college and work
- great instructional and assessment practices
- individual student achievement
- multiple opportunities for student learning
- enrichment and challenge opportunities
- support for student success
- community service
- effective communication, respect, and integrity
- positive relationships
- a healthy learning environment
- a love of learning

Mercer Island High School Purpose

The purpose of Mercer Island High School is to provide an exceptional learning community that encourages each student to achieve his or her individual potential.

MERCER ISLAND HIGH SCHOOL
9100 SE 42nd Street
Mercer Island, WA 98040
www.misd.k12.wa.us
(206) 236-3345

Main Fax: (206) 236-3358

Athletic Fax: (206) 230-6316

Counseling Fax: (206) 230-6352

Administration

Associate Principal

Craig Olson
(206) 236-3386

Principal

John Harrison
(206)236-3394

Associate Principal

Mark Roschy
(206)236-3387

Counselors

(A – D)
Susie Brown
(206) 236-3340

MJ Hillstrom
College Counselor
(206) 236-3364

(E- K)
Susan Sutherin
(206) 236-6013

Cathy Gentino
MIYFS Counselor
(206) 236 – 3390

(L-R)
Deborah Kraft
(206) 230-3355

(S-Z)
Laurel Green
(206) 236-3365

Chris Harnish
Drug and Alcohol Counselor
(206) 236 – 3363

School Resources

Brody LaRock
Crest Learning
Center
(206) 236 - 3390

Barb Hallgren
Attendance /
Fine Arts
(206) 236-3346

Suzy Albrecht
Main Office
(206) 236-3350

Jamie Prescott
Student Activities
Coordinator
(206) 236-3417

Ann Meisner
Facilities/Athletics
(206) 236-3429

Jean Field
Main Office/ ASB
(206) 236 – 3349

Sheryl Ehrlichman
Counseling Center
(206) 236-3354

Linda Scalzo and
Barb Shephard
Registrars
(206) 236-4513

Suzie Scaringi
Accounting/ASB
(206) 236-3361

MJ Hillstrom
College
Counselor
(206) 236-3364

Joy Dunne
Nurse
(206) 236-3377

Kelly John-Lewis
School Security
(206) 236-4523

Community Resources

Mercer Island Police
(206) 236-3500

MI Boys & Girls Club
(206) 232-4548

Mary Wayte Pool
(425) 351-6401

MI Youth Services
(206) 236-3525

Beth Picardo
PTSA President
(206) 236-2474

Cathy Gentino
MIYFS Counselor
(206) 236 – 3390

Chris Harnish
Drug and Alcohol Counselor
(206) 236 – 3363

2009-2010 ASB Officers

President:	Tori Davis
Vice President:	Catherine LaPlant
Secretary:	Lauren Ito
Business Manager:	Will Voit
S.A.B.	Bonnie Restione-Harris Leah Johnston

ASB Advisor: Jamie Prescott

Class of 2010

Class of 2011

Faculty Advisor:	Annest / Sullivan	Twombly
President:	Jenny Kim	Aaron Poor
Vice President:	Ian Zhang	Robbie Frankel
Secretary:	Max Franklin	Ben Poor
Business Manager:	Aaron Azose	Will Godwin

Class of 2012

Class of 2013

Faculty Advisor:	Green / Randolph	TBD
President:	Greg Kim	Mason Azose
Vice President:	Charles Hattemer	Andrea Hatsukami
Secretary:	Joey Rudee	Brooke Byun
Business Manager:	Theresa Wang	Josh Peck

General Information

ANNOUNCEMENTS

Announcements will be limited to new or urgent information not listed in our daily bulletin. Announcements must be submitted to the main office in writing. Once approved by an administrator, they will be read over the intercom daily.

BICYCLES, SKATEBOARDS, SCOOTERS, ROLLERBLADES

Students are not allowed to use bicycles, skateboards, scooters, roller blades on campus. Students should walk and lock up their bicycles and scooters on bicycle racks located near the school's entrances.

BUILDING HOURS

The building is open for student use from 7:00 a.m. to 4:00 p.m. (when outside doors are unlocked) Monday through Friday.

CAREER CENTER

Located in the counseling area, the Career Center is a resource center for post high school planning. Materials available for students include; college catalogues, vocational technology schools' information, scholarship information, military programs, study abroad, testing information and summer programs.

CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

In order to avoid interrupting classes, messages will not be delivered, cellular phones and pagers must be TURNED OFF AND OUT OF SIGHT, and students will not be dismissed from class to return calls. In an emergency, an appropriate administrator will contact the student. When a phone message or item is received in the office, the student's name will be posted on the two electronic reader boards located in the Commons and in the Main Hall.

If a phone is seen, heard or used in the classroom or library, it will be taken by the teacher immediately and given to an administrator at the end of the class period. It must be retrieved by a parent. A second violation will result in the cell phone being held by the administration for 30 calendar days.

It is up to the discretion of individual teachers as to their policies regarding electronic devices. Students should not use these devices if it inhibits or distracts them from learning. iPods, iPhones and MP3 players may be used with a teacher's permission only.

CLOSED CAMPUS (FRESHMEN)

Freshmen must remain on campus during their school day.

CLUBS AND ORGANIZATIONS

There are many clubs and organizations that student can become involved in. Students can find out more about these and other clubs by contacting our Activities Coordinator or Main Office.

Examples of current club offerings:

Alliance, Amnesty International, Art Club, , Cheerleaders, Chess Club, Computer Club, CSE, Debate, DECA, Drill Team, Flag Dudes, Game Club, International Club, Junior States of America(JSA)Key Club, Kids Corps, ISLA (Yearbook), KMIH Radio, Math Club, Mercer Hi Times, MIHS Drama & Dreamstate Productions, Mock Trial Society, Music Department, National Honor Society, Natural Helpers, Pegasus Literary Magazine, S.A.V.E., Science Club, Senior Service Club, Ultimate Frisbee.

COMMUNICATION GUIDELINES

- Be respectful.
- Keep an open mind. Be positive. Ask questions before reaching conclusions.
- Search for solutions, not blame. Be flexible.

Talk to your teacher(s) sooner rather than later if you feel you need help, a clarification, or a recommendation. Try to take care of as much as you can directly with your teacher. If you still feel that a situation is not resolved, (and you are entitled to feel this way), ask for help from your counselor, an administrator, or your parents. Don't wait until it is too late; you are your own best advocate!

Pay attention to the Daily Bulletin and all announcements. Take an active role in finding out the things you need to know, such as application deadlines, making appointments with counselors, and test dates. Follow through; do not give up if you have to ask more than once.

COMPUTER LABS

The high school has three classroom computer labs. In addition, students have access to computers for information and for word processing in the Library and Career Center.

COUNSELING SERVICES

The counseling department assists students and their parents in high school planning and decision making. They work closely with administrators to ensure that all students are as successful as possible. Some of the programs and services that they oversee include:

High School, College, Career planning/counseling
Technical/Vocational Programs - Voc-Tech Institutes, Northeast Vocational Area Coop (NEVAC), Tech-Prep, Work Experience, High Tech Learning Center
Advanced Placement, SAT and ACT Testing
Personal Issues and Crisis Intervention
Alternative Education Programs and Resources
Special seminars and workshops
Parent Consultation
Community Referrals and Resources

Students and/or parents may schedule conferences with counselors to discuss school plans, college requirements, scholarships, and personal problems, etc. It is helpful for students and/or parents to set appointments through the counseling secretary (236-3354). Except for an emergency, drop-ins will be helped between appointments, between classes, during lunch time, or before, and after school.

RESOURCE & REFERRAL CENTER (R and R Place) (206) 236 - 3290

The Resource and Referral Place (R and R Place) is a school-based satellite office of Mercer Island Youth and Family Services. The two full-time R and R counselors are available to provide individual and family counseling as well as substance abuse services. Students can drop in or make an appointment for confidential help with personal issues. If needed, the R and R staff can help with referrals to local agencies that provide more specialized services for young people and their families. Students are encouraged to visit the R and R before or after school, during a free period and at lunchtime.

DRUG AND ALCOHOL COUNSELOR (206) 236 – 3363

A drug and alcohol counselor is responsible for running recovery classes; for ongoing student counseling, advice and support; and for student assessments. In addition, this counselor initiates and supports programs, workshops, and other activities that promote a healthy, drug free life style.

COURSE EXPECTATIONS

In order to encourage students to resolve differences they have with a teacher's policies or decisions, all teachers are required to state their class expectations in writing and provide each student with a copy. Open lines of communication are necessary to insure maximum learning and understanding. Students are expected to understand the course expectations for each of their classes.

CREDIT FOR OFF CAMPUS COURSES

Students may take courses from accredited schools off-campus for credit by completing a Request for Off Campus Credit form available in the counseling center prior to the start of the off-campus. A course syllabus must also be submitted for courses not offered at MIHS. Credit earned for off-campus courses will be indicated on the MIHS transcript as "CR" (credit). The grade earned at the off campus institution will not be included on the MIHS transcript or factored into the MIHS GPA. Students and parents may request a "P" (pass) instead.

CREDIT FOR OUTSIDE-OF-THE-SCHOOL DAY ACTIVITIES

Directed Athletics - (Max. total of 1 credit may be earned for Directed Athletics/Off-Campus Athletics or combination of the two)

Students participating in the MIHS supervised competitive sports program may receive a maximum of one year PE credit toward the two years required for graduation. Documentation of participation is monitored by the Head Coach and the

Athletic Director. Directed Athletics will be entered as a class on the students' transcript. 1 season = 1 semester (.5) credit; maximum 2 semester (1.0). Graded Pass/Fail and not calculated for GPA.

Off-Campus Athletics - (Max. total of 1 credit may be earned for Off-campus Athletics /Directed Athletics/or combination of the two)

Students, who wish to receive credit for participation in a physical education program not under the supervision of the school, must fill out an Off-Campus Credit Request Form (available in counseling center) and take it to the Athletic Director for pre-approval before credit may be earned. There must be a responsible adult who agrees in advance to monitor and record the student's attendance and participation, and, in the end, to certify that credit requirements were met. The form must be returned to the Athletic Director to receive his signature upon completion of the activity. As with Directed Athletics, a maximum of one year physical education credit toward the two year graduation requirement may be earned. At least 75 hours = 1 semester's credit (.5); maximum 2 semesters (1.0). Graded Pass/Fail and not calculated for GPA. The transcript will reflect that this was an off-campus credit.

Off-Campus Fine Art

Students who wish to receive credit for fine arts instruction outside of school must fill out an Off-Campus Fine Arts Request Form (from a counselor) and take it to the Fine Arts Director for approval before credit may be earned. There must be a responsible adult who agrees in advance to monitor and record the student's attendance and participation, and, in the end, to certify that credit requirements were met. A maximum of one semester (.5) or half the one full year fine arts graduation credit may be earned. At least 75 hours = one semester's credit. Graded Pass/Fail and not calculate for GPA. The transcript will reflect that this was off-campus credit.

