

STUDENT HANDBOOK & PLANNER

ADDRESS: 700 2ND AVE. SE ISSAQUAH, WA 98027-4319
PHONE: (425) 837-6000
www.ihs.issaquah.wednet.edu

ADMINISTRATION

Principal.....Paula Phelps
Assistant Principal.....Julia Bamba
Assistant Principal.....Dawn Wallace
Dean of Students.....Randy Wood
Activity Director.....Emily Carl
Admin/Athletic Director.....Michael Bailey

COUNSELORS

Alpha A-G.....Christy Deniston
Alpha H-N.....Todd Herd
Alpha O-Z.....Melanie Bonanno

Administration:	837-6002	Counselors:	837-6140
Attendance:	837-6012	ASB Bookkeeper:	837-6014
Athletics:	837-6015	Activities:	837-6015

This Student Handbook belongs to:

Name: _____

Address: _____

City: _____ Telephone: _____

WELCOME

On behalf of the Issaquah High School staff, we would like to welcome you to the 2009-10 school year! Our goal is to provide a safe and caring environment, where ALL students experience a sense of caring and feel connected to the IHS community. 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 planner serves as our IHS Student Handbook, including our policies, procedures and important information. Please refer to them when questions arise. **Best wishes for a great year!**

REGULAR SCHEDULE

Period 1 7:25-8:25
Period 2 8:30-9:25
Break 9:25-9:35
Period 3 9:35-10:40

1st Lunch 10:40-11:15 Period 4 10:45-11:40
Period 4 11:20-12:15 2nd Lunch 11:40-12:15

Period 5 12:20-1:15
Period 6 1:20-2:16

WEDNESDAY SCHEDULE

Period 1 9:40-10:20
Period 2 10:25-11:00
Period 3 11:05-11:45

1st Lunch 11:45-12:20 Period 4 11:50-12:30
Period 4 12:25-1:05 2nd Lunch 12:30-1:05

Period 5 1:10-1:45
Period 6 1:50-2:31

CLASS SCHEDULE

1ST Semester

Course	Teacher	Room
1.		
2.		
3.		
4.		
5.		
6.		

2ND Semester

Course	Teacher	Room
1.		
2.		
3.		
4.		
5.		
6.		

QUICK REFERENCES

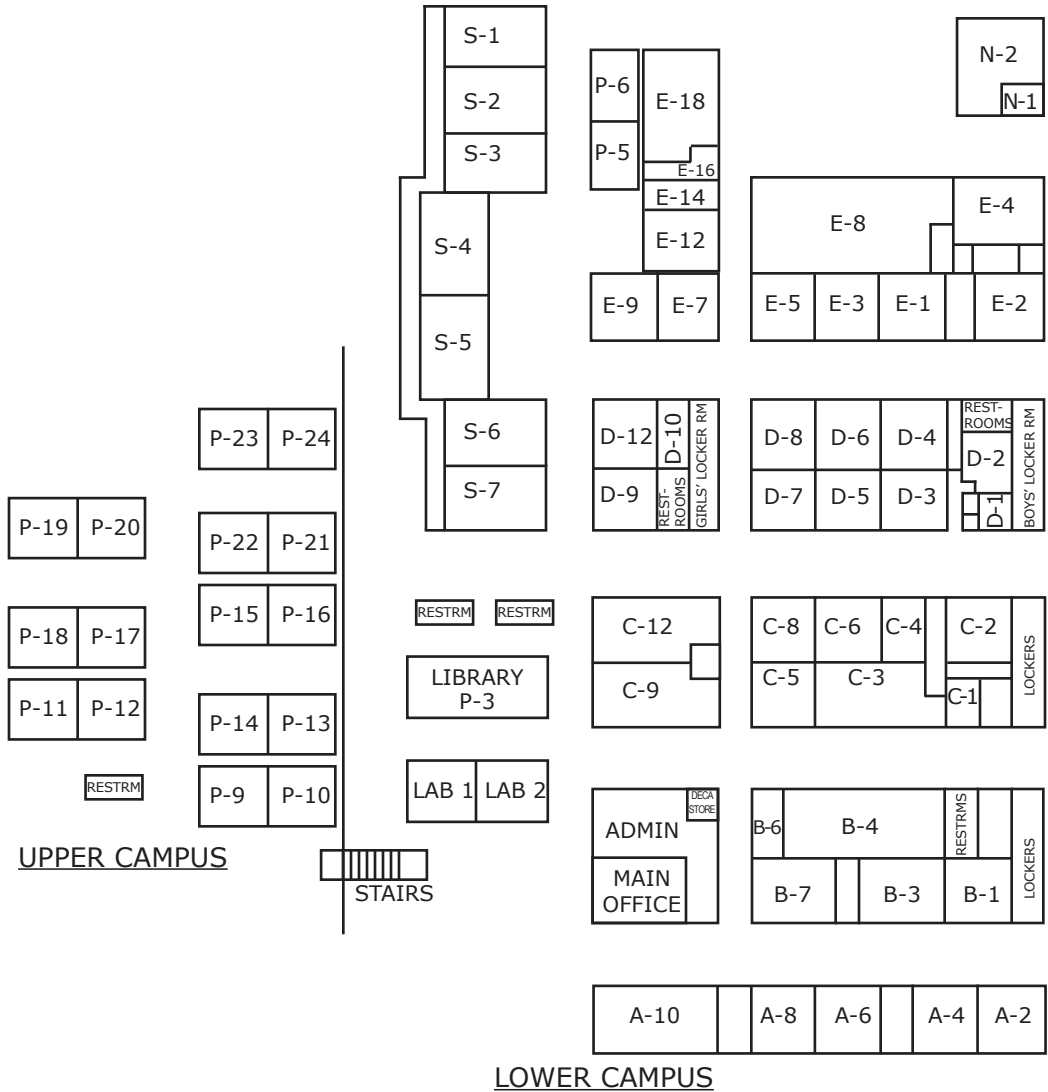
Activities Information	Activities Office	837-6015
ASB Card Information	Bookkeeper's Office	837-6014
Athletic Eligibility Forms	Activities Office	837-6015
Attendance Problems/Verification	Attendance Office	837-6012
Bus Routes and Schedules	Counseling Secretary	837-6140
Career and Vocational Help	Career Center	837-6001
Discipline	Administrators	837-6002
Emergency Student Contact	Attendance Office	837-6012
Fees, Fines, Yearbooks	ASB Bookkeeper's Office	837-6014
First Aid, Health Room	Main Office	837-6010
Lockers	Attendance Office	837-6012
Lost and Found	Security Office	837-6071
Lunch Release Approval	Attendance Office	837-6012
Parking Tickets and Permits	Security Office	837-6071
Personal Crisis or Counseling	Counseling Office	837-6140
Records, Transcripts, Report Cards	Counseling Office	837-6141
Student Schedules	Data Processor	837-6142
School Calendar, Events Scheduling	Activities Office	837-6015
Student Government	ASB Advisor	837-6110
Theft	Security Office	837-6071
Visitor Approval/Check-In	Receptionist	837-6010

