



## **Student Handbook 2018-2019**

### **Issaquah High School**

**700 2nd Avenue SE**

**Issaquah, WA 98027**

#### **Mission**

Issaquah High School prepares students to fly when they leave the nest by inspiring students to reach their full potential and become lifelong learners who positively impact the world and community in which they live.

#### **I H S Fight Song**

Fight, fight, fight for Issaquah High, win this victory  
We're gonna win this game for purple and gold  
Best in the West, you know we'll all do our best  
So on, on, on, on fight 'til the end, honor and glory we shall see  
So fight, fight, fight, for Issaquah High and victory  
I-S-S-A-Q-U-A-H  
On, on, on, on, fight 'til the end, honor and glory we shall see  
So fight, fight, fight, for Issaquah High and victory...victory

#### **Welcome Issaquah High Eagles**

On behalf of the Issaquah High School staff, we would like to welcome you to the 2018-19 school year! Our goal is to provide a safe and caring environment, where ALL students experience a positive learning environment. We strongly encourage you to pursue excellence in your academic studies, become actively engaged in the co-curricular programs that our school has to offer, and treat everyone at Issaquah High School with respect and kindness. This handbook includes our policies, procedures, and important information. Please refer to them when questions arise. You may also refer to the [school website](#) for updated contact information for staff, teacher websites, event dates, and more.

#### **IHS Student Co-Curricular Activities**

Issaquah High School provides many opportunities for student involvement in the co-curricular program, including activities, athletics and fine arts. As representatives of our school, students who participate in these programs are held to high expectations and standards. We expect ALL students to demonstrate excellent sportsmanship and be positive role models at ALL times. To be eligible for co-curricular programs, students must maintain passing grades, earn credit in all classes, and maintain a 2.0 in athletics and a 2.5 in Dance/ASB/Cheer.

#### **ASB and Class Council**

The ASB is responsible for planning school-wide activities and supervising ASB funds. It meets daily during the Leadership

for Officers class and is composed of elected ASB officers, appointed ASB officers, and elected class presidents. Elections and appointments are held in the spring. In order to hold an ASB leadership position, students must purchase an ASB card, have a cumulative 2.5 GPA and agree to the oath of office governed by the constitution.

Class Councils, one for each grade level, are established each year for planning class activities and fundraising. They are comprised of four elected officers and six appointed representatives and meet at least twice per month. Elections for 10th, 11th, and 12th grades are held each spring. Students may not hold more than one major office in student government and/or related activities. Requirements for office follow those for ASB leaders.

**Identification Cards**

All IHS students are provided with an IHS student identification card, featuring their name, grade and a photo. Students are expected to carry their card at all times during the school day.

**ASB Cards:** ALL STUDENTS PARTICIPATING IN ANY ACTIVITY SANCTIONED BY THE ASSOCIATED STUDENT BODY MUST PURCHASE AN ASB CARD TO BE ELIGIBLE TO PARTICIPATE IN THOSE ACTIVITIES. Most student activities such as newspaper, athletics, dances, assemblies, homecoming, etc., are financed by the Associated Student Body fund. The greatest single source of revenue for this fund is the sale of Associated Student Body Activity cards. Students can save in many ways with an ASB card. It provides free admittance to all home football, basketball, and wrestling events. The students also can participate in countless other events at a discount, such as away football, basketball, and wrestling events, plays, dances, choir and band performances, etc. The card may be purchased from the Bookkeeper’s Office at any time during the year, but get your card soon to get the most savings possible! The price of the ASB card is \$55.00.

**Regular Schedule (Monday, Tuesday, Thursday, Friday)**

Period	Start Time	End Time
1	8:00	8:55
2	9:00	9:50
Nest Time	9:50	10:25
3	10:30	11:20
Ivision	11:20	11:30
1 <sup>st</sup> Lunch	11:30	12:05
4A	12:10	1:00
4B	11:35	12:25
2 <sup>nd</sup> Lunch	12:25	1:00
5	1:05	1:55
6	2:00	2:52

**Wednesday Schedule**

Period	Start Time	End Time
1	10:10	10:55
2	11:00	11:45
3	11:50	12:35
Ivision	12:35	12:45
1 <sup>st</sup> Lunch	12:45	1:20
4A	1:25	2:10
4B	12:50	1:35
2 <sup>nd</sup> Lunch	1:35	2:10
5	2:15	3:00
6	3:05	3:45



M	T	W	Th	F
<b>SEPTEMBER</b>				
27	28	29	30	31
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

<b>OCTOBER</b>				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

<b>NOVEMBER</b>				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

<b>DECEMBER</b>				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

<b>JANUARY</b>				
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

M	T	W	Th	F
<b>FEBRUARY</b>				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

<b>MARCH</b>				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

<b>APRIL</b>				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

<b>MAY</b>				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

<b>JUNE</b>				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**Sept 3: Labor Day**  
*No school for students or staff*

**Sept 5: First day of school for students (grades 9-12)**

**Sept 7: First day of school for Kindergarten students**

**Oct 8: Teacher Work Day**  
*No school for students*

**Nov 12: Veterans Day Observance**  
*No school for students or staff*

**Nov 22-23: Thanksgiving holiday**  
*No school for students or staff*

**Dec 5 & 6 Elementary conferences**

**Dec 20-Jan 1: First Winter Break**  
*No school for students or staff*

**Jan 21: Martin Luther King Jr. Day**  
*No school for students or staff*

**Jan 28: Teacher Work Day**  
*No school for students*

**Feb 18: Presidents Day**

**Feb 19 - 22: Second Winter Break**  
*No school for students or staff*

**Apr 8 - 12: Spring Break**  
*No school for students or staff*

**May 27: Memorial Day**  
*No school for students or staff*

**June 19: Last day of school for students**

**WEATHER MAKE-UP DAYS**  
*If school is closed during the school year due to inclement weather, June 20 will be the first make up day. Additional school days will be added to the school calendar in June as needed.*

## **Administration**

Andrea McCormick, Principal	425-837-6002
Mark Jergens-Zmuda, Assistant Principal, Last names A-E	425-837-6005
Erin Connelly, Assistant Principal, Last names F-K	425-837-6037
Doug Wolff, Assistant Principal, Last names L-R	425-837-6027
Tammy Unruh, Assistant Principal, Last names S-Z	425-837-6007
Luke Ande, Athletic Director	425-837-6006
Taneka Ogden, Dean of Students	425-837-6011

## **Career Specialists**

Charolett Henderson	425-837-6172
Karen Stevens	425-837-6003

## **Counseling**

Hanine Castro, Last names A-Ch	425-837-6139
Emily Combelick (Tuttle), Last names Ci-Han	425-837-6041
Christian McKone, Last names Hao-La	425-837-6078
Jennifer Martinson, Last names Lb-Oa	425-837-6042
Samantha Wren, Last names Ob-Sr	425-837-6146
Jennifer Schwarz, Last names St-Z	425-837-6144
Nena Carpenter, On Time Graduation Specialist	425-837-6036
Holly Hovey, Transition Specialist	425-837-6043
Tori McBride, Mental Health	425-837-6034

## **Health Room**

Alison Cathro, School Nurse	425-837-6013
Christine Richmond	425-837-6023

## **Psychologist**

Melinda Mechler	425-837-6164
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## **Secretarial Staff**