DAILY BULLETIN

A daily bulletin is published, posted in each classroom and read during BRIDGES sessions. Daily Bulletins are available in the Main Office and school website (www.misd.k12.wa.us) every day. Anyone wishing to submit an item for the bulletin must leave it in the appropriate box in the Main Office or email Jean_Field@misd.wednet.edu by 12:00 p.m. the preceding day. Student announcements must be approved by an Administrator or a faculty advisor.

DANCES

During the school year students are invited to attend the four major dances and after-games dances that have been planned. Major dances are the Homecoming Dance, Winter and Spring Tolos and the Prom. Dance dress guidelines for the major dances with the exception of Prom are semi-formal. Tuxedos and long dresses are not appropriate for the informal dances, and, although they are acceptable at Prom, they are not necessary for the Tolos. ASB card holders will benefit from a reduced price to all dances. Guest Passes must be picked up in advance from the main office. All school rules including use of tobacco, alcohol and illegal drugs will be upheld at our dances. Once a student has entered a dance, he/she is expected to stay within the facility. Those who elect to leave the dance will not be re-admitted.

DOORS CLOSE AT 10:30 PM.

NO ONE WILL BE ADMITTED AFTER THE DOORS CLOSE WITHOUT THE APPROVAL OF THE ADMINISTRATORS
IN ATTENDANCE.

DELIVERY SERVICE / MESSAGES

Special delivery requests (messages, lunches, supplies, homework, flowers, food, birthday gifts, etc.) will not be allowed due to the overwhelming number of requests. Items may be brought to the attendance office for pick-up, but will not be delivered to classrooms.

EMERGENCY PROCEDURES

Each classroom contains an "Emergency Response Guide." Staff members are familiar with its contents. In general, there are three 3 school-wide emergency responses that students should be aware of.

1) Evacuation

Emergency Bell: Steady sound; every person should evacuate the building.

Evacuation routes and reporting zones are posted in each classroom and are to be followed as directed by staff members. In the event of an actual emergency, everyone will proceed to the stadium after direction is given to the Hall Captains via Administrative direction.

2) Lock Down

This will be communicated through loudspeaker system. Staff Members will lock doors, close shades, move away from doors and windows and wait for instructions.

3) Drop – Cover - Hold

If a life threatening situation arises (i.e. earthquake) students should take cover and wait until it is safe to evacuate or the Emergency Bell activates.

EXTREME WEATHER CONDITIONS

During the winter season, weather conditions may require a change in bus and school schedules, or possibly the cancellation of bus transportation.

Whenever any such change is advisable, notice will be given to the Seattle radio stations for announcement on the morning newscasts starting at approximately 5:30 a.m. Parents and students are urged to listen to the radio broadcasts during extreme weather conditions. Please do not telephone radio stations, school officials or weather bureaus for information. Such calls slow communication. School schedule changes will also be put on the district information telephone line - (206) 236-3366

And on the district website: www.misd.k12.wa.us

THERE WILL BE SCHOOL AS USUAL UNLESS OTHERWISE ANNOUNCED.

Radio announcements covering other than normal operations shall be interpreted to mean "for one day only" unless otherwise specified. If no announcement is made, schools will operate normally.

Upon return to school after a closure, the Friday 7-period-day schedule will be followed regardless of the day that the return falls upon. Therefore, students should be prepared with all work and materials necessary to pick up from where they left off from the previous class when school was in session.

EMERGENCY INFORMATION/ STUDENT REGISTRATION FORM

At MIHS we are committed to being prepared in the event of any emergency and accurate emergency information is an important part of this task. Please provide the Registrar your parent/guardian's accurate work phone numbers, including pager and cell phone numbers, hospital/physician phone numbers, and emergency contact phone numbers. If those numbers change, let the Registrar know immediately. Remember that an "emergency contact" should be someone local, who is willing to pick you up if your parent/guardian is unavailable. Also, new students must complete the "Health Information" section of the Registration Form, and be sure to have parent/guardian sign it. This allows and assists us to secure medical care for you in case of an emergency.

EMERGENCY LISTSERV

The new Emergency listserv is housed by a different organization and is tied directly to the school closure and late start media broadcast system. All messages of an emergency or safety related nature will be broadcast using this system.

To activate your account, please go to <http://www.schoolreport.org> and follow these instructions:

- On the schoolreport.org front page, select the subscribe button on the right hand side of the page. Then add your email under the "Sign Up Now" header and select the right arrows to continue.
- Once you have added your email account, select the Add a School Link and a Wizard will popup. Step through the Wizard selecting: a Member District, Mercer Island School District, Mercer Island High School and BOTH Emergency and Informational Messages, and then Finish.
- You can add additional buildings for other children in your family.
- By subscribing to a building, you will receive both Mercer Island School District messages (like school closures due to weather) as well as building specific messages.
- The system is quite flexible and can take multiple email address, as well as you can have messages sent to pagers and cell phones.

ANNOUNCEMENT LISTSERV

The Announcement Listserv is divided by class and will be used to communicate timely announcements and event reminders. This will augment the PTSA newsletter.

To subscribe, send a **totally blank** email to: join-misd20XX_list@lists.psesd.org where XX is the high school graduation year of your child. Please make sure that your email settings allow email from this address. The messages are sent from a listserver and may be considered junk in your email program.

FEES

The assessment of fees must be consistent with the following stipulations:

1. ASB Cards - Associated Student Body cards are available for purchase by students at the beginning of each school year on Fees/Photos Days or in the ASB Office. Cost of the ASB card is \$50 per year. All students who participate in athletics, music, debate or any other student activity funded by the ASB Budget must purchase these cards. ASB card holders receive a reduced price to school dances and athletic events.
2. Athletic Participation: A \$175 fee shall be required each sports season for participation in interscholastic athletics. Fee capped at \$350/student/school year and \$700 / family / school year. This fee helps cover the costs of athletics.
3. Music Fees: Fees may not be charged for use of district-owned uniforms in classes for which credit is given. Students are required to maintain and return uniforms in a clean and pressed condition at their own expense. A fee may be charged to defray transportation costs when ensembles travel to and from performances and competitions. For school owned musical Instruments, an annual one hundred dollar (\$100) non-refundable fee shall be required of all students checking out and using school musical instruments. This fee will be used for general upkeep and maintenance of the instruments due to normal wear and tear.
4. Graduation Fees: No fee may be charged for graduation. Cap and gown are purchased outside of school (Jostens), but no student shall be prevented from graduation participation by reason of failure to make this purchase. Four complimentary tickets are given to each graduate. There is a \$15 charge for each additional ticket.
5. Locker Fees: No fee may be charged for use of lockers.
6. Materials Fees - Fees for take-home projects may be charged in certain classes. These materials shall be sold to students at cost.
7. Parking Permits - A \$50.00 fee per semester for a student parking permit may be purchased by junior and senior students. Assigned parking spaces will be issued with the parking permit. Students must have all fines and materials paid and returned in order to be eligible for parking.
8. Student Activity Fees: Fees may be charged in those areas where student participation is not required and credit is not given.
9. Art Fees - Ceramics \$45 lab fee, Photography \$45 lab fee plus material charges, all other art classes have a \$45 lab fee.
10. Yearbook - Each year MIHS publishes an annual yearbook. The cost is \$65 each. Students wishing to purchase the yearbook should do so on Fees and Photos Day before school or during the fall quarter in the ASB office. Yearbooks are not available for sale at the end of the school year.

FINES

The assessment of fines must be consistent with the following stipulations:

1. Overdue library books, paperback materials: The following fines will be assessed for library materials.

Most books	2 weeks check-out	\$.10/day late fee
Reference Books	Over-night check-out	\$.25/day late fee
Magazines, SIRS	3 days check-out	\$.25/day late fee
Vertical files materials	3 days check-out	\$.25/day late fee

Students may not check out textbooks for the new academic year until textbooks checked out for the previous year(s) are returned or paid for.

2. Late Textbooks - Students will be assessed a fine of \$5.00 for all textbooks turned in after the due date established by the teacher. If a student drops a class, a late fine or assessment cost for the textbook will be assessed after one week.
3. Lost Textbooks/Library Materials: Students will be assessed the replacement cost for all lost textbooks and library materials.

4. Damage to Textbooks/Equipment/Buildings: Actual repair or replacement costs shall be charged for all damage to school textbooks, equipment or buildings.
5. Lost School-Owned Equipment: - The replacement cost of all lost school equipment will be assessed to students including but not limited to: sports uniforms, music uniforms, music instruments.
6. Parking Fines: - Vehicles parked illegally will be subjected to ticketing. A fine of \$25 will be charged for the first violation, \$40 for the second violation, and \$55 for the third violation and the car will be tagged for towing. All parking fines are due at the time of violation.

GRADING

In accordance with District Policy, marks indicating achievement which meet standards for receiving credit will be: A, A-, B+, B, B-, C+, C, C-, D+, D. Using the State 11 point Grade Table, GPA's will be calculated on the following basis:

$$\begin{aligned} A &= 4.0, A^- = 3.7, B^+ = 3.3, B = 3.0, B^- = 2.7 \\ C^+ &= 2.3, C = 2.0, C^- = 1.7, D^+ = 1.3, D = 1.0, F = 0.0 \end{aligned}$$

GRADE POINT AVERAGE

- (1) Each student's "grade point average" shall be the sum of the point values, as defined previously, of all the marks/grades received for all courses attempted divided by the sum of the credits for all courses attempted.
- (2) The grade point value shall be rounded by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.
- (3) Grade point averages shall be calculated to two decimal places and reported for each trimester/semester or other term and for the cumulative credits earned for all courses attempted.
- (4) All marks/grades for all courses taken shall be included in the calculation of grade point averages except for:
 - (a) Non-numerical marks/grades shall be excluded from the calculation of grade point averages; and
 - (b) The lowest mark/grade earned for a class/course taken more than once to improve a mark/grade shall be excluded from the calculation of grade point averages.

This exception shall not apply to recurring courses. Recurring courses are not considered repeated courses taken for the purpose of improving a mark/grade. Recurring courses are those taken by a student to further develop their understanding and skills in the subject (e.g., journalism, advanced art or drama, concert band, etc.), or is taken by the student more than once to satisfy different credit requirements (e.g., advanced drama taken three times to meet an elective requirement, an art requirement, and the occupational education requirement).

INCOMPLETE GRADES

IN - On occasion, where a student has had an extended excused absence during a grading period, the temporary mark, IN, may be used to indicate an incomplete. If the minimum requirements are met within a reasonable amount of time, determined by the teacher, the mark will be changed to a Pass or a letter grade. If these requirements are not met within the allotted time period, the mark shall be changed to an F.

IP - In Progress - Course in progress but not completed by the end of current grading period (restricted use for Crest, Traffic Safety Ed., Work Experience, Vocational Programs/Community colleges, Sales/Marketing Lab). If a teacher in the general classroom converts a student to the SWOW (Schools Without Walls) program, the IP can be used until the contract is completed or broken.