For additional "Who to Call" phone numbers visit our website @ ihs.issaquah.wednet.edu

IMPORTANT DATES TO REMEMBER

First day of School	09/02/09
Curriculum Night	09/22/09
Homecoming Week	10/19/09
Homecoming Football Game	10/23/09
Homecoming Dance	10/24/09
Veterans' Day no school	11/11/09
Thanksgiving Holiday no school	11/26/09 thru 11/27/09
Winter Break no school	12/21/09 thru 01/03/10
Martin Luther King Day no school	01/18/10
Mid-Winter Break no school	02/15/10 thru 02/19/10
WASL Testing	03/16/10 thru 03/18/10
Spring Break no school	03/29/10 thru 4/02/10
WASL Testing	04/13/10, 04/15/10
AP Testing	05/03/10 thru 05/14/10
Memorial Day no school	05/28/10 & 05/31/10
Senior Prom @ Great Hall of Union Station	06/05/10
Last Day of School	06/17/10

ISSAQUAH HIGH SCHOOL



IHS STUDENT CO-CURRICULAR ACTIVITIES

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.

EXECUTIVE BOARD ELECTED POSITIONS

President	Jeremiah Odom
Vice-President	Bobby Johnson
Secretary	Alex Nelson
Treasurer	Brianna Fowler-Lindner
Student Activities Coordinator	Quinn Grisham

CLASS COUNCIL PRESIDENTS

Senior Class	Max Sugarman
Junior Class	Abby Glasgow
Sophomore Class	Audrey DeLuca

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 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.

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

CO-CURRICULAR INFORMATION

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, a 2.3 in Dance/Drill and a 2.5 in ASB/Cheer.

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

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 costs of the activities covered by the student card are easily twice the price of the card. 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 \$50.00.

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.

CHECK ACCEPTANCE POLICY: The district has established the following policy 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.

ACTIVITY/CLUB

Cheer
Chess Club
Choir
Dance Team
DECA
Drama/Drama Club
Drill Team
French Club
Gay-Straight Alliance
Hi Tones/In-Harmony
I-Vision
JSA
Key Club
Jazz Band/Marching Band
Journalism
LINK Crew
Manga/Anime
National Junior Honor Society
NJROTC
Orchestra
Political Awareness Club
Robotics Club
Spanish Club
Student Traffic Court
Yearbook

ADVISOR

Laura Couty
Jay Radmer
Barbara Irish
TBD
Bob Payseno
Holly Whiting
Rochelle Eixenberger
Martha Legier
Elaine Armstrong
Barbara Irish
Buddy Bland
TBD
Josh Moore
Patrick Holen
Ellen Jarvinen
Emily Carl
TBD
Amy McGinnis
Richard Demarco
Doug Longman
Dawson Mortimore
Jared Fernandez
Andrea Noon
Dawn Wallace
Ellen Jarvinen