Cathie Foote, Principal's Secretary	425-837-6002
Lori Benedict, Assistant Principals' Secretary	425-837-6044
Sharon Hechinger, Receptionist	425-837-6010
Maureen Lipsen, Receptionist	425-837-6010
Lisa Hollingsworth, Attendance Secretary	425-837-6012
Cindy Barnhart, Registrar	425-837-6141
Margaret Pfeifle, ASB Bookkeeper	425-837-6014
Katlyn Chin, Building Bookkeeper	425-837-6004
Laura Couty, Activity and Athletic Secretary	425-837-6015
Jen Marbut, Counseling Secretary	425-837-6140
Kim Pike, Data Processor	425-837-6142
Amy Eberhardt, Support Secretary	425-837-6121
Lindsay Eberhardt, Support Secretary	425-837-6067

## **Security**

Neil Lasher	425-837-6071
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### **Quick Reference**

Activities/ASB Information	Activities Office	425-837-6110
Athletic Eligibility Forms	Athletic Office	425-837-6015
Attendance Problems/Verification	Attendance Office	425-837-6012
Bus Routes and Schedules	Receptionist	425-837-6010
Career and Vocational Help	Career Center	425-837-6172
Discipline	Administrators	425-837-6044
Emergency Student Contact	Attendance Office	425-837-6012
Fees, Fines, Yearbooks	ASB Bookkeeper's Office	425-837-6014
First Aid, Health Room	Main Office	425-837-6010
Lockers	Attendance Office	425-837-6012
Lost and Found	Receptionist	425-837-6010
Lunch Release Approval	Administrators	425-837-6044
Parking Tickets and Permits	Security Office	425-837-6071
Personal Crisis or Counseling	Counseling Office	425-837-6140
Records, Transcripts, Report Cards	Registrar	425-837-6141
Student Schedules	Counseling Office	425-837-6140
Student Government	ASB Advisor	425-837-6110
Theft	Security Office	425-837-6071
Visitor Approval/Check-In	Receptionist	425-837-6010

### **Academic Progress**

Course grades are updated regularly on Family Access for each course taken at Issaquah High School. Please log in to the Family Access system to view attendance and academic progress for your student. For questions on logging in to Family Access, please ask the Issaquah High School Registrar.

### **Assembly Behavior**

Assemblies are an integral part of the school curriculum, have an educational value, and attendance at assemblies is required. Students are expected to conduct themselves in a way that demonstrates respect for those speaking or performing as well as those in attendance. Students who misbehave at assemblies may be removed from the assembly by an administrator and subject to disciplinary action.

### **Athletics**

Issaquah High School is a member of the KingCo Conference, the SeaKing District, and the Washington Interscholastic Activities Association. Our teams compete with other teams throughout the conference and state for league, district, and state honors. In order for students to participate in any athletic program, they must:

- Complete the eligibility packet and return it to the Activities/Athletic Office
- Maintain passing grades and earn credit in all classes (enroll in at least 4 classes)
- Maintain a 2.0 semester and cumulative GPA with no F's
- Clear all fines
- Purchase an ASB Activity Card for \$55.00
- Pay the district participation fee of \$200.00
- Return to the coach all previous sports equipment/uniforms issued or pay for them
- Sign an agreement to abide by the Issaquah School District Athletic Code of Conduct

## KingCo Sports

FALL	WINTER	SPRING
Cross Country (B/G)	Basketball (B)	Baseball (B)
Football (B)	Basketball (G)	Fast pitch Softball (G)
Golf (B)	Gymnastics (G)	Golf (G)
Soccer (G)	Swimming & Diving (B)	Soccer (B)
Swimming & Diving (G)	Wrestling (B/G)	Tennis (G)
Tennis (B)		Track & Field (B/G)
Volleyball (G)		

### Attendance Required for Both Athletics and Activities

A student is expected to be in attendance all class periods of the day of a practice or event in order to participate in activities that afternoon or evening. If an athlete is not in attendance in all of his/her classes, s/he cannot participate in practice or an event that afternoon or evening. This expectation applies to all activities, athletics and fine arts events. Participation may be denied for failure to comply with this policy. The only exceptions to this rule are: school related and approved absences (field trips), medical, dental, family emergencies, or legal appointments when appropriate written verification of the appointment from the provider has been submitted to the attendance office upon their return.

### CEEB/School Code Number

The school code/CEEB number for Issaquah High School students in relation to any testing (PSAT, SAT, ACT), college applications scholarships, post-secondary information is **480-500**.

### Check Acceptance Policy

The district has established the following protocol for accepting checks and collecting bad checks: For a check to be an acceptable form of payment, it must include the current, full, accurate name, address and telephone number. If your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks will not be an acceptable form of payment for the rest of the school year.

### The College and Career Center

The Issaquah High College and Career Center is an excellent resource for students, parents, and faculty needing information about post-secondary education and career decisions. Visit the [College and Career Center website](#) for up-to-date detailed information on our services and resources including:

- Career counseling/college selection with students & parents (if desired)
- Career exploration
- Career Library
- College, university, community, and technical college information

- College representative visits
- Culminating Project
- Financial aid
- Field trips to special programs & colleges
- Military information & ASVAB testing
- Part-time job information
- Resume, application & interview resources
- SAT/ACT books
- Scholarship information
- Summer and volunteer opportunities
- Tech Prep/college credit information
- WaNIC information

### **Computer/Technology Use**

Computers are to be used for academic purposes ONLY. No games, audio files, video files, or other applications may be downloaded or installed by students or staff members without permission of the site administrator or designee. This includes chat or messaging programs. The purpose of any authorized downloads must be in support of education and research. No use of the system shall serve to disrupt the operation of the system by others, including 'hacking', introduction of viruses, or other unlawful activities; system components including hardware or software shall not be destroyed, modified, or abused in any way. Uses of the system to access, store, or distribute obscene or pornographic material is prohibited. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Nor is the system to be used to access or publish information potentially endangering the public, e.g., bomb construction or drug manufacture.

### **Counseling Center**

The counseling staff is comprised of six full-time counselors, a teen health counselor, a secretary, a data processor, a registrar, and two career specialists. Students are assigned to a specific counselor for academic monitoring according to last name. The Counseling Center, located in Room 2102, is open from 7:15 a.m. to 3:15 p.m. daily. Arrangements to see a counselor may be made by appointment, or by signing up to see an individual counselor.

Counseling Center services include:

- Academic planning
- Maintenance of academic records
- Classroom presentations
- Individual & group post-high school planning, career counseling & guidance
- Consultations with teachers/parents to assist in discussions of learning and performance challenges & working to resolve academic problems
- Coordinate & provide information for drug/alcohol intervention & assessments
- Consultation on personal issues for students
- Parent and student interventions for academic concerns
- Consultation & referral to Child Protective Services, law enforcement, & referrals to community agencies.

Please visit the [Counseling Center website](#) to access the following:

- Post high school planning options

- College application procedures
- Information on all in and outside credit completion options
- Checklists for students that are bound for community college, technical college, 4-year college, apprenticeships and military
- Comprehensive course requirement planning guides and instructions
- A complete IHS course description guide
- Scheduling forms for all grade levels
- Graduation requirements
- Course offerings by department

### **Distribution of Printed Materials on School Grounds**

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

### **Drug Free Zones**

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

### **Graduation Requirements**

Please refer to the [Course Guide](#) on the school website for specific graduation requirement information and programs.

You will find information on:

- Subject and Credit Requirements
- College Admissions requirements
- Advanced Placement
- College in the High School
- Equivalency
- High School Credit for 7<sup>th</sup> and 8<sup>th</sup> grade students
- Summer School Program
- Running Start
- School Directed Athletics
- Tech Prep
- Waivers
- Washington Network for Innovative Careers
- Credit Options Outside of Issaquah School District
- Course Selection Expectations
- Credit Recovery Program
- Early Graduation

- Extra-Curricular Academic Eligibility
- Grade Improvement
- Home-Based Instruction
- NCAA
- State High School Transcript

### **Library**

All IHS Library information including rules and regulations can be found on the [Library Webpage](#).