HEALTH, MEDICINE AND MEDICAL EMERGENCIES

The health room is located in the Counseling Center. Sign in and out with School Nurse, or Health Room Aide. No medication is available except as prescribed (see below MEDICATIONS). In general, no more than 1 hour of class time should be spent in the health room. The school nurse is available 2-1/2 days a week, but students can page her for medical concerns/questions anytime. Pager (206) 975-9247).

If a student becomes ill at school, he/she should contact a parent to arrange to go home and sign out in the nurse's office located in the counseling center. If a student cannot make these appropriate arrangements, he/she can stay in the health room until such arrangements can be made. When a student needs to spend time in the health room he/she needs to sign in and out. All accidents and injuries must be reported to the Health Room. The nurse will be contacted, if present, otherwise the parents, guardian and/or the family doctor will be consulted for assistance. Any student taking prescription

medication during school hours must have a signed medication authorization form on file in the health room. See the school nurse for further information.

HEALTH CONCERNS

Health information is confidential. Staff members are notified only if the student health concern may affect their performance in class. To report changes, leave the school nurse a confidential message, (206) 236-3377. If you have a life-threatening medical condition such as severe allergies, severe asthma, diabetes or epilepsy, please notify the school nurse as soon as possible to work out a plan of action.

MEDICATIONS

If you must take any medications at school (includes prescribed or over-the-counter), your parent or guardian and health care provider must first complete a district-approved Medication Authorization Form. This is for your protection. To request that a copy of this form be mailed to you, call (206) 236-3377, and leave your address or print forms: <http://www.misd.k12.wa.us/parentsamilies/snews/MedAuthform.pdf>

INSTRUCTIONAL MATERIALS

Students are responsible for the proper care and return of loaned materials. If a student has not returned a school text, the missing text must be paid for or returned before another text in that department will be issued. When supplemental books or equipment are required for a course, students have the option to purchase the items or to borrow them from the library or from their classroom teacher.

INSURANCE

Any MIHS student may purchase insurance coverage provided by the Schools Insurance Association of Washington. Information on this coverage may be obtained in the Main Office.

LIBRARY-MEDIA CENTER

The library is a quiet place for study, research and reading. The librarian and staff are anxious to help you with your information needs. A copy machine is located in the library (10 cents a copy).

LOCKERS

Lockers will be available at no charge on a limited basis for students who request them. These will be distributed in September. Students should not keep anything of value in their lockers, or give out their locker combinations. The school is not liable for stolen or damaged articles. There is neither right nor any expectation for privacy of lockers. School officials have the right to search and examine the contents within them. Students should report immediately any damaged or malfunctioning locker to the Main Office. Each and every locker in the school building shall be subject to inspection by authorized personnel. No locker shall be left unlocked and unattended at any time. The student shall be responsible for any and all items found in the locker, regardless of whether the student claims or admits to own them.

LOST AND FOUND

Lost and found boxes are in the Attendance Office. If items are not claimed after one month, they are donated to Mercer Island Youth and Family Services.

OPEN PERIODS: AREAS FOR OPEN STUDY

If a student has an open period in his/her schedule the expectation is that the student will be in one of the following areas:

1. Library - open access for quiet study
2. Commons- conversation, study, snacks, refreshments
3. Outside - courtyard/amphitheater
4. Counseling Center - to see counselors
5. Career Center – open access for quiet study
5. With a teacher if the teacher has a free period.

PASS/FAIL OPTION

A student may opt to take one course a semester on a pass/fail basis. This semester grading option is available once each semester. Forms are available in the counseling center. They must be submitted within 10 days following the distribution of 1st quarter report cards for 1st semester and within 10 days following the distribution of 3rd quarter report cards for 2nd semester.

REGISTRATION / COURSE SELECTION

Student registration takes place in the spring for the following school year. Freshmen are expected to take 6 classes or course equivalents; sophomores, juniors, and seniors are expected to take a minimum of 5 classes. The courses that

students register for determine the number of sections needed for each subject. Students receive their schedules in mid August.

Typically, only the following technical problems will be considered a reason for schedule change:

1. Failed a class during the previous semester
2. Improper class placement (out of sequence)
3. Two classes scheduled simultaneously
4. Fewer than recommended classes have been assigned

Students who meet the schedule change criteria are asked to use the following process:

1. Fill out a New Schedule Request form and turn it into the Counseling Secretary.
2. Students may make a single request and must be willing to relinquish their entire schedule as a result.
3. If the request is approved, the student must accept the new schedule
4. Students who request a change in late August will find out if their request was granted when every student receives their new schedule on their first day of school.
5. All schedule changes must be completed by the 5th class day of the first semester and the 3rd day of the 2nd semester. (note: change requests may not be initiated until fines are cleared)

FIVE COURSE MINIMUM

All students are expected to be enrolled in a minimum five (5) courses or credit equivalents during any semester. All athletes/drill team members/cheerleaders must be enrolled in and passing 5 classes or course equivalents to be eligible to participate in activities. Freshmen are required to sign up for six courses.

ADDING/WITHDRAWING FROM CLASSES

Students will be allowed to add a class during the first eight (8) class days of the semester. If a student withdraws from a class within the first four (4) weeks of a semester class, no record will appear on the transcript. If a student withdraws after the fourth week, he/she will receive a "W" posted to their transcript. The "W" withdrawal grade will be a matter of record on the transcript, but will not be computed in the grade point average. If an administrator drops a student from a class for poor attendance, the "W" grade will show on the transcript as a withdrawal grade. To drop a class, students need to complete a form from the counseling office and obtain a parent and teacher signature before his/her schedule may be changed. **No student will be dropped from a class within ten days of the final exam.**

NEW STUDENT REGISTRATION

Registration papers can be downloaded from our web site; <http://www.misd.k12.wa.us/parentsamilies/newfamilies.html> or by picking up a registration packet from the Counseling Center. When the packet has been completed, it can be turned in to the Registrar. An appointment to meet with a counselor will be made after the paperwork has been reviewed.

SIGNS/POSTERS/DISPLAYS

All posters should adhere to appropriate standards of decency and respect. Staples or tape of any type may not be used on plasterboard walls or any painted surface. Please use tack strips. Tacks are available in the main office. Posters should be removed once they are out of date. Community announcements may be placed on the Community Service Bulletin Board with administrative approval.

STOLEN ITEMS

1. Report theft immediately to the Security and Main Offices.
2. Complete a theft report form with the Security Office.
3. Notify Security Office if your locker is damaged.
4. Report theft to police if the item is of significant value.
5. If you suspect or have any vital information concerning an individual(s) relative to the missing item(s), notify an administrator.

TESTING

The Counseling Center provides information on many tests and administers others. The center provides information on:

- SAT I and II - The SAT's will be given on 7 test dates at various test centers.
- ACT - These are given 5 times during the year at various test centers
- PSAT/NMSQT - Mainly for juniors, but sophomores may take it for practice, the PSAT is the test used by the National Merit Scholarship Corporation to award scholarships and provide recognition to those who do well on the test. (Administered at MIHS – sign up in counseling office)

- PLAN - A preliminary ACT, the PLAN is targeted for sophomores and provides information for career and college planning. (Administered at MIHS – sign up in counseling office)
- ADVANCED PLACEMENT TESTS - Given in May, students may take AP tests in a variety of subject areas. Students who score well receive college credit. The number of credits varies by college and by department. (Administered at MIHS – sign up in counseling office)
- ASVAB - The Armed Services Vocational Aptitude Battery is available to grade 10-12 students who are interested in finding out their vocational strengths and weaknesses. Students do not have to plan on military service in order to take the test. (Administered at MIHS – sign up in counseling office)
- Washington Assessment of Student Learning (WASL): 10th grade students take this exam in Reading and Writing (March) and Math and Science (April).

TRANSCRIPTS

Transcripts are a cumulative academic record of all classes taken during grades 9 – 12. Unofficial transcripts and/or academic histories and graduation check sheets are given to each student twice a year. Unofficial transcripts are also mailed home at the end of every school year along with a report card. Senior year, final official transcripts are mailed at the end of June. They are mailed to the college that the graduate has declared during senior clearance. After a student graduates from high school transcripts can be ordered for \$5.00 each from the Registrar. Order forms are available on line or from the high school counseling center.

VISITORS

No visitors are allowed on campus to spend time with MIHS students during regular school hours unless permission is granted by the administration. All school visitors must sign in at main office and wear a visitor pass. Student visitors from other schools are permitted to attend classes with a MIHS student upon completion and submission of a teacher permission / student guest approval form to the main office. Only students from outside the Puget Sound Area or students considering transferring to MIHS are permitted to visit during school hours.

WEBSITE

This handbook can be found online at: <http://www.misd.k12.wa.us/schools/hs/>

Up-to-date schedules, bulletins, and school details can be also found on the website.

ACADEMIC INTEGRITY CODE

*Est. May 2005
Rev. 2009*

Mercer Island High School is committed to providing an atmosphere which values truth, integrity, personal accountability, and respect for the rights of others. To this end, academic dishonesty is strictly prohibited. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.

To help students achieve their maximum academic potential, the Mercer Island High School community will promote an environment which fosters integrity and honorable conduct. Administrators, faculty, students and parents share the responsibility for maintaining an atmosphere in which personal accountability is valued. The constant theme must be that honest evaluation of student progress demands honest work by each learner and students must be fully responsible and accountable.

Procedures:

- During the first week of classes, teachers will clearly define honest and dishonest academic work in all of their classes by discussing expectations and the importance of honest effort.
- Teachers will inform students of procedures and practices relating to examinations, homework and class work.
- Teachers will advocate the importance of honesty by employing teaching and testing strategies that reduce the opportunities for dishonest behavior.

Definition of Academic Dishonesty Definition:

- Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.

Student Expectations for Academic Honesty:

- Students must conduct themselves according to the highest standards of personal integrity.
- Students will not use dishonest methods to fulfill academic expectations and responsibilities.
- Whenever students have a question about this code, they should ask their teachers.
- Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher.

Examples of academic dishonesty include, but are not be limited to, the following:

- communicating with another student during an examination or quiz;
- copying material during an examination or quiz;
- allowing a student to copy from one's examination or quiz;
- using unauthorized notes or devices;
- submitting falsified information for grading purposes;
- obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher;
- submitting a paper or project which is not the student's work;
- copying another person's assignments;
- allowing another student to copy one's assignment;
- removing examinations or parts of examinations without the knowledge and consent of the teacher;
- impersonating a student to assist the student academically;
- having another student impersonate the student to assist academically;
- stealing or accepting stolen copies of tests or answer sheets keys;
- changing answers and seeking credit on an assignment or examination after the work has been graded and returned;
- altering a teacher's grade book;
- falsifying information on applications (e.g., college scholarships);

- using computers, programmable calculators, or other electronic devices in violation of guidelines established by the teacher;
- using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher;
- unlawfully copying computer software or data created by others;
- misusing school computer systems which are used for student, staff or administrative purposes; and
- any other violation intended to obtain credit for work which is not one's own.

Plagiarism Definition

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork and all other types of work, which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but is not be limited to, the following:

- failing to cite with quotation marks the written words or symbols of another author;
- failing to footnote the author and sources of materials used in a composition;
- failing to cite research materials in a bibliography;
- failing to name a person quoted in an oral report;
- failing to cite an author whose works are paraphrased or summarized; a
- presenting another person's creative work or ideas as one's own in homework, writing assignments, music, art, computer programs or other projects; and
- copying or paraphrasing ideas from literary criticism or study aids without documentation.

Consequences for Academic Dishonesty and/or Plagiarism

The following consequences for academic dishonesty, and/or plagiarism, will be applied and implemented by all teachers.

1. The teacher shall report any incident of academic dishonesty to the student's Associate Principal.
2. The teacher shall assign the student no credit for the academic work or examination involved or the equivalent of a zero grade on an activity which is not an assignment, examination or a quiz.
3. The teacher is not required provide the student with an opportunity to re-submit the assignment or allow for a make up of any kind.

Upon notification by teachers, school administrators may impose, but not be limited to imposing, the following consequences for a first offense:

1. Notification of parents of the code infraction.
2. In-school suspension not to exceed three days.

Additional or more serious violations of the Academic Integrity Code shall be dealt with more severely. Consequences for any offense beyond the first offense, or a more serious first offense will include, but not be limited to, the following:

1. Meeting with the parent(s)
2. Out-of-school suspension not to exceed three days.
3. Notification of the student's college counselor and any faculty members writing a college/university letter of recommendation;
4. No public recognition of the student in any senior awards function;
5. Removal from the National Honor Society (if applicable);

Consequences for any offense beyond the first offense or a more serious nature may also include removal from the class without credit in which the additional offense occurred. College or universities to which the student has applied or been accepted to may also be informed of the offense.

ATHLETICS AND ACTIVITIES CONDUCT CODE

*Est. June 2006
Revised August 2009*

I) PREAMBLE

In order to accomplish the vision, values and purpose of Mercer Island High School, it is necessary to communicate and enforce appropriate standards for all participants in student activities. Participation in school activities is a privilege not a right and if the community is to truly identify with its schools through athletics and activities, it is important that participants conduct themselves in a manner that the school and community can be proud of. This code applies to all WIAA sanctioned or approved club sports; cheer and drill squads; all music ensembles and all elected positions. Students participating in these activities (and their parent/guardians) must sign the acknowledgement included in this code.

The key to successfully applying the code is information. Without credible information, determining appropriate disciplinary action becomes challenging. Therefore, after gathering reliable information and investigating allegations, sanctions are imposed in every incident where it has been determined that a violation of the code has occurred. As with any student discipline case, the privacy of the student and their family is protected and the disciplinary action is not a public matter.

All students who participate in an athletic and/or activities program at Mercer Island High School must comply with school district policies and the MIHS Code of Student Conduct. Student participants are accountable to their coaches, advisors and school administrators for their behavior at all times, in other words "24/7". Students who participate in the MIHS athletic or activities program are subject to the Athletic and Activities Conduct Code from their first participation in high school until they graduate or leave the school (including all school breaks).

Any student participant who engages in behavior that which interferes with, and/or is detrimental or perceived to be detrimental to the school's educational, athletic or activities programs will be subject to discipline, probation, suspension or expulsion from the activity and may also be subject to additional disciplinary action not related to the activity. Such acts shall include, but not be limited to those listed below. Engagement in any of the acts below by any student participant, on or off school premises, during instructional and non-instructional time, will constitute sufficient cause for discipline, probation, suspension or expulsion from school activities and may result in additional disciplinary action beyond the activity.

- ✓ disruptive conduct;
- ✓ disobedience of reasonable instructions of school authorities;
- ✓ unauthorized absence from a practice, game, rehearsal, meeting etc. as defined by each coach or advisor;
- ✓ Academic dishonesty
- ✓ vulgarity or profanity;
- ✓ destruction or defacing of school property;
- ✓ intimidation;
- ✓ hazing or harassment (including racial/gender/sexual orientation and cyber bullying) of another student or employee;
- ✓ assault of another student or employee;
- ✓ possession or use of any dangerous weapons or objects;
- ✓ use, distribution, sale or possession of tobacco, alcoholic beverages, drugs and/or related paraphernalia including being present where substances are available or being used.
- ✓ the charge or conviction of any criminal act as defined by law.

If a student is suspended from school, the student is also suspended from athletics and activities for the duration of the suspension.

II) DISCIPLINARY ACTION (SUSPENSION AND EXPULSION)

- Prior to imposing any disciplinary action, a conference will be conducted with the student participant as follows:
 - The Athletic Director (athletics) or Associate Principal (activities) will present to the student participant a verbal and/or written notice of alleged misconduct and violation(s) of the code and any evidence of the allegation(s).
 - The student participant and his or her parents will be provided the opportunity to present an explanation.
- Following the conference with the student participant, the Athletic Director or Associate Principal may impose corrective actions, suspension, expulsion or other sanctions.
 - If the Athletic Director imposes athletic suspension or expulsion, the student participant will be verbally notified of the action taken. Written notice will be sent by mail to the parent/guardian containing the following information:
 - The action taken (suspension, expulsion, etc.).
 - The reason for such disciplinary action.
 - The right to an informal conference.
- A copy of the suspension or expulsion notice will be sent to the Principal.

III) DISCIPLINARY ACTION FOR THE POSSESSION, USE AND/OR SALE OF ALCOHOL, TOBACCO AND/OR ILLEGAL DRUGS:

FIRST VIOLATION: Whether in season or out of season, students will generally be suspended for a period of time between 15 days and the duration of the current athletic season (for drill and cheer, the season is defined as the school year). For possession, use or sale of alcohol, tobacco and /or illegal drugs, students must also complete an evaluation with the MIHS Drug and Alcohol Counselor or other qualified individual acceptable to the school.

In situations where there is an absence of physical possession or use, yet there is knowledge that substances are available or being used, student participants have a responsibility to remove themselves from the situation.

If students self-refer to their advisor or coach or an administrator, the incident is considered an educational opportunity rather than a disciplinary matter. A self-referral is considered a first offense and students will be required to meet with the MIHS Drug and Alcohol Counselor or other qualified individual acceptable to the school. Students who self refer will not be suspended from their activity. Students may not be entitled to the self-referral process if the police are investigating the matter.

If the violation occurred out of season, any suspension will be served beginning with the first practice days (defined as beginning with the first day that final team rosters are set) during the next completed sports season in which the student participant participates; also, the student participant will miss the first interscholastic contest to follow this suspension if no interscholastic contest should fall within the suspension period.

SECOND VIOLATION: Whether in season or out of season, a second violation will result in expulsion from all student activities for one calendar year and the student must complete a dependency assessment with the MIHS Drug and Alcohol counselor or other qualified individual acceptable to the school. Once this occurs, the expulsion may be reduced to a suspension.

THIRD VIOLATION: Whether in season or out of season, a third violation will result in expulsion from all student activities for the remainder of their high school career.

IV) DISCIPLINARY ACTION FOR THE POSSESSION, USE AND/OR SALE OF LEGEND DRUGS INCLUDING ANABOLIC STEROIDS:

Any possession, sale, and/or use of legend drugs (**RCW 69.41.010 identified substances**) including anabolic steroids are considered a violation of this code and students will be subject to the student to the following disciplinary action:

FIRST VIOLATION: The student participant will be immediately ineligible for interscholastic competition in the current interscholastic sport program for the remainder of the season. Ineligibility will continue until the next sports season in which the student participant wishes to turn out. In order to be eligible to participate in the next interscholastic sports season, the student participant will meet with the Athletic Director to request approval to participate.

SECOND VIOLATION: A student who violates for a second time will be ineligible and prohibited from participating in the activity for a period of one calendar year from the date of the second violation.

THIRD VIOLATION: A student participant who violates for a third time is prohibited from any future involvement in student activities.

V) REINSTATEMENT PROCESS:

Students will be permitted to return to their activities following a suspension after a reinstatement meeting with the Athletic Director.

If the code violation was related to drug, alcohol or tobacco use there must be confirmation from the MIHS Drug and Alcohol Counselor or other qualified individual acceptable to the school that the student has met with them and that any recommendations from counselor have been followed through on.

VI) APPEAL PROCESS

• **Informal Conference**

Any student participant, parent or guardian who is aggrieved by any suspension or expulsion under this code has the right to an informal conference with the Athletic Director (athletics) or Associate Principal (activities). Any request for an informal conference will be made within five school days of receipt of the written notice of the disciplinary action.

• **Formal Conference**

Any student participant, parent/guardian who may be aggrieved following the informal conference may appeal to the Principal.

- The Principal will notify the student participant and the student participant's parent/guardian in writing of their decision within five school days following the meeting.
- The discipline, probation, suspension or expulsion will continue notwithstanding the implementation of the appeal process.

MERCER ISLAND HIGH SCHOOL STUDENT ATTENDANCE POLICY

Est. 2005

Rev. August 2009

PREAMBLE

It is the position of Mercer Island High School that any absence from a scheduled class is detrimental to a student's optimum progress in that subject; and that excessive absences not only impact course progress, but also the student's development of appropriate attitudes and responsibilities. This policy is based on RCW 28A.225 - Compulsory School Attendance. The expectation is that Mercer Island High School students will attend all of their regularly scheduled classes. It is understood that there may be occasions when student will be absent.

DEFINITIONS AND RESPONSIBILITIES

Unexcused Absences and Excused Absences:

To implement the school's expectations regarding attendance, two categories of student absences have been established: **excused** and **unexcused**. An **excused absence** occurs when a student misses a class period and provides a note explaining the absence or a completed *Attendance Slip* within two days of the absence. Any absence not excused by a parent in writing, within two days of the absence is considered to be an **unexcused absence**. *Attendance Slips* are available from the attendance office and can be downloaded from the school website.

Truancies:

RCW 28A.225.30 defines **truancy** as a student failing to attend the majority of periods on any school day.

Tardies:

If a student is late 11 minutes or more to class, it will be recorded as an absence. If the student is late up to 10 minutes it will be recorded as a tardy. For every 3 times a student is tardy to a class it will be recorded as an unexcused absence.

Leaving Class:

If a student leaves class without teacher permission or doesn't return following a break, they may be marked absent for that period.

Pre-arranged Absences:

Pre-arranged Absence Forms (WAMMOS), available from the attendance office, must be filled out and taken to teachers for signatures when a student knows of an absence in advance of the absence. These forms can also be downloaded from the school website and must be filled out (signed by a parent or guardian) and turned into the attendance office prior to the absence. Common examples of pre-arranged absences include: all extra-curricular activities, field trips, vacations, college visitations, religious holidays etc.