### **Lunch Accounts-Charging a Meal**

Every student enrolled in the Issaquah School District is assigned a lunch account that can be used to purchase standard program meals from the school kitchen.

In addition to the standard meal, a la carte food and beverage items are available for purchase. A student's lunch account must have sufficient funds to purchase a la carte items. A la carte items at the elementary level (i.e. a dessert or a second entrée) and at the secondary level (i.e. vendor pizza, chips and bottled beverages) will not be allowed to charge to the account without sufficient funds.

Applications for meal assistance are available online by visiting:

<https://www.issaquah.wednet.edu/district/departments/operations/foodservice> or by contacting the Food Service Office at 425-837-5060. Applications are also available in the front office of each school building.

### **Balance Notification**

Food Services partners with Myschoolbucks.com, a service that allows the use of credit cards to make payments for a student's lunch account. There is a \$2.49 fee per credit card transaction charged by Myschoolbucks.com however the use of their website to monitor a student's lunch balance is free. It is also free for users of Myschoolbucks.com to set up e-mail notifications when their student's lunch balance reaches a specified dollar amount. Families are encouraged to utilize this free service in order to receive automated reminders when their student's lunch balance is low. Log on instructions and link to Myschoolbucks.com can be found on the district website at <https://www.issaquah.wednet.edu/family/MySchoolBucks>

Food Services has developed an automated balance notification service that will notify the guardians via e-mail when the student's lunch balance is low and again when the lunch balance is in arrears.

In addition to e-mail balance notifications each school kitchen will send negative balance letters once per week. District initiated negative balance notification e-mails and negative balance letters will continue to be sent weekly until the unpaid meal charges have been resolved.

### **Medication Administration at School**

Washington State Law and Issaquah School District Policy require that schools have written authorization from a licensed healthcare provider and parent on file yearly when a child needs to take medication during the school day. Students are permitted to carry medication and self-administer at the high school level when the physician and the parent have requested self-administration in writing and the request has been approved by the school nurse. High school students may be allowed to carry and self-administer over-the-counter medication when authorized by the parent and school nurse. All medication must be in the original pharmacy labeled container. Students who carry and self-administer medication must carry only one daily dose in an original pharmacy container. The Authorization For Administration of Medication at High School form is available in the attendance office, nurse's office, and on the Issaquah School District website at <http://www.issaquah.wednet.edu/family/health>. If you have any questions regarding medication administration at Issaquah, please contact our school nurse, at 425-837-6013.

## Student Parking

Parking on campus is reserved for carpoolers, seniors, and juniors. For increased security and protection, ALL students who drive to school must register their vehicles. Parking rules and regulations are available on the school website. Parking and driving are considered privileges. All parking and driving regulations are strictly enforced. Violations may lead to suspension of privileges, fine/ticket, towing of vehicle, school discipline, and/or police notification. Vehicles are not to be used for storage during the school day. Students who are found in the parking lot, loitering in their vehicles during the school day, or littering are subject to discipline. Security cameras are in use. Speed limit of 10 mph is strictly enforced.

If students desire parking privileges, they agree not to allow contraband in their automobiles. They agree that their vehicles are subject to search by school officials if the officials develop individualized suspicion that student(s) are or have been violating a law or student conduct rule. Any search of a student conducted by a school District employee must be reasonably related to the discovery of contraband or other evidence based upon an individualized suspicion of the student's violation of the law or school rules. For the purpose of this Regulation, "contraband" means items, materials, or substances the possession of which is prohibited by law or District Regulation, including but not limited to, controlled substances, alcoholic beverages, tobacco products, nicotine delivering device, or any object that can reasonably be considered a firearm or a dangerous weapon. Students and their families understand the parking lots will be subject to periodic patrols. Students agree that if their vehicle while is parked on school premises, school officials will have the authority to search the vehicle. If students refuse to allow searches of vehicles by school officials in such circumstances, students will lose their parking privileges and must understand that the Issaquah School District will presume that the school have accurately discovered contra-band in determining whether student disciplinary action is warranted. See Board Regulation 3230 – *Student Privacy and Searches*.

## Visitors

Visitors (other than parents/guardians) are not allowed on campus during the school day. Speakers or special presenters who have been approved by a teacher must register at the school office and wear a visitor's badge.

# **District and School Rules and Regulations**

## Attendance

As provided in District Regulation 3122, regular school attendance is necessary for mastery of the educational program provided to students. Daily attendance and active participation in each class are critical parts of the learning process. Students, at times, may appropriately be absent from class. A computerized message will contact households in the evening informing parents that their student(s) missed one or more periods that day. The message will also notify parents of the potential consequences of additional unexcused absences. The following principles shall govern the development and administration of attendance procedures within the District:

Excused (School Day and Individual Class) absences are absences due to:

1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
2. Family emergency, including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;

4. Court, judicial proceeding or serving on a jury;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-1212-107;
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a student's migrant status; and
12. An approved activity that is consistent with District policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

A school principal or designee has the authority to determine if any absence meets the above criteria for an excused absence. The principal or designee may only grant permission for a student's absence providing such absence does not adversely affect the student's educational process

Each full-day unexcused absence shall be followed by a warning letter or telephone call to the parent of the student.

After three (3) unexcused full-day absences within any month, a conference will be scheduled between the parent, student and principal/designee (a regularly scheduled teacher- parent conference held within thirty days of the third unexcused absence may substitute). If the parent does not attend the scheduled conference, the conference may be conducted with the student and principal/designee. If the parent did not attend, he/she shall be notified of the steps taken to eliminate or reduce the child's absence.

At some point after the second (2<sup>nd</sup>) and before the fifth (5<sup>th</sup>) full-day unexcused absence, the District will take data-informed steps to eliminate or reduce the student's absences as specifically set forth in RCW 28A.225.020(1)(c), including all subsections.

Not later than the student's fifth (5<sup>th</sup>) unexcused full-day absence within any month, the District shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board as defined in RCW 28A.225.025 or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

No later than the seventh (7<sup>th</sup>) unexcused full-day absence within any month or upon the tenth (10<sup>th</sup>) unexcused full-day absence during the current school year, the District shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student.

**Excused and Unexcused Absences:**

Students are expected to attend all classes each day. Teachers shall keep an accurate record of absences and tardiness. A tardy becomes an absence if the student arrives more than fifteen (15) minutes late per instructional

hour. Any student who leaves a class without permission prior to it ending is considered truant. A computerized message will contact households in the evening informing parents that their student(s) missed one or more periods that day. Remember, students participating in a co-curricular activity must be in attendance in all periods, as assigned, to be eligible for participation in the activity or event.

**Excused Absences:** The following are valid excuses for absences and tardiness:

- Absences due to illness, health condition, medical appointment, family emergency, religious or cultural purposes, court appointments, post-secondary visits, search and rescue activities, student safety concerns, deployment activities, or a student's migrant, homeless or foster care status: The parent is expected to notify the school office by 8:00 AM of the day following the absence or send a signed note of explanation with the student upon his/her return to school. Adult students eighteen (18) years of age or older and emancipated students (those over sixteen (16) years of age who have been emancipated by court action) shall notify the school office of their absences with a signed note of explanation. Students fourteen (14) years old or older who are absent from school due to testing or treatment for a sexually transmitted disease shall notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen (13) years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion. A parent may request that a student be excused from attending school in observance of a religious holiday.
- Mutually agreeable absences for approved activities that are consistent with District policies: To obtain an excused absence for approved activities, the student must get a pre-arranged absence form from the Attendance Office and circulate the form among his/her teachers, who will sign it and indicate to what extent the student's grade and/or progress will be affected by the proposed absence(s). The parent shall sign the form and return it to the Attendance Office one week prior to the first scheduled absence. The Attendance Office will notify the parents/student if the absence will be excused according to Regulation 3122 criteria. For example, in participation-type classes, the student may not be able to achieve some of the objectives of the unit of instruction as a result of absence from class. In such a case, an adverse effect on the student's educational progress may include a lower grade. Parents and students are responsible for understanding the effect of the requested absence(s) on the student's grade and his/her standing. In general, however, pre-arranged absences shall not be approved if they cause a serious adverse effect on the student's educational progress, e.g., if such absences cause a loss of credit. Exceptions may be granted in cases where an administrator approves the absences as a form of necessary accommodation under a plan under Section 504 of the Rehabilitation Act of 1973 or as part of a student's Individualized Education Program (IEP).
- Any absences as a result of disciplinary action are excused and students shall have the right to make up assignments or exams missed during the time they are denied entry to the classroom. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.
- Extended illness or chronic health condition: If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty. The school team should convene on behalf of a student with an extended illness or chronic health condition that is impacting school attendance and consider any input and recommendations of the student's medical provider.

**Unexcused Absences (truancies):** All absences that are not authorized by the principal, not excused from among the above reasons, or results with leaving school without checking out are unexcused absences. Failing to provide a note/phone call from parent/guardian to verify an absence on the day of the student's return to school is also truancy. Students may not receive credit for a graded activity or assignment assigned or due during the time of truancy nor will they be allowed to make up missed work.

**Tardiness:** Unless properly excused, students are required to be in class each assigned class period and on time.

Consequences for unexcused tardiness are progressive, beginning at the level of the classroom teacher. A tardy becomes an absence if the student arrives **more than fifteen (15) minutes late per instructional hour**. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal. If interventions are ineffective in changing the student's attendance behavior, corrective action may be considered.

**Verification:** Excused absences must be verified by a telephone call of explanation by a parent, guardian, emancipated student or adult student **the day following the absence no later than 8:00 A.M.** or by a signed note of explanation upon the student's arrival on campus. If the student does not clear an absence in that time frame, it becomes an unexcused absence. Further, a detention notice for failing to clear an absence will be sent. If the student has an 18-year-old agreement, verification must be made by the student prior to 8 A.M. on the day of the absence. Otherwise, a parent will need to verify the absence.

### **Make Up Work:**

A student is allowed one make up day for each day of excused absence. This doesn't apply to due dates that are previously set (examples: projects or essays or tests) unless the absence falls on the due date itself. Failure to complete missed assignments within that timeline may result in the loss of credit for those assignments. Students should note that NOT all types of work can be made up (guest speakers, graded class discussions, etc.). Should this type of work occur on a date when a student has an excused absence, the assignment may be excused and not counted in the student's grade OR an alternative assignment may be provided per the teacher's decision. If a student is confined to home or hospital for an extended period, the family and school counselor should work together to arrange for the accomplishment of assignments. If the student is unable to do his/her schoolwork due to an extenuating circumstance, the student may be required to make up the course at another time (summer school, another term, 7th period, etc.). These plans should be arranged with the family, school counselor and administrator.

### **Family Access:**

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

### **Attendance Procedures:**

- Upon returning to school from an absence, students must obtain an admit slip at the main office and present it to each teacher that day.
- Prearranged absences may be secured through a form from the main office signed by the parent/guardian. The form must be returned to the attendance office **one week prior** to the absence. If the absence causes a serious adverse effect on the student's educational progress, the absence will be reviewed by an administrator.
- Students requesting a partial day absence must check out through the attendance office before departure. Contact with the parent/guardian will be necessary if a note from the parent/ guardian is not available. **Leaving school without signing out will result in disciplinary action for truancy even if the parent/guardian calls the school or provides a note to excuse the absence at a later time.**
- Students who become ill at school must check out with the attendance office even if the health attendant speaks with a parent/guardian. Failure to do so could result in an unexcused absence and disciplinary action.
- Procedures outlined in the BECCA Bill will be followed as unexcused absences occur (RCW28A.225).
- Disciplinary action will be assessed for all truanancies.

- Students are encouraged to contact their teachers via email and class websites to get make up work. Arrangements can be made with teachers to pick up work through the attendance office. Homework/make up work will not be gathered for students missing school because of personal choice or truancy.
- Students are expected to take care of attendance business during their own time such as before school, during break, at lunch or after school.

**Class Absences Limit/Loss of Credit:**

Regular school attendance is necessary for mastery of the educational program provided to students. Daily attendance and active participation in each class are critical parts of the learning process. Therefore, in any semester, when a student accumulates, 11 excused or unexcused absences in a class, or 5 unexcused absences in any one month in a class, the student and parent/guardian will be notified that a meeting with the Attendance Intervention Team is required. This team will work with the students and families on strategies to improve attendance and will ultimately determine *if credit will be awarded*, when a student reaches 11 absences. School-approved activities and discipline suspensions that require a student to miss class do not count as one of these absences. Pre-arranged and all other absences, excused and unexcused, are included. The circumstances pertaining to the student’s inability to attend school will be taken into consideration, whether the absences are directly related to the student’s disability under Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, or the Individuals with Disabilities Education Act.

The purpose of the Attendance Intervention Team is to maximize the daily attendance and learning of all students. The Attendance Intervention Team shall be composed of the student, parent(s)/guardian(s), the student’s assigned administrator and counselor, and the AIT facilitator. Other individuals may be asked to attend as appropriate. This could include a school nurse, Graduation Specialist, IEP case manager, 504 manager, etc. In all cases the student and parents will be made aware of any additional attendees.

The committee will thoughtfully consider the appropriateness and circumstances of each absence and will notify the student regarding whether credit will be awarded within 3 days.

If credit is not awarded, an “N.C.” grade will be assigned if the student comes to class and is productive. An “F” grade will be assigned if the student does not come to class and act in a productive manner. An “N.C.” grade will not be factored into a student’s G.P.A., whereas an “F” grade will be included.

**Family Educational Rights and Privacy Act (FERPA).**

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

1. The right to inspect and review the student’s educational records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the principal or appropriate school official a written request, identifying the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student’s education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may submit a written request to the principal, identifying the part of the record they wish to have amended, and the reasons why they believe the record is inaccurate or misleading. If the district decides not to amend the record, the parent or eligible student will be notified of the decision, of their right to a hearing, and of the hearing procedures to be followed.
3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is the disclosure to school officials with legitimate educational interests, such as: an administrator, supervisor, teacher, or support staff member, a school board member, law enforcement personnel; a person/company with whom the district has contracted to perform a service, such as: an attorney, auditor, medical consultant or therapist; or a parent/student serving on an official committee, such as a disciplinary or grievance

committee, or assisting another school official in performing his/her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

#### **Prohibition Against Harassment, Intimidation, and Bullying:**

If a student feels that he or she is being harassed, intimidated, or bullied because of race, creed, color, national origin, ancestry, gender, sexual orientation, or disability, the student should immediately report such incidents to a teacher, counselor, or building administrator. A complete copy of Regulation 3207 may be obtained at any school or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

“Harassment, intimidation or bullying” is defined for purposes of this Regulation as any intentional written message or image including those that are electronically transmitted, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the act:

- (a) Physically harms a student or damages the student’s property; or
- (b) Has the effect of substantially interfering with a student’s education (for example, substantially interfering with classroom performance, attendance, or pattern of tardiness) or
- (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (d) Has the effect of substantially disrupting the orderly operation of the school.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: graffiti, photographs, urging others to a malicious action “ganging up on someone”; spreading knowingly hurtful rumors, lies, pictures, drawings, or cartoons; slurs; jokes; innuendoes; repeated/ongoing demeaning comments; pranks; ostracism; gestures; verbal or physical aggression directed at a specific student; physical attacks or threats; or purposeful destructive acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images.