Student/Family Responsibilities when Absent:

Following an absence, students must present a note (signed by a parent or guardian) or a completed *Attendance Slip* (signed by a parent or guardian) explaining the absence to the attendance office within two (2) school days of the absence whether all his/her classes meet or not. If written notification is not provided within two days, the absence is considered as *unexcused*.

A written explanation of the absence is not necessary in the instance of a completed and *Pre-arranged Absence Form* (WAMMO). Attendance Slips and Pre-arranged Absence Forms can be downloaded from the school website. Families are expected to inform teachers well in advance of any extended absence that is not due to illness, family emergency or injury to ensure appropriate planning.

PROCEDURES

Teachers will monitor and record student attendance in each of their classes on a daily basis. When a teacher determines that a student's absences are affecting his or her performance in a course, the teacher will communicate with the student and parent/guardians to review the attendance issues. If these efforts are not successful, teachers may refer the student to the appropriate associate principal by completing a *Discipline Form*. The associate principal will then work with the student and his/her family to resolve the attendance issues and may impose disciplinary action. Administrators have complete access to the

attendance records for all courses; therefore, it is not necessary for teachers to include the student's attendance record.

RCW 28A.225.030 requires school districts to file a petition and supporting affidavit for a civil action with King County Juvenile Court alleging a violation of RCW 28A.225.010 no later than the seventh (7th) truancy within any month or upon the tenth (10th) truancy during the current school year. For the purpose of a filing, truancy is defined as a student failing to attend the majority of periods on any school day. RCW 28A.225.030(2) also requires the District after five (5) truanancies in a month to either enter an agreement with the student and parents establishing attendance requirements or to file a court action. The attendance secretary will inform administrators monthly of any students who require an agreement to avoid a court filing.

Parents are informed via computerized telephone message whenever a student has missed a class. If a student accumulates seven (7) total class absences in a semester (excused or unexcused), a letter will be mailed home informing the family that if the student accumulates ten (10) class absences in a semester, they will lose credit for that course(s).

If a student accumulates four (4) absences from BRIDGES, the student will serve a two-hour detention on a Saturday morning or they may arrange their own community service activity as long as it meets the approval of their associate principal. Each successive absence from BRIDGES will result in an additional two-hour Saturday morning detention.

LOSS OF CREDIT

If students accumulate ten (10) absences in a course the student will be informed that they will lose credit for that particular course. The student has the right to appeal by completing a *Loss of Credit Appeal Form*, available from the counseling center and the attendance office. The parent/guardian will also receive a letter from the student's Associate principal advising them of the loss of credit and explaining the appeal process. If any of the absences were caused by extenuating circumstances, an extended health condition, or religious observance, the student and/or parent/guardian should contact their assigned Associate Principal immediately.

The completed *Loss of Credit Appeal Form* is presented to the assigned Associate Principal. The Associate Principal will review the appeal and the student's attendance record and pursue one of the following three options:

- deny the appeal;
- develop an attendance agreement with the student, or;
- refer the appeal to the Building Guidance Team. The team meets weekly and will hear the appeal. Students and parents may attend the hearing and may request others to attend.

When Associate Principals refer appeals to the Building Guidance Team, the team will review the appeal and decide to either:

- uphold the decision to deny credit for the course, or;
- refer the matter back to the Associate Principal to develop an attendance agreement with the student.

The agreement is recorded on the *Loss of Credit Appeal Form* and copies are distributed to the student/family, counselor, and teacher. Students/families may request in writing to the Principal a review of a denied appeal.

If credit is denied and it is beyond the deadline for withdrawing from a course (the fourth week of the semester), an “NC” grade will be assigned if the student chooses to continue attending the class, is productive and would have earned a passing grade. If not, the student will receive an “F”. A “NC” grade is not calculated into the GPA, however, an “F” is calculated as “0” points. A student may be removed from the class if they display disruptive behavior and if a student is removed, he or she will receive an “F”.

MAKE UP WORK:

Teachers should provide a reasonable opportunity to allow students to make up missed work and learn lesson objectives for **excused** absences. Students should not be penalized for missed work during **excused** absences. District Administrative Policy requires that teachers provide at least two (2) days for every one (1) day missed to make up the assignments and meet learning objectives. However, any absence resulting in a missed learning experience may have a negative effect on achievement. This is particularly true in the case of extended absences, such as family trips during the instructional year.

Students are responsible for making up the work missed during absences. It should not be expected that teachers will “re-teach” material covered during a student’s absence. In the case of **unexcused** absences, students are entirely responsible for the material missed while absent. Credit for missed assignments may not be granted if the absence is **unexcused**.

CONSEQUENCES FOR CLASS ABSENCES

Class Absences	Office Action	Teacher Action	Administrative Action
1 to 6 class absences	Computerized phone call	Communicate with student and parents if a negative impact on student performance results	Work with those students referred by teachers
7 class absences	Letter sent to inform parents/guardians of loss of course credit if ten (10) absences are accumulated	Communicate with student and parents if a negative impact on student performance results.	Work with those students referred by teachers
10 class absences	Letter sent informing parents/guardians of loss of course credit and an explanation of the appeal process.	Communicate with student and parents if a negative impact on student performance results.	Receive appeals

CONSEQUENCES FOR TRUANCY

Truancies	Office Action	Teacher Action	Administrative Action
5 truancies in a month using the “court filing” definition	On monthly basis, identify those students who reach the five (5) truancy threshold.	Communicate with student and parents if a negative impact on student performance results	Conference with parent and student to develop an agreement to meet attendance requirements or file a court petition.

7 truancies in a month using the “court filing” definition	Letter sent advising parents/guardians of the filing of a petition with King County Juvenile Court	Communicate with student and parents if a negative impact on student performance results.	Petition and affidavit filed with King County Juvenile Court
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**STUDENT RIGHTS, RESPONSIBILITIES AND DUE PROCESS
IN THE MERCER ISLAND SCHOOL DISTRICT**

PREAMBLE

The Mercer Island School District intends that all students, teachers, administrators, and parents have access to and understanding of the state laws and regulations governing student rights, responsibilities and due process. This section presents these laws and regulations, along with a summation of district policy.

INTRODUCTION

All students enjoy the rights granted by the United States and Washington State Constitutions, including the First and Fourteenth Amendments of the United States Constitution.

It is the responsibility of all students enjoying the benefits of school citizenship to follow the established rules and procedures governing their school. The community is entitled to expect good citizenship from its students. It is, therefore, the district’s purpose to encourage students to learn how to properly exercise their rights and to encourage students to meet their responsibilities by living up to the reasonable restrictions and appropriate standards of behavior described herein.

STUDENT CONDUCT

All students who attend the schools and ride the buses of the District will comply with the district’s rules and regulations and will submit to the reasonable discipline of school authorities.

STUDENT RESPONSIBILITIES

Students have the responsibility to:

- pursue their course of studies;
- attend school daily and be on time to all classes;
- be aware of all school rules governing student behavior and conduct themselves accordingly;
- express their opinions and ideas in a respectful manner, so as not to libel or slander others;
- dress in a manner that is not disruptive to the educational process or threatening to the health and safety of themselves or others;
- conduct themselves in a manner which will not disrupt their education or disrupt or deprive others of their education;
- respect the rights of others and to exercise the highest degree of self-discipline in observing and adhering to established rules and regulations;
- follow established procedures in seeking changes in those policies, rules or regulations which affect them and with which they disagree;
- identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school-sponsored events or on school buses;
- comply with requests of school employees in the performance of their duties.

STUDENT RIGHTS

Students have the right to:

- expect the maintenance of high educational standards in a safe and sanitary building;

- a relevant education consistent with the stated district goals;
- equal educational opportunity and freedom from discrimination in all phases of the educational process;
- see their own cumulative academic folder within a reasonable amount of time upon request during a school day;
- expect fair and just treatment from school authorities and freedom from maltreatment and physical abuse; ·
- be free from unlawful interference in their pursuit of an education while under the supervision of the Mercer Island School District;
- be secure in their persons, papers and effects against unreasonable searches and seizures;
- expression and assembly consistent with the maintenance of an orderly and efficient educational process;
- advise in the development of rules and regulations to which they are subject and to be instructed on rules and regulations as they relate to their rights and responsibilities;
- use established channels to voice their opinions in the development of curriculum;
- representation on advisory committees affecting students and student rights;
- present petitions, complaints or grievances to school authorities and the right to prompt replies;
- consult with teachers, counselors and administrators, and other school personnel at reasonable times;
- be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization;
- seek and hold office in student government by free election of their peers;
- know the requirements of each course of study and the basis on which the grade will be determined;

STUDENT BEHAVIOR

Any student who willfully performs any act that materially interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity or any other aspect of the educational process shall be subject to discipline, suspension or expulsion. The following acts or attempts of such acts by a student shall constitute sufficient cause for discipline, suspension or expulsion, whether on the school grounds immediately before, during and immediately after school hours; near the school grounds immediately before, during and immediately after school hours; at any time when a school is being used by any school group; off the school grounds at a school activity, function or event; or anywhere and anytime a student's conduct has a real and substantial relationship to the lawful maintenance and operation of the district:

Abusive behavior, lewd conduct, harassment and sexual, race, or disability harassment; the use or possession of alcoholic beverages, narcotics and stimulant drugs; arson; assault, extortion, causing physical injury or damage to school property; the commission of any criminal acts; possession or use of any dangerous weapon or object, or object that resembles a dangerous weapon or object; destruction or theft of property; disruptive conduct; failure to pursue studies; false alarms; forgery, lying and misuse of documents; loitering and trespassing; negligent driving; use or possession of tobacco; truancy; repeated misconduct; general rule violations; unauthorized entry of school property; inappropriate computer/network behavior; and gang activity.

This is not an exhaustive list of acts that will result in punishment, but provides only examples of the types of behavior that violate school district policy or state and/or federal law.

DUE PROCESS

No student shall be deprived of the right to an equal educational opportunity without due process. Essentially, due process means fair treatment. Procedures have been established to guarantee that punishment that denies access to educational opportunity is administered in accordance with these

principles. The procedures are designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts.

DEFINITIONS

- **Discipline:** All forms of corrective punishment other than suspension or expulsion. It shall include, but not be limited to, the removal of a student from a class by a teacher or administrator for not longer than the balance of the immediate class.
- **Emergency Removal:** Immediate removal of a student from a class or activity when a teacher or administrator has good and sufficient reason to believe that the student poses either an immediate or continuing danger to himself, other students or school personnel, or poses a threat of substantial disruption of the educational process.
- **Emergency Expulsion:** The immediate denial of the right of school attendance because the student is either an immediate and continuing danger to himself, other students or school personnel, or poses a threat of substantial disruption of the educational process.
- **Suspension:** The denial of a right of attendance (other than for merely the balance of the immediate class period) for any single class or for any full schedule of classes, for a stated period of time.
- **Short-Term Suspension:** A suspension for any portion of a calendar day up to and not exceeding ten consecutive school days.
- **Long-Term Suspension:** A suspension which exceeds a “short-term” suspension.
- **Expulsion:** The denial of the right of attendance for any single class or for any full schedule of classes, for an indefinite period of time.
- **School Business Day:** Any calendar day, exclusive of Saturdays, Sundays and federal and school holidays, upon which the office of the Superintendent is open to the public for the conduct of business.