#### **Non-discrimination**

The District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The District will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society.

The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator  
Sena Camarata, Director of Human Resources  
425-837-7000  
[camaratas@issaquah.wednet.edu](mailto:camaratas@issaquah.wednet.edu)

District HIB

Melissa Evans, Assistant Director of Student Interventions and Compliance  
425-837-7109  
[evansm@issaquah.wednet.edu](mailto:evansm@issaquah.wednet.edu)

Civil Rights Compliance Officer  
Lisa Hechtman, Executive Director of Human Resources  
425-837-7060  
[hechtmanl@issaquah.wednet.edu](mailto:hechtmanl@issaquah.wednet.edu)

Public Records Officer  
Chris Burton, Executive Director of Compliance and Legal Affairs  
425-837-7056  
[burtonc@issaquah.wednet.edu](mailto:burtonc@issaquah.wednet.edu)

Student-Related Issues, Section 504 Coordinator  
Pam Ridenour, Director of Career and Counseling  
425-837-7046  
[ridenourp@issaquah.wednet.edu](mailto:ridenourp@issaquah.wednet.edu)

**You can report discrimination and discriminatory harassment** to any school staff member or to the District's Civil Rights Compliance Officer, listed above. You also have the right to file a complaint under District Regulation 3210.

### **Release of Student Information**

The Issaquah School District cannot release student information to persons or organizations outside the district without the written consent of a parent, with the following exceptions:

1. The school district will forward education records upon request to a school in which a student seeks enrollment.
2. The school district will release directory information which includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities, sports, weight and height of members of athletic teams, attendance dates, diplomas, awards received, yearbook and other photos, and most recent school attended.
3. The school district may also release photographs or videotapes of students taken in circumstances not generally considered harmful or an invasion of the privacy of the involved students. Information may be used for purposes such as school related fund-raising, publication of a student directory, parent organization mailing lists, school yearbooks and newspapers, commencement programs and publication of honor rolls, and other school information about students in the district publications or public media. Information will not be released for commercial purposes.

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

Parents who do not want directory information, photographs or video tapes, or their telephone number released must submit a written request to their student's school by **September 15**. If the school does not receive a request by that

date, school staff will assume that there is no objection to the release of such information. A complete copy of Regulation 3231 may be obtained at any school or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

### **Respect for the Law and the Rights of Others, and Discipline and Corrective Action**

Students, parents, and school personnel are jointly responsible for expecting and demonstrating behavior that ensures a safe, orderly and healthy environment for all persons at all times. Students may not behave in a manner that is disruptive to the educational process or that is unsafe for other students, staff, and/or self.

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws.–The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority.–

All students will obey the written rules and regulations established for the orderly operations of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of Regulation 3240 and this procedure, the term "district personnel" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

Unless specified differently in a particular rule, the rules of conduct contained herein shall be in effect under the following circumstances: on the school grounds immediately before, during, and immediately after school hours; near the school grounds immediately before, during, and immediately after school hours; at any time when a school is being used by any school group; off the school grounds at a school activity, function or event; or anywhere and anytime a student's conduct has a real and substantial relationship to the lawful maintenance and operation of the district. Students engaging in such conduct, or attempting to engage in such conduct, are subject to corrective action or discipline. Accordingly, students may lose the privilege of participating in school-sponsored activities, including graduation ceremonies, for disciplinary reasons.

Law enforcement agencies shall be contacted in violations of assault; possession, use, or transmitting alcohol or other drugs not prescribed for the individual; arson; possession of a dangerous weapon or weapon facsimile; reporting false alarms; trespassing; abuse and theft as appropriate; and of other criminal activities.

Department of Social and Health Services, Children's Protective Services, may be contacted in cases of abuse or assault. If the victim is 18 or older and developmentally disabled, Adult Protective Services may be called.

In cases of destruction or theft of school district property grades, transcripts, and diplomas will be withheld until restitution is made through student labor and/or payment.

The principal or designee will meet with the student as soon as reasonably possible following the removal and take or initiate appropriate corrective action. The meeting will take place no later than the beginning of the school day following the student's emergency removal. The teacher or administrator who removed the student will be notified of the action taken or initiated.

A progressive discipline approach attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offense or accumulated offenses have occurred. Students who violate a rule the first time face disciplinary action commensurate to the violation and a first occurrence. Additional violations, similar in nature or not, may result in increased disciplinary action. At each intervention step the intent is to assist the student

in identifying the problem, understanding what new behavior is necessary, and encouraging the student to accept accountability for his/her actions. Every case is considered on its individual merit. The goal of the progressive discipline approach at school is to encourage students to:

- Correct inappropriate or unacceptable behavior
- Develop a better understanding of the problem and the need for behavior change
- Accept responsibility for their action
- Provide an opportunity to demonstrate improvement and personal growth

Student discipline, suspension, and/or expulsion will be administered in such a manner as to take into consideration the nature, severity, and circumstances of the violation, the individual circumstances of the student, and prior or other forms of corrective action or discipline which may have been imposed. A complete copy of Regulation 3240 and related Regulations are available on the District's website.

### **Suspensions, Expulsions, and Discretionary Discipline**

Short term suspensions may be imposed for any of the following student behaviors and for threats of such behaviors, attempts to engage in such behaviors, and conspiracies to engage in such behaviors. Long term suspensions and expulsions may be imposed for any of the following behaviors and for threats of such behaviors, attempts at such behaviors, and/or conspiracies to engage in such behaviors when such threats, attempts, or conspiracies adversely impact the health or safety of other students or educational staff:

- A. Having a firearm on school property or school transportation in violation of RCW 28A.600.420;
- B. Any of the following offenses listed in RCW 13.04.155, including:
  1. any violent offense as defined in RCW 9.94A.030, including
    - a. any felony that Washington law defines as a class A felony or an attempt, criminal conspiracy, or solicitation to commit a class A felony;
    - b. manslaughter;
    - c. indecent liberties committed by forcible compulsion;
    - d. kidnapping;
    - e. arson;
    - f. assault in the second degree;
    - g. assault of a child in the second degree;
    - h. robbery;
    - i. drive-by shooting; and
    - j. vehicular homicide or vehicular assault caused by driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner;
  2. any sex offense as defined in RCW 9.94A.030, which includes any felony violation of chapter 9A.44 RCW (other than failure to registered as a sex offender in violation of 9A.44.132), including rape, rape of a child, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, and any felony conviction or adjudication with a sexual motivation finding;
  3. inhaling toxic fumes in violation of chapter 9.47A RCW;
  4. any controlled substance violation of chapter 69.50 RCW;
  5. any liquor violation of RCW 66.44.270;
  6. any weapons violation of chapter 9.41 RCW, including having a dangerous weapon at school in violation of RCW 9.41.280;
  7. any violation of chapter 9A.36 RCW, including assault, malicious harassment, drive-by shooting, reckless endangerment, promoting a suicide attempt, coercion, assault of a child, custodial assault, and failing to summon assistance for an injured victim of a crime in need of assistance;
  8. any violation of chapter 9A.40 RCW, including kidnapping, unlawful imprisonment, custodial interference, luring, and human trafficking;
  9. any violation of chapter 9A.46 RCW, including harassment, stalking, and criminal gang intimidation; and

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

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

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

D. Any student behavior that adversely impacts the health or safety of other students or educational staff.

As used in this Procedure, the District defines the phrase “student behavior that adversely impacts the health or safety of other students or educational staff” as including, but not limited to, the following examples:

- Abusive behavior lewd conduct, harassment and sexual harassment
- Alcoholic beverages, narcotics and stimulant drugs
- Arson
- Assault, threats, extortion, causing physical injury or damage to school property
- Criminal acts
- Dangerous weapons, instruments & activities
- Firearms/facsimiles
- Disruptive conduct, inappropriate dress
- False alarms
- Repeated misconduct

Unless otherwise required by law, school administrators are not required to impose a long-term suspension or expulsion for the misconduct listed above, and whenever reasonable school administrators should first consider alternative sanctions.