CORRECTIVE ACTION—DISCIPLINE AND SHORT-TERM SUSPENSION

All certificated teachers, school administrators, school bus drivers, and any other school employees designated by the Superintendent shall have the authority to discipline any student for any disruptive or disorderly conduct while under his/her supervision on or off the campus.

No form of “Discipline,” as defined above, shall be administered in such a way as to prevent a student from completing his/her class or graduation requirements or affect his/her grade or credit in a course. A student’s absences may adversely affect a student’s grade or credit in a particular subject or course if the student’s attendance and/or participation is related to the instructional objective of the course and the student’s attendance and/or participation has been identified by the teacher as a basis for grading, in whole or in part, in the particular subject or course.

- **Detention** may be given after regular student dismissal time, but will not extend beyond activity bus departure time, unless prior arrangements have been made with the student’s parents or guardians.
- **Emergency Removal** shall continue only until the danger or threat ceases or the principal imposes discipline, suspension or expulsion, or imposes an emergency expulsion. The principal shall meet with the student as soon as reasonably possible following the student’s removal in order to initiate corrective action and not later than the commencement of the next school day.
- **Corporal Punishment**, consisting of spanking a child, striking a child or other physical or bodily punishment, whether administered by either teachers or administrators, is not allowed in the Mercer Island School District. However, this shall not prevent the use of reasonable and moderate force to restrain or correct a student’s behavior which is necessary to maintain order or to prevent a student from harming himself/herself, other students, and school staff or property and does not have the appearance or effect of a punishment or discipline. At no time shall any form of physical or bodily force be inflicted upon the head of the student.

- **Short-Term Suspension:** No student in grades kindergarten through four shall be subject to short-term suspensions for more than a total of ten (10) school days in any semester, and no loss of his or her grades or credit shall occur because of the suspension. No student in grades 5 and above shall receive short-term suspensions for more than a total of fifteen (15) school days in a single semester. As a general rule, no student may be subject to a short-term suspension unless another form of corrective action or punishment reasonably calculated to modify his or her conduct has previously been imposed as a consequence of misconduct of a similar nature, or the conduct is so exceptional as to justify an immediate resort to long-term suspension. Any student so suspended may make up assignments and tests if they have a substantial effect upon his/her grades or if failure to make up the work would cause him/her to fail the course.

Prior to a short-term suspension, a conference with the student shall be held in which an oral or written notice of the student's alleged misconduct and violations, the evidence in support of the charges, and the corrective action to be taken shall be provided. The student shall then be given the opportunity to present his/her explanation. If the suspension exceeds one (1) calendar day, the parent shall be notified of the reasons and of the right to an informal conference to discuss the length of the suspension and shall be notified that the suspension may possibly be reduced as a result of such informal conference.

Grievance Procedures for Discipline and Short-Term Suspension: Any student or parent or guardian of a student who is aggrieved by a discipline or short-term suspension imposed on the student, has the right to an informal conference with the principal or designee for the purpose of resolving the grievance. If, after the conference, the grievance is not resolved, the student, parent or guardian may, upon two (2) school business days' prior notice, present a written and/or oral grievance to the Superintendent or designee. If the grievance is still unresolved, the student, parent or guardian may, upon two (2) school business days' prior notice, present a written and/or oral grievance to the district Board of Directors at its next regularly scheduled meeting. Meetings will be closed unless requested by the aggrieved party. Notification of the decision shall be delivered, in writing, within ten (10) school business days following the meeting. The disciplinary action or short-term suspension shall continue throughout the grievance procedure unless the principal or designee decides to postpone such action. At each level of the appeal process, the student and parent or guardian will be notified of their right to appeal to a higher authority and of the time limits within which appeal must be made.

CORRECTIVE ACTION—LONG-TERM SUSPENSION AND EXPULSION

- **Long-Term Suspension:** No student in grade kindergarten through four shall be subject to a long-term suspension during any single semester and no loss of his or her grades or credits shall occur because of the suspension. No student in grades five and above shall receive a single long-term suspension that causes him/her to lose academic grades or credit in excess of one semester during that school year. As a general rule, no student may be subject to a long-term suspension unless another form of corrective action or punishment has previously been imposed as a consequence of misconduct of a similar nature, or the conduct is so exceptional as to justify an immediate resort to long-term suspension. No long-term suspension shall be imposed until three days following the delivery by certified mail or in person to the student and to the parent or guardian a written notice of the long-term suspension. If a request for hearing is not received within three (3) days after receipt of the notice, the right to a hearing shall have been considered waived and the suspension may be imposed.
- **Expulsion:** No student shall be expelled unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed, or if there is good reason to believe that other methods would fail if employed. The Superintendent shall be notified of the expulsion in

writing within 24 hours of its imposition. No expulsion shall be imposed until (3) three days following the delivery by certified mail or in person to the student and to the parent or guardian a written notice of the expulsion. If a request for hearing is not received within three (3) days after receipt of the notice, the right to a hearing shall have been considered waived and the expulsion may be imposed.

- Emergency Expulsion:** Emergency expulsion sanction may be imposed if the Superintendent or designee has good and sufficient reason to believe that the student poses an immediate and continuing danger to himself, other students, or school personnel, or an immediate and continuing threat of substantial disruption to the educational process. The expulsion shall continue until the student is reinstated by the expelling authority or until a hearing is held and a final determination reached. The student and parent or guardian will be notified of the emergency expulsion and the opportunity for a hearing by certified letter deposited in the United States mail, within twenty-four (24) hours of the expulsion. If a request for hearing is not received within ten (10) school business days from receipt of the notice, the right to hearing shall have been considered waived and the emergency expulsion may be continued as deemed necessary by the school district.

Hearing Procedures for Long-Term Suspension and Expulsion: Long-term suspension or expulsion hearings will begin within three (3) school business days after the school authority receives such a request and will be conducted by an officer appointed by the Superintendent. All evidence that the parties intend to introduce at the hearing may be inspected by the student, parents, and the school authorities prior to the hearing. The student shall have the following rights at the hearing:

- The opportunity to be represented by counsel;
- The opportunity to express his or her explanation;
- The opportunity to present evidence and witnesses;
- The opportunity to question and confront witnesses, unless a school district witness does not appear and the nonappearance of the witness is excused by the hearing officer based upon evidence of good reason for doing so submitted by the school district. This includes that the district made a reasonable effort to produce the witness and is unable to do so or that it is not advisable for the student witness to appear due to fear of retaliation.

Appeal Procedures to Board of Directors: If a hearing is properly appealed, the matter will be reviewed by the Board of Directors within ten (10) school days from receipt of the appeal. The Board shall render a decision within ten (10) school days or schedule a second meeting to hear further arguments or hear the case anew. An appeal of the Board of Director's decision may be made to the courts.

RE-ADMISSION

Any student who has been suspended or expelled may apply for readmission at any time by written application to the principal of the school from which the student has been suspended or expelled. The application may include the reasons for readmission, any corrective actions that have been taken, and a statement ensuring that the conduct that resulted in the suspension or expulsion will not reoccur. The principal will reply within five (5) school business days of the receipt of the application.

DISTRICT POLICIES AND PROCEDURES

Copies of official district policies and procedures are available upon request.

LEGAL REFERENCES

These statements summarize Chapter 392-400 of the Washington Administrative Code (WAC) and the District's own policies on student discipline.

STUDENT CODE OF CONDUCT

Est. June 2006

CODE OF RESPECT (Est. Spring 2005 by MIHS Student Leaders)

We, the students of Mercer Island High School, in order to improve the atmosphere of respect, shall strive to abide by this code of conduct.

In order to foster respect within the student body, we the students pledge to adhere to the highest standards of etiquette by strengthening cross-grade relationships through the elimination of discrimination based on age, race, gender, sexual preference or ability.

In order to maintain the cleanliness and integrity of the MIHS campus, we the students commit to preventing vandalism and the denigration of school property. Furthermore, we shall maintain the beauty of our school by not littering and cleaning up after ourselves.

In order to uphold the value of respect for our administrators, teachers, and substitutes, we the students agree to be punctual and to exhibit appropriate behavior toward school faculty and staff. Moreover, we the members of the student body acknowledge that faculty and staff members act in our best interests.

In order to uphold the ideals of good sportsmanship, we the students of Mercer Island High School promise to show respect for all participants, referees, and fans. In addition, we pledge to both support our school and all of its activities, and to nurture healthy competition between schools.

GENERAL BEHAVIORAL EXPECTATIONS

The code of conduct applies to all students while under the supervision of the school. Students who conduct themselves away from school in a manner that potentially creates a negative effect on the learning environment may be subject to discipline. Mercer Island High School students have the right to learn and grow in an environment that is free from discrimination on the basis of race, gender, ethnicity, sexual orientation or gender identity. Mercer Island High School will not tolerate any acts of bullying (including cyber bullying), harassment or hazing. The following guidelines summarize our general expectations for student behavior. For more information see the Discipline Policy.

Academic Growth

- ❖ Attend school regularly; account for all absences (See Attendance Policy)
- ❖ Arrive to class on time with all the necessary materials
- ❖ Put forth your best effort and strive to be your personal best every day

Critical Thinking, Creativity and Lifelong Learning

- ❖ Be inspired to think, exercise creativity and pursue personal interests

Citizenship and Social Responsibilities

- ❖ Adhere to individual classroom rules and all school, district, and community rules and expectations
- ❖ Demonstrate personal responsibility in maintaining a clean school environment.
- ❖ Build and sustain healthy relationships within the school and with the community
- ❖ Drive with due care and attention; park in designated areas
- ❖ Report any hazing, bullying, violence or anything that may threaten a student or staff member's safety

Personal Integrity

- ❖ Dress in a fashion that is appropriate to school (See Dress Code)
- ❖ Represent Mercer Island High School in a positive manner at all times

Mutual Respect and Tolerance

- ❖ Treat others with respect both at school and in the community
- ❖ Behave in a manner that respects the learning environment and use polite language
- ❖ Respect the rights and property of others

Health and Well Being

- ❖ Behave in a manner that ensures the health, safety, and well-being of yourself and others
- ❖ Build and sustain healthy relationships within the school and with the community

- ❖ Do not use, possess or sell drugs or alcohol during school hours or at school sponsored activities.