For student behaviors—including specific offenses contained in Regulation 3240 and procedure 3240P—that do not fall within one or more of the categories listed immediately above, schools may only impose discretionary discipline as defined in this procedure. Schools may not impose long-term suspension or expulsion as a form of discretionary discipline, but may impose other sanctions up to and including short-term suspension in a manner consistent with this procedure.

In case of short-term or long-term suspensions or expulsions, parents will be notified. During suspension, students cannot be on any school district property or attend any school events. Depending on the circumstances of the infraction and the discipline imposed, a suspension/expulsion may begin immediately during the school day, after school, or the following morning. In order to minimize absences from school and depending upon the infraction, in-house suspension/Saturday School may be used as an alternative to out of school suspension. In addition, any student who is participating in or will be participating in school athletics, ASB, cheer, dance, and/or drill is subject to sanctions for violation of the drug and alcohol Regulation as outlined in the Student Athletic Handbook available online at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

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

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

### **Definitions**

- **School District Property:** School grounds - All the property of Issaquah School District and Issaquah High School (i.e.,

campus, parking areas, stadium complex, and other district property) at any time before, during, or after school and at any time when the school is being used by any school group.

- **Campus** - The instructional areas of Issaquah High School (excluding parking areas and stadium complex).
- **Restitution:** The act of making good or compensating for loss or damage. The damaged or stolen item is replaced or fixed.
- **Confiscation:** The act of taking away items that are inappropriate for school (i.e. tobacco, radios, knives, noise makers, etc.).
- **Discipline:** Action taken to correct inappropriate behavior and clarify expected appropriate behavior.
- **Removal from Class:** The student is removed from one or more classes for a specified length of time but remains at school during these periods or receives other appropriate disciplinary action. If a student is removed from class, she/he must report to an administrator immediately. The teacher must have first attempted other methods of controlling or changing the inappropriate behavior. The teacher is responsible for telephoning the parent and recording the date of contact for future reference.
- **Detention:** As assigned to be served before school, immediately after school or during lunch; monitored study hall.
- **Work Detail:** As assigned during lunch or after school; monitored by an administrator and/or designee
- **Saturday School:** 8am to 12pm on Saturdays; monitored study hall; may include campus cleanup. Failure to serve Saturday School may result in a 2-day Short-Term/In-house Suspension. Although not listed under each discipline rule, Saturday School will be an option when available.
- **Suspension** means the denial of attendance for any single subject or class or for any full schedule of subjects or classes for a stated period of time. Suspension may also include denial of admission to, or entry upon, real and personal property that is owned, leased, rented or controlled by the District. During suspension, students **cannot be on any school district property or attend any school events**. Depending on the circumstances of the infraction and the discipline imposed, a suspension may begin immediately during the school day, after school, or the following morning. In order to minimize absence from school, in-house suspension may be used as an alternative to short-term suspension. Parents will be notified by letter.
- **Short-Term Suspension:** (STS) means suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days. Missed schoolwork is available upon request.
- **Long-Term Suspension:** (LTS) means a suspension that exceeds ten (10) consecutive school days and ends no later than the last day of the school year during which the student's misconduct occurred. A long-term suspension cannot cause the student to lose academic grades or credit in excess of one semester or trimester during the same school year. Missing schoolwork is NOT available for long-term suspension.
- **Emergency Expulsion** (EE) means an emergency removal from school for up to, but not exceeding, ten (10) consecutive school days from the student's current school placement by the Superintendent or designee. An emergency expulsion requires the Superintendent or designee to have good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion must end or be converted to another form of corrective action within ten (10) school days from the date of the emergency removal from school. If the District converts the emergency expulsion to another form of corrective action, it must provide notice and an explanation of due process rights to the student and parent/guardian.

**Expulsion** means a denial of attendance for a period of time up to but no longer than length of an academic term (as defined by the board of directors) from the time the student is removed from his/her current school placement by the District superintendent or designee. An expulsion may not be for an indefinite period of time and may not be imposed except for the offenses listed below in the section entitled "Suspension, Expulsions, and Discretionary Discipline." An

expulsion may be extended beyond the length of an academic term if: 1) the school petitions the superintendent for an extension; and 2) the superintendent authorizes the extension pursuant to the superintendent of public instruction's rules adopted for this purpose (see Petition for Extension of Length of Expulsion below). An expulsion may also include a denial of admission to, or entry upon, real or personal property that is owned, leased, rented or controlled by the District.

- **School business day** means any calendar day except Saturdays, Sundays and any federal and school holidays upon which the office of the Superintendent is open to the public for business. A school business day concludes upon the closure of the Superintendent's office for the calendar day.
- **School day** means a calendar day except school holidays on which enrolled students are engaged in educational activity which is planned, supervised and conducted by or under the supervision of certificated staff and on which day all or any portion of enrolled students participate in such educational activity.
- **Reengagement meeting** means a meeting held between the District and the student and parent/guardian to discuss how to return a long-term suspended or expelled student to an educational setting as soon as possible.
- **Reengagement plan** means a written plan tailored to the student's individual circumstances developed between the District and a student and his/her parent or guardian designed to aid the student in taking the necessary steps to remedy the situation that led to the student's suspension or expulsion and to return the student to the educational setting as soon as possible. Parents or guardians must be given access to, provide meaningful input on, and have the opportunity to participate in the student's reengagement plan

### **Student Rights and Responsibilities**

Students are entitled to the rights of all people as set forth in the Constitution and laws of the United States; the Constitution and laws of the State of Washington; the law regarding equal education opportunity; First Amendment rights to freedom of press, speech, peaceable assembly and petition; and the right to be secure in their pursuit of an education while in the custody of the school district. These rights are subject to the school district's authority to make reasonable rules and regulations to maintain the educational process. A complete copy of the Regulation may be obtained at any school. Procedures are designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts.

### **Search and Seizure**

Students are entitled to the guarantees of the Fourth Amendment and shall be secure in their persons, papers, and effects against unreasonable searches and seizures. However, school officials have the responsibility of maintaining a safe environment and are empowered to conduct a reasonable search of a student and school property when there is reasonable cause or grounds for suspecting or believing that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any search conducted must comply with applicable laws. School property will remain under the control of school officials, and will be subject to search. A complete copy of Regulation #3230 may be obtained at any school or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu). School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not allowed to bring these items to school or any school-sponsored function.

Authority to Conduct a Search – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have a reasonable suspicion that a particular student is in possession of something prohibited by the law or school rules.