SPECIFIC BEHAVIORAL EXPECTATIONS

Acts of Violence

According to both State Law and District Administrative Policy (S-05 and S-04), acts of violence will not be tolerated. Students who possess or use weapons, threaten or exhibit violent behavior that are potentially life threatening on or off campus, will be immediately reported to the police and suspended or expelled from school.

Use, Possession and/or Sale of Drug and/or Alcohol

According to both State Law and District Administrative Policy (S-03), the use, possession and/or sale of drugs or alcohol during school activities will not be tolerated. Any student who is found to commit such a crime will be immediately reported to police and suspended or expelled from school.

Harassment, Hazing and/or Bullying (including cyber bullying)

According to both State Law and District Administrative Policy (S-08), acts of harassment, hazing and/or bullying will not be tolerated. Any student who commits any of these acts could face suspension, expulsion or police intervention.

STUDENT DISCIPLINE POLICY

Est. June 2006

The purpose of Mercer Island High School is to provide an exceptional learning community that encourages each student to achieve his or her individual potential. The vision of Mercer Island High School is a respectful, healthy, and supportive learning community that successfully prepares students for their future. In order to achieve this vision with purpose we must help students develop a sense of social responsibility and social conscience. One means to this end is through clear and consistent expectations and policies that enforce them.

Discipline at Mercer Island High School is based on the concept that students should learn and demonstrate successful public behavior in accordance with the MIHS *Code of Conduct*, expectations described in the Student Handbook and individual teacher's classroom expectations. Students are responsible for exhibiting appropriate behavior consistent with Mercer Island School District policies governing student performance and conduct, and the guidelines set forth in the Washington Administrative Code. Our disciplinary process focuses on justice and aims toward student reconciliation and learning to prevent future behavioral problems.

Students are responsible for meeting the expectations outlined in our *Student Code of Conduct*, Student Attendance Policy, expectations outlined in the Student Handbook and Teacher's classroom expectations. Therefore, our staff has the responsibility for ensuring that students are made aware of these expectations and assign appropriate consequences when expectations are not met.

Progressive Steps of Disciplinary Action

LEVEL OF INTERVENTION	Consequences	PEOPLE RESPONSIBLE FOR ACTION
<p style="text-align: center;">LOW</p> <p>Initial student misbehavior. Low level disruptions, breaches of the <i>Code of Conduct</i>, Student Handbook expectations or teacher expectations.</p> <p>Example Behaviors: Tardies, minor class disruptions / use of profanity, inappropriate dress</p>	<p>Step One: A staff member will outline expected appropriate behaviors and solutions. The staff member clarifies their expectations as they relate to the <i>Student Code of Conduct</i> and sets reasonable timelines for reconciliation to occur.</p>	<p>Staff members who observe the misbehavior and offending student(s).</p>
<p style="text-align: center;">MEDIUM</p> <p>Continued low level student misbehavior or instances of moderate level disruptions, breaches of the <i>Code of Conduct</i>, Student Handbook expectations or teacher expectations.</p> <p>Example Behaviors: leaving class early, Note Forgery, Off-campus Freshman, playing a non-school related game on a computer</p>	<p>Step Two: The staff member speaks with the student, designs and administers an intervention and documents the incident via a referral form and contacts the parent to inform them and request their support. An intervention plan to change the behavior is enacted. Student may serve an after-school or lunch detention, be asked to reflect on the incident or apologize in writing.</p>	<p>Staff members who observe the misbehavior and offending student(s) and parents.</p>

<p style="text-align: center;">MEDIUM HIGH</p> <p>Continued misbehavior despite previous interventions or more serious breaches of the <i>Code of Conduct</i>, Student Handbook or teacher expectations.</p> <p>Example Behaviors: Cheating, Plagiarism, Insubordination, Verbal Threat</p>	<p>Step Three: The student(s) is referred to the administration with a <i>Disciplinary Referral</i> form outlining the incident(s) and previous interventions. The administrator designs and enacts an intervention and documents the intervention and contacts the parent for information and support. An intervention plan to change the behavior is enacted. A single day suspension, multiple hours of detention or school service hours may be assigned, and/or writing assignments be completed. Students will not receive any credit on assignments in which they cheat.</p>	<p>Referring staff member, administration and the parents.</p>
<p style="text-align: center;">HIGH</p> <p>Continued misbehavior despite previous interventions or initial serious breaches of the <i>Code of Conduct</i>, Student Handbook expectations or teacher expectations.</p> <p>Example Behaviors: Fighting, Bullying, Hazing, Harassment, Drug, Alcohol or Tobacco use, Verbal or Physical Assault.</p>	<p>Step Four: The student(s) is referred to the administration with a <i>Disciplinary Referral</i> form outlining the incident(s) and/or previous interventions. Administration will remove the student(s) from class and/or suspend the student from school for 10 or less days. The administrator suspending the student(s) sets the conditions for reinstatement. Students who are suspended return to school when the conditions for reinstatement are met. All suspensions are reported to the School District and a copy of the suspension letter is placed in the student file.</p>	<p>Referring staff member, administration and, the parents</p>
<p style="text-align: center;">VERY HIGH</p> <p>Continued misbehavior despite all previous interventions or the most serious breaches of the <i>Code of Conduct</i>, Student Handbook expectations, teacher expectations or School District Policy</p> <p>Students who sell drugs, threaten death, display unusual interest in weapons or violence, use or possess weapons or firearms will be emergency expelled.</p>	<p>Step Five: The student(s) is referred to the administration and <i>Disciplinary Referral</i> outlines the incident(s) and/or previous interventions. The administration will remove the student from class and either refers the student to the superintendent, contact police and/or suspend the student for more than 10 days. If student faces expulsion then district policies and personnel are utilized to resolve the matter and an expulsion hearing is held.</p> <p>Student may face arrest by police, emergency expulsion and/or multiple day suspension in addition to the consequences described above.</p>	<p>Referring staff member, administration, the parents, the student, and/or the District Administration.</p>

NOTE: Students on suspension are responsible to complete any homework assigned by their teachers and are responsible to make sure that they do not fall behind in their studies. A request for assignments is usually sent to teachers via their mailboxes or email by the administration. If homework is requested, an arrangement should be made to pick it up. Teachers are responsible for providing homework or assignments to students who are suspended. Any assigned work must be completed by the student and turned in to their teachers upon their return. If this system fails for any reason, teachers are expected to give a reasonable amount of time for the student to complete their homework or work missed.

DISCIPLINARY APPEAL PROCESS

Students and parents have the right to appeal any disciplinary action taken by Mercer Island High school Staff or Administration. At the heart of the disciplinary policy is “procedural due process” which provides students with the right to and opportunities to be heard.

Students and parents wishing to appeal a disciplinary action made by a teacher may appeal to the Associate Principal responsible by alphabet. The associate principal will respond within 48 hours of the appeal.

Students and parents wishing to appeal a disciplinary action made by an Associate Principal may appeal to the Principal. The Principal will respond within 48 hours of the appeal.

Students and parents wishing to appeal a disciplinary action made by the Principal may appeal to the Superintendent of Mercer Island School District, consistent with MISD Administrative Policy, EL 15 and WAC 180-40-245

COMPUTER USE AND ACCESS POLICY

Acceptable Use and Code of Conduct Statement

We are pleased to offer students access to the district computer network. Access to the network and Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. To protect student access to objectionable material, filtering software has been activated on the district network. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and collaboration, exceed any disadvantages. For security and administrative purposes the district reserves the right for authorized personnel to review system use and file content. User files and communications are not to be considered private or confidential.

Ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we ask your assistance in discussing with your son or daughter the following acceptable use guidelines and student code of conduct statement. Students are responsible for good behavior on school computer networks just as they are in school classrooms. Individual users of the networks are responsible for their behavior and communications over those networks. It is required that students comply with district acceptable use guidelines (Administrative Policy 2022) and the code of conduct statement they have signed below:

Network Code of Conduct

1. Be ethical and courteous. Do not send hate, harassing or obscene content; use discriminatory or obscene remarks; or demonstrate other antisocial behaviors.
2. Maintain the integrity of files, data, and equipment. Do not modify or copy files/data of other users without their consent. Do not destroy, modify, or abuse the hardware or software in any way.
3. Respect intellectual property. Treat information created by others as the private property of the creator. Respect copyrights (Board Policy 6007).
4. Protect the availability of the network for others. Use the network in a way that does not disrupt its use by others.
5. Maintain the integrity of the MISD network. Do not develop or introduce viruses, worms, or other programs that potentially damage software components or computer systems.
6. Use the MISD Network and the Internet for legitimate educational purposes only. Do not use the network or Internet to access or process inappropriate or obscene material or pictures.
7. Do not use the MISD Network for commercial or political purposes.
8. Protect the security of any passwords.
9. Maintain personal safety when utilizing interactive communication tools, such as wikis or blogs, by not sharing personal information.

As a user of the MISD computer network I have read and understand the district's acceptable use guidelines and code of computer and agree to comply with the guidelines and code of conduct. I understand that the regular discipline, suspension and expulsion sanctions may apply to an authorized activity or violations of this code of conduct..

DRESS CODE

Student clothing must be safe, clean, appropriate to the setting, and must not disrupt the educational process.

1. Footwear is to be worn at all times.
2. Clothing that is revealing in nature is prohibited.
3. Any slogan or insignia on clothing that states or implies intimidation, discrimination, or ridicule is prohibited.
4. Any display of words, pictures, or references to profanity, alcohol, tobacco, illegal substances, weapons, guns, or sexual innuendo is prohibited.

Staff members will deal with incidents of student dress code violations as they occur. Typically, student will be directed to “cover up” with a jacket, hoodie etc. If the student, does not have additional attire to “cover up”, the office has additional attire available. If the student refuses to “cover up” or disputes whether the clothing is inappropriate, he/she will be referred to their Associate Principal.

PARKING POLICY

At Mercer Island High School, we are very limited in the number of spaces we can provide to students, staff, and visitors. Because of this limitation, we have instituted the following parking policy for our school. At this time, approved students with a valid driver’s license may be permitted to park street legal vehicles in an assigned area on the high-school campus. Students are encouraged to seek alternative methods of transportation to school such as riding the bus, a bicycle or walking.

Fees: Individual student passes will cost \$50 per semester. Student groups of 3 or more who apply and receive a carpooling pass will have their parking fee waived.

The parking lots on the school will be utilized by the following parties:

Lot	# of Spaces	Who
A Lot	130	Seniors
B Lot	60	Seniors
C Lot	17	Seniors
North Mercer	50	Juniors / NEVAC / Running Start

Procedure

Each group of spots will be assigned during fees and photos in the fall through a lottery for each lot. All students wishing to park on campus in the fall must have their information in to the security office by the beginning of finals week of the previous school year. Parking passes will be reissued through a second lottery prior to the beginning of the second semester. Vehicle information will be kept on file through the security office. Vehicles must display the proper identification at all times when on campus.

The lottery will consist of student information being picked at random from the information provided by students to parking enforcement by the set date. Spaces will then be handed out beginning with spot A-1 and moving through in order until all available spots are filled. There will be a lottery for stated carpools (see below) prior to single drivers.

Student spots are reserved from 7:30 am – 3:00pm Monday through Friday. Any student who finds their spot taken during this time should park in a visitor spot in the front of the school and report the infraction to parking enforcement or an administrator. **DO NOT TAKE SOMEONE ELSE’S SPOT.**

Additional Parking Available for any other students:

Location	# of Spaces	Who
Handicapped Spots	12 in A, B, Staff Lots	Eligible Drivers only
Street Parking	On 86 th Ave	Any MIHS student

Parking Violations - These may include but are not limited to:

1. Parking in unauthorized areas- fire lane, bus zones, staff, handicapped or visitor's spaces, curbs, Youth (North Mercer) Theater lot, etc.
2. Permit not displayed.
3. Parking on campus without authorization. This includes the front lot of the Administration Building.

Fines:

- 1st offense Warning or parking fine of \$25
- 2nd offense Second fine of \$40
- 3rd offense Third fine of \$55
- 4th offense Student will lose all parking privileges for the remainder of their enrollment at MIHS

**Mercer Island Police Officers routinely monitor the roads and parking lots on our campus. Therefore they may impose fines and sanctions in addition to those imposed by the school.

The school administration has the final authority on all parking matters. The owner/driver of the vehicle shall be solely responsible for cost of any infractions, fines, or for the cost of removal. **Parking on campus is a privilege, not a right, and may be disallowed if abused or for other reasons determined by parking enforcement.**

Limiting Factors:

Students may be refused parking for a variety of reasons, including, but not limited to the following (determined by parking enforcement):

1. Accumulating 3 parking tickets for any reason on campus prior to senior year
2. Behavioral Issues prior to or during senior year
3. Reckless driving or speeding on or off campus
4. Living within a mile of the school – Set by the Metro policy for the school
5. Students will automatically lose parking privileges for illegally parking in a designated handicapped spot or other restricted area.

Carpooling:

In an effort to maximize the number of spaces available to juniors and seniors, we encourage carpooling. Any 3 or more eligible drivers who register for parking as a carpool, will be guaranteed parking for the entire year and be exempt from paying the \$50 fee for both semesters. To exercise this option, seniors should follow these steps.

1. All seniors wishing to carpool should submit a "Carpool Request Form" and required information to the main office.
2. In the fall all carpools will be assigned spots before the lottery for the rest of the seniors.
3. Each carpool group will be assigned one pass and one space.
4. If any senior within a carpool group enters a lottery for a single parking space then the carpool pass for that group will be revoked.

Staff and Visitor Parking

1. Any student or visitor who parks illegally may be ticketed and/or towed.
2. Staff parking lot is monitored Monday through Friday from 7:15am – 3:15pm in staff lots. Staff may park in these lots 24/7.
3. All visitors to the school must register their vehicle in the Main Office
4. Visitors must park in the designated visitors spaces located in the front of the school
5. Administrator parking spots are reserved for administration 24/7.

SEXUAL HARASSMENT

Consistent with Administrative Policy S-08 and Regulations 4135.1 and 5135.1 (Sexual Harassment), the Mercer Island School District is committed to a safe and civil educational environment, free from harassment, hazing, intimidation, or bullying for all students, employees, volunteers, and community members. Furthermore, the district is committed to a positive and productive working environment free from all forms of discrimination including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature if:

1. Submitting to the conduct is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to rejection of the sexual demands is a factor in an academic, work, or other school-related decision affecting an individual; or
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating and intimidating, hostile, or offensive educational or work environment.

Sexual harassment can occur student to student, student to adult, adult to student, adult to adult, male to female, male to male or female to female. Sexual harassment may include, but is not limited to:

1. demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
3. Penalizing a person for refusing to submit to a sexual advance or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexual remarks, comments, gestures or jokes; or remarks of a sexual nature about a person's appearance, gender, or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering, or stalking a person, or;
7. Displaying offensive or inappropriate sexual illustrations on school property

Sexual Harassment Complaint Process (Informal Complaint): Informal reports may be made to any staff member, although complainants always have the right to file a formal complaint. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Sexual Harassment Complaint Process (Formal Complaint): Upon receipt of a formal complaint, the superintendent or designee may decide that that the district needs to conduct an investigation based on the information his or her possession regardless of the complainant's interest in filing a formal complaint.

All formal complaints shall be in writing and signed by the complainant and shall set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. When an investigation is completed, a full written report of the complaint and the results of the investigation are provided to the complainant. If the matter has not been resolved to the complainant's satisfaction, the Superintendent of Schools shall take further action on the report and will respond in writing to the complainant within 30 days stating that:

1. The district does not have adequate evidence to conclude that harassment occurred;
2. Corrective actions that the district intends to take; and/or
3. The investigation is incomplete and will be continuing.

SPORTSMANSHIP POLICY

(as per Kingco Handbook)

Expectations of student participants

- Accept seriously the responsibility and privilege of representing school and community: display positive behavior at all times.
- Demonstrate respect for opponents and officials before, during and after contests.
- Live up to high standard of sportsmanship established by coaches.
- Treat opponents with respect: applaud for both teams during introductions, shake hands prior to and after contests and assist contestants who are down in getting to their feet.
- Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
- Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.

Expectations of student, parent and other fans

- Realize that a ticket represents a privilege to observe a contest and demonstrate support for high school activities. A ticket is not a license to verbally assault others or be generally obnoxious.
- Respect decisions made by contest officials.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Respect fans, coaches, officials and participants.

BE A FAN --- NOT A FANATIC!

ACCEPTABLE BEHAVIOR

- Applauding during introductions of players, coaches and officials
- Shaking hands with opponents who foul out while both sets of fans recognize player's performance with applause
- Accepting all decisions of officials
- Cheerleaders leading fans in positive school cheers in positive manner
- Treating competition as a game, not a war
- Coaches/players seeking out opposing coaches and participants to recognize them for performance during and after contest
- Applauding at end of contest for performances of all participants
- Showing concern and respect for injured player, regardless of team
- Encouraging surrounding people to display only sportsmanlike conduct

UNACCEPTABLE BEHAVIOR

- Yelling or waving arms during opponent's free throw attempts in basketball
- Using disrespectful or derogatory yells, chants, songs, gestures, signage, clothing appliqués or body markings/paintings
- Refusing to shake hands or give recognition for good performances
- Blaming loss of game on officials, coaches or participants
- Display negative attitude toward opponents, teammates, coaches or officials outside the contest.

- Mocking or taunting opponents and other participants on basis of ethnic background, gender, handicap, religion, sexual orientation, physical appearance, economic status, special needs or personal matters
- Using profanity or displaying anger that draws attention away from the game
- Students doing own yells instead of following lead of cheerleaders
- Pushing in the stands

REMINDERS

- Remember the game is for the players. They are here because they want to play and enjoy the experience. Your sportsmanship will enhance this educational experience.
- Refrain from distracting the players during play.
- Recognize and appreciate skill in performance regardless of affiliation. Applause for opponent's good performance is a demonstration of generosity and good will.
- Treat the officials with respect before, during and after the contest. We cannot play the game without officials as they are an integral part of the game, and they should be recognized as impartial arbitrators.
- Display good conduct. Even though you paid for your admittance, the management has the authority to remove any spectator who does not conduct himself/herself respectfully. Abusive or inappropriate language is to be avoided.
- Remember that your view of the game could be quite different from that of the official.
- Recognize the fact that, as a spectator, you represent the school, as do the athletes.
- Respect, cooperate and respond enthusiastically to cheerleaders.
- Spectators are to remain off the playing surface at all times!
- Only balls used in the contest allowed in gym or stadium.
- Students who have not reached grade nine will not be allowed admission to athletic contest unless accompanied by a parent or an adult. The burden of proof is the responsibility of the individual wishing admittance. Supervision is the responsibility of parent/adult.

TOBACCO USE AND POSSESSION POLICY

In accordance with Administrative Policy 4215, the Mercer Island School District established this policy to protect students, staff, and community patrons from exposure to the addictive substance of nicotine and secondhand smoke. Tobacco products include: lit or unlit cigarettes, cigar, pipe, blunt, bidi, clove cigarette, spit tobacco (also known as smokeless tobacco, chew, dip and snuff); and any other tobacco related products and paraphernalia.

Students are prohibited from unlawfully possessing, distributing, purchasing or attempting to purchase or attempt to purchase tobacco products (RCW 70-155-080). This prohibition also applies to anyone at any time on school district property. The prohibition applies to all school sponsored activities on and off campus, both during and outside of school hours, and shall also apply to non-school sponsored activities held on school property.

Students who are found to be in possession of tobacco products on school property or at a school sponsored event will have the tobacco confiscated, parents will be notified, and the students will be referred to the Mercer Island Youth and Family Services and required to participate in the Alternative to Suspension (ATS) Tobacco Education Program which is an approach that is educational in nature as opposed to disciplinary in nature.

Students who have signed an Athletics and Activities Code may be subject to additional disciplinary action including suspension or expulsion from the activity or sport.

MERCER ISLAND HIGH SCHOOL 2009-10 DAILY SCHEDULE

Monday		Tuesday		Wednesday		Thursday		Friday	
1 8:00-8:30 (30)		1st Block 8:00-9:45 (105)		1 8:00-8:50 (50)		2nd Block 8:00 - 9:45 (105)		1 8:00-8:50 (50)	
2 8:35-9:05 (30)				2 8:55-9:45 (50)				2 8:55-9:45 (50)	
BRIDGES 9:10-10:05 (55)				3rd Block 9:50-11:40 (110)				3 9:50 - 10:45 (55)	
3 10:10-10:40 (30)		4 10:50 - 11:40 (50)				4 10:50-11:40 (50)			
4 10:45-11:15 (30)						4 10:50-11:40 (50)			
1st Lunch 11:15- 11:45 (30)	5-A 11:20- 11:50 (30)	1st Lunch 11:40- 12:15 (35)	6-A 11:45- 12:35 (50)	1st Lunch 11:40- 12:15 (35)	5-A 11:45- 12:35 (50)	1st Lunch 11:40- 12:15 (35)	5-A Block 11:45- 12:35 (50)	1st Lunch 11:40- 12:15 (35)	5-A 11:45- 12:35 (50)
	2nd Lunch 11:50- 12:20 (30)								
6 12:25-12:55 (30)		6-B 12:20- 1:10 (50)	2nd Lunch 12:35- 1:10 (35)	5B 12:20 - 1:10 (50)	2nd Lunch 12:35- 1:10 (35)	5-B Block 12:20 - 2:05 (105)	2nd Lunch 12:35- 1:10 (35)	6 1:15-2:05 (50)	
7 (30) 1:00-1:30									
Staff Development Activities		7 2:10-3:00 (50)	7 2:10-3:00 (50)						