General Inspection -- School authorities may make general inspections of lockers or desks for purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses unless reasonable particularized suspicion exists.

Locker/Desk/Storage Area Inspections – All lockers and storage areas provided for student use on school premises remain the property of the District and are subject to inspection/access for maintenance and search. If, as a result of such a general search, a building administrator or designee develops reasonable suspicion that a container in a student locker or desk may contain evidence of student misconduct, the administrator may search the container. In case of suspensions, parents will be notified by telephone and/or by letter.

### **Student Conduct Expectations**

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

The following list of offenses generally describes such conduct, but is not intended to be exclusive. Each is specifically prohibited on school grounds, on school sponsored transportation, at school events off school grounds, and off school grounds if the conduct materially and substantially affects the educational process or District operations.

Such misconduct may also result in an expulsion or emergency expulsion under the circumstances described in Regulation 3241 and Procedure 3241P.

In case of short-term or long-term suspensions or expulsions, parents will be notified. During suspension, students cannot be on any school district property or attend any school events. Depending on the circumstances of the infraction and the discipline imposed, a suspension/expulsion may begin immediately during the school day, after school, or the following morning. In order to minimize absences from school and depending upon the infraction, in-house suspension/Saturday School may be used as an alternative to out of school suspension. In addition, any student who is participating in or will be participating in school athletics, ASB, cheer, dance, and/or drill is subject to sanctions for violation of the drug and alcohol Regulation as outlined in the *Student Athletic Handbook* available online at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

The Student Conduct Expectations also pertains to students involved in Running Start and WaNIC during lunch and traveling between schools. Any action which removes a student from school for more than one day will comprise a “disciplinary action” and will be documented in the student’s cumulative file.

An Ad Hoc Committee of citizens, convened in accordance with WAC 392-400-245(2);and 260(2) has determined that infractions indicated below by an asterisk are misconduct deemed exceptional and may result in immediate suspension or expulsion for a first-time offense.

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

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

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

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

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

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

**Bullying** – Any intentional written message or image - including those that are electronically transmitted, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education (for example, substantially interfering with classroom performance, attendance, or pattern of tardiness) or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

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

**Cheating** - Intentional deception in the preparation or completion of any school assignment, assessment, examination or project, or in the conduct of any school-related activity is prohibited, along with the aiding and abetting of such behavior by others.

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

- Freak Dancing will not be allowed nor is it an acceptable style of dancing. The definition of Freak Dancing is any or all dancing that is found to be “sexually suggestive in any way.” Examples of this are, but not limited to:
  - Any inappropriate backside dancing (ankle/knee grabbing, bending over more than 90 degrees, etc.)
  - Inappropriate touching, fondling, excessive displays of affection.
  - Removal of shirts, pants or necessary articles of clothing
  - No on the floor dancing or lap dancing
  - No front to front dancing with legs up or legs intertwined
  - No violent, “mosh pit” style dancing
  - Dance Chaperones will be given the authority to ask students to stop if students are found to be dancing inappropriately.
- Students who bring a guest to a school dance are required to have the appropriate dance pass form completed, signed and returned to the ASB bookkeeper no later than two days prior to the dance. Dance passes are available in the attendance office. **Students may NOT bring a guest that is over 21.** If you or your guest is asked to leave a dance, both parties will be required to leave. Your parents will be called to come and pick you up if necessary.
- Any student or guest that is dressed inappropriately will be asked to change or be removed from the dance. No refund will be given. For appropriate dress description, see Student Dress Standards.
- Dance admission: EVERYONE MUST HAVE PICTURE ID. Current school ID, passport, or driver’s license will be the only forms of picture ID accepted.

**Dangerous Behavior** - Engaging in behavior which a reasonable person would know creates a risk of injury to another individual is prohibited.

**Defiance** - Students must obey the lawful instructions of school personnel.

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

**Discriminatory Harassment** - conduct or communication Conduct or communication that (1) is intended to be harmful,

humiliating, or physically threatening, and (2) shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a trained dog guide or service animal.

**Disruptive Conduct** - Willful conduct which creates a disturbance on school premises or bus or interferes with the educational process is prohibited. Such conduct includes, but is not limited to:

- A. Occupying a school building or school grounds in order to deprive others of its use;
- B. Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
- C. Preventing students from attending a class or school activity;
- D. Blocking normal pedestrian or vehicular traffic on a school campus
- E. Interfering seriously with the conduct of any class or activity.

**Disruptive Dress and Appearance** - The student and parent/guardian may determine the student's personal dress and grooming standards, provided that the student's dress and grooming do not lead school officials to reasonably believe that such dress or grooming will:

- Disrupt, interfere with, disturb, or detract from school activities.
- Create a health or other hazard to the student's safety or to the safety of others.
- Promote by printed word or symbol the use of illegal substances or other prohibited activities which may include but not be limited to intimidation, harassment, sexual innuendo, vulgarity, and obscenities. See Regulation 3224.

**Drugs, Alcohol and Mind-Altering Substances** - Students shall not illegally use, possess, sell, distribute or be under the influence of drugs, alcohol, mind-altering substances, medication not prescribed to them by a physician and approved in writing by the parent/guardian, drug paraphernalia or any item which purports to be such. Any violation of this provision is deemed exceptional misconduct and may result in immediate suspension or expulsion for a first-time offense.

- First offense of any of the above is LTS or expulsion (30-90 days); emergency expulsion; police notified.
- Two or more offenses of any of the above is emergency expulsion, police notified; and may result in the student's permanent expulsion from the Issaquah School District

#### Alternative Consequence for Drug/Alcohol Use Violations

Alcohol and drug use is a considerable threat not only to those students who are under the influence, but also to those who are innocent bystanders. The Issaquah School District is committed to providing a drug-free environment for all students and maintains zero tolerance for students who violate the School District Regulation concerning drugs and alcohol.

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

- a. Choose a state certified assessing agency and sign appropriate release forms to:
  - Enable the school to give the assessing agency information that would be useful in making an accurate assessment, and
  - Allow the assessing agency to share information regarding the student's assessment and ongoing progress with school personnel.
- b. Fully participate in a drug/alcohol assessment at the agency.
- c. Upon completion of these steps, the emergency expulsion will be converted to a suspension of not fewer than ten days. Upon returning to school, the student will be expected to follow the recommendation as made by the assessing agency. The school will stay in close contact with the assessing agency to ensure the student is compliant with the recommendations that were made, and will assist the student in remaining drug/alcohol free.

These expectations will be in effect until the completion of the long-term suspension or expulsion (up to 90 days). If the student fails to comply with these expectations, the privilege of returning to school will be revoked and the student will be suspended or expelled as set forth above.

Please note: Any student-athlete or student involved in cheer, dance, in season, out of season or between seasons, will be immediately ineligible for interscholastic competition in the current interscholastic sports/activity program for the remainder of the season if they are found in violation of this rule. This also pertains to attending and/or remaining at an event where it is reasonably known by those present that alcoholic beverages, drugs and/or chemical substances are being consumed. In this situation it is the responsibility of the student-athlete or student involved in the activities noted above to remove him/herself IMMEDIATELY beyond all reasonable doubt and proximity, from the situation. An individual who makes a willful choice to remain at such an event is in violation of this rule and subject to athletic sanctions.

**Explosives** - Possession or use of anything tending or serving to explode with force or violence, such as firecrackers, bullets or pipe bombs, is prohibited.

**Extortion/Blackmail/Coercion** - Obtaining money or property by violence or threat of violence, or forcing someone to do something by force or threat of force is prohibited.

**Failure to Pursue Studies** – a student is required to pursue a program of studies, which includes regular class attendance, coming prepared with materials required, participating in class activities, and completing assigned work.

**False Accusations/Defamation** - Students shall not make untrue charges of wrongful conduct or other defamatory statements.

**False Alarms/Fire Apparatus** - Setting off false alarms, discharging or stealing fire extinguisher or damaging alarm systems is prohibited.

**Fighting** - The act of quarreling involving bodily contact is prohibited. Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight.

**Forgery** - The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses or other data is prohibited.

**Gambling** – The act of risking or betting something of value on the outcome of an event, a game of chance, etc. is prohibited.

**Gang Activity** - Students shall not display, reflect, or participate in dress, apparel, activities, acts, behaviors, or manner of grooming which: (a) lead school officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would disrupt or interfere with the school environment, activity or educational objectives; (b) present a physical safety hazard to self, students, staff and others; (c) create an atmosphere in which a student, staff, or other person's well-being is adversely affected by undue pressure, behavior, intimidation, overt gesture or threat of violence, or (d) imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or on one's person.

**Harassment, Malicious** - Derogatory action or intimidation of another person in a way that places that person in reasonable fear of harm to his/her person or property; or disrupts the learning environment is prohibited. See Regulation 3205 and 3207. Harassment, Sexual - Unwelcome or uninvited sexual advances, requests for sexual favors, sexual comments, cartoons, innuendoes and other verbal or physical conduct of a sexual nature is prohibited. See Regulation 3205. Hazing - Students shall not participate, conspire to participate, or conspire for others to participate in hazing or harassing acts that injure, degrade or disgrace, or tend to injure, degrade or disgrace other individuals.

## **Sexual Harassment**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity. See Regulation 3205 and 3205P for the complete Regulation.

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

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

### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Targeted writing of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, sexual assault

**You can report sexual harassment** to any school staff member or Title IX Coordinator, Sena Camarata, Director of Human Resources, 425-837-7000, [camaratas@issaquah.wednet.edu](mailto:camaratas@issaquah.wednet.edu)

## **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child has experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school District's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

### **Complaint to the School District**

#### ***Step 1. Write Our Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the District should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the Superintendent or civil rights compliance coordinator.

#### ***Step 2: School District Investigates Your Complaint***

Once the District receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the District will notify you in writing to explain why staff need a time extension and the new date for their written response.

#### ***Step 3: School District Responds to Your Complaint***

In its written response, the District will include a summary of the results of the investigation, a determination of

whether or not the District failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the District into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the District’s decision, you may appeal to the District’s Board of Directors. You must file a notice of appeal in writing to the secretary of the Board within 10 calendar days after you received the District’s response to your complaint. The Board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The Board will send you a written decision within 30 calendar days after the District received your notice of appeal. The Board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the District’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the District’s complaint and appeal process, or (2) the District has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

**Hazing** - Students shall not participate, conspire to participate, or conspire for others to participate in hazing or harassing acts that injure, degrade or disgrace, or tend to injure, degrade or disgrace other individuals.

**Inappropriate Display of Affection** - Overt displays of affection or sexually-oriented actions which violate standards of acceptable social conduct are prohibited.

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

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

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

**Leaving Campus during School Hours** — Students are required to remain on the school grounds from time of arrival unless officially excused. Students who are 11th and 12th graders may leave campus during lunch ONLY if they have written

parent permission on file in the attendance office. Students involved with approved off campus activities during school hours must have a valid off-campus pass in their possession. Visitations to other schools must be approved in advance by both principals. Although close in proximity, students are not to walk over to Issaquah Middle School and disturb the school day.

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

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

**Misuse of Electronic Information Systems** - Students shall comply with the Responsible Use Handbook and Procedure 2022P when using electronic information systems such as email, networks, and the Internet.

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

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

**Robbery** - stealing from an individual by force or threat of force is prohibited.

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

**Student Expression** - Student expression may not be vulgar, lewd, obscene, or plainly offensive, be used to cause a substantial disruption of the educational process or interfere with the rights of others. See Regulation 3220.

**Telecommunication/Electronic Devices** – Student use of personal devices shall not be in violation of 2022P and or building or class rules.

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

**Tobacco** - The District recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the District, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices and vapor products, non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on all District property, including all District buildings, grounds and district-owned vehicles, and within five hundred feet of schools. Possession by or distribution of tobacco products to minors is prohibited. See Regulation 4215.

**Trespassing** - Being present in an unauthorized place or refusing to leave when ordered to do so is prohibited.

**Verbal Abuse** - The use of disrespectful or threatening language to school personnel or other students is prohibited.

**Weapons** - Possession, transmission or use of any object that is or reasonably appears to be a dangerous weapon or related device is prohibited. Such objects include, but are not limited to: firearms, ammunition, incendiary or explosive devices, clubs, knives with blades of at least three (3) inches in length, or other cutting or stabbing instruments brought or possessed with the intent to cause bodily harm, or to instill fear and/or intimidate by their mere presence on school property or at

school sponsored events, chemical inhalants, and look-alike items or replicas displayed or represented as real weapons. Pursuant to RCW 9.91.160. Persons over eighteen (18) years of age, and persons between fourteen (14) and eighteen (18) years of age who have written parental permission, may possess personal protection spray devices (i.e., mace or pepper spray) on school property. No one may deliver such a spray device to anyone under fourteen (14), or to anyone between fourteen (14) and eighteen (18) who does not have written parental permission. Personal protection spray devices may only be used in self-defense as defined by state law. Possession, transmission, or use of a spray device under any other circumstances will be treated as a violation of the District's rule prohibiting weapons.

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

### **Violation of Suspension**

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

### **Student Athletic/Activity Code**

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

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

A complete copy of Regulation and procedure 3240 and related policies may be obtained at any school or on the district website at [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

### **Safe and Positive Environment**

The Issaquah School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students.

The district's Regulations on harassment--sexual and otherwise--support our high expectations for proper behavior. Please take a moment to review the summary of these policies. If you would like the complete text, you may contact the district personnel office at (425) 837-7056. The district's harassment Regulations cover students. They include definitions and procedures to deal with complaints, and are shared with students, staff, and parents annually. See Regulations 3205, 3207, 3210, 3213.

Examples of harassing behaviors include, without limitation: invitations for dates which do not stop when the response

is negative; uninvited and deliberate touching or feigned accidental brushing against a person's body; feigned friendly pats, squeezes, pinches, or other forms of physical contact; standing too close, cornering or stalking a person; using derogatory sexual terms for a person; uninvited letters, phone calls, or gifts; teasing with sexually explicit or suggestive materials in the work place, including "pin-ups" or sexually degrading cartoons posted in the school site; uninvited sexually suggestive looks, constant leering or ogling, or gestures; uninvited sexual teasing, remarks, or questions regarding an individual's personal life, which have no relationship to the school environment; and demands for sexual favors in return for grades or other employment or education achievement; disparaging remarks, hazing, pranks, or other intimidating behavior directed toward an individual because of the individual's race, color, sex, creed, religion, sexual orientation, ancestry, national origin, physical/personality traits or style, physical, sensory, or mental disabilities, or any other category protected by law.

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

### **Transportation**

The mission of the district and bus drivers is to safely transport students to and from school. A complete copy of Regulation 6606, setting forth the specific rules of conduct on buses, may be obtained at any school or from the Transportation Department.

The district uses random placement of video cameras on school buses to maintain good order and increase safety. The video tapes may be used to identify students who violate the rules of conduct for buses and for decisions based on those violations. A complete copy of Regulation 6608 may be obtained at any school or the Transportation Department.