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:

1. Maintain passing grades and earn credit in all classes (enroll in at least 4 classes)
2. Maintain a 2.0 semester and cumulative GPA
3. Clear all fines
4. Purchase an ASB Activity Card for \$50.00
5. Pay the district participation fee of \$85.00
6. Return to the coach all previous sports equipment/uniforms issued or paid for them
7. Complete a physical examination and medical emergency forms and returned them to the Activities/Athletic Office
8. Sign an agreement to abide by the Issaquah School District Athletic Code of Conduct

KINGCO SPORTS:

FALL	WINTER	SPRING
Athletic Director:	Mike Bailey	
Cross Country - Robertson	Basketball (M) - Altchech	Baseball - Reese
Diving (W) - Owen	Basketball (W) -Gibson	Fastpitch - TBD
Football - Bennett	Diving (M) - Owen	Golf (W) - Bakamus
Golf (M) - Bakamus	Gymnastics - Fleisher	Soccer (M) - Lichtenberger
Soccer (W) - Bunnell	Swimming (M) - Halter	Tennis (W) - Small
Swimming (W) - Halter	Wrestling - Hyatt	Track (M) - Robertson
Tennis (M) - Small		Track (W) - Robertson
Volleyball - Parsons		

ATTENDANCE REQUIRED - A student is expected to be in attendance all 6 periods of the day of a practice or event in order to participate in activities 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.

FINE ARTS

The Fine Arts program offers students an opportunity to participate in programs throughout the year. Instrumental music includes Pep Band, Jazz Band, and Orchestra; vocal music provides programs in Choir, Hi-Tones, Vocal Jazz, and In-Harmony. The Drama Department, assisted by the music departments, produces a musical each year along with several other productions. These productions are always viewed as quality performances and utilize many students as performers and stage crew members.

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, loss 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. Student vehicles may be subject to search.

COUNSELING CENTER

COUNSELING AND CAREER DEVELOPMENT

The counseling staff is organized with three full-time counselors, part-time community counselor, secretary, data processor, registrar, and career specialists. Students are assigned to a specific counselor for academic monitoring according to last name. The Counseling Center, located in Room C-3, 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 diagnosing learning disabilities & working to resolve academic problems
- Coordinate & provide information for drug/alcohol intervention & assessments
- Personal counseling with students
- Parent and student interventions & personal concerns
- Consultation & referral to Child Protective Services, law enforcement, & referrals to community agencies.

Please visit the Counseling Center website to access the following:

- www.ihs.issaquah.wednet.edu/counseling/Counseling.htm
- Post high school planning options
- College application procedures
- Current scholarships
- Checklists for students that are bound for community college, technical college, 4-year college, apprenticeships and military
- www.ihs.issaquah.wednet.edu/RegistrationMaterial/Registration.htm
- A complete IHS course description guide
- Scheduling forms for all grade levels
- Graduation requirements
- Course offerings by department

THE CAREER CENTER

The Counseling Center/Career Center's goal is to develop career awareness and planned career paths as an integral extension of the school's curriculum. For this reason, the high school has an up-to-date career center that is an excellent resource for students, faculty and parents needing information about post-secondary education and career decisions. Career information is presented in grades 10-12 through the Career Education curriculum.

SERVICES AND RESOURCES

Career Counseling with Students (and their parents if desired)
 Career interest and aptitude testing
 College Credit information (college credit courses)
 NEVAC information (vocational classes at other high schools)
 College, financial aid and career exploration
 Part-time job information
 Resume, application & interview resources
 Job shadowing opportunities
 Community and technical college information

Summer programs
 Career Library – books, catalogs, videos (available for check out)
 College representative visits
 Field trips to colleges & special programs
 Scholarship information
 SAT/ACT books
 Military information
 Internship opportunities
 Portfolio building information
 Community service opportunities

Please visit the Career Center website to access the following:

www.ihs.issaquah.wednet.edu/Teachers/cote/default.htm

Job postings
 College planning guide
 Culminating Project curriculum
 Volunteer opportunities
 College Scholarship applications and information

SAT/ACT information
 College representatives visits calendar
 NEVAC College Credit, and Career Information
 Summer opportunities for students

GRADUATION REQUIREMENTS: Class of 2010 and 2011

Subject Area:	# Of Sem Required to Graduate:	Credits Required to Graduate: (Sem Cr.= .5)
Language Arts	8	4.0
Social Studies: Northwest Studies (between 7th - 12th) World Studies (9th grade required) Cr. 1.0 European Studies (10th grade required) Cr 1.0 U.S. History (11th grade required) Cr. 1.0	6	3.0
Health	1	.5
Mathematics	4	2.0
Science	4	2.0
Physical Education	3	1.5
Fine/Applied Arts (see listing of courses on pages 6-7)	2	1.0
Technical Proficiency**	1 (or pass proficiency test)	.5 Occ Ed (or pass prof test)
Occupational Education (see listing of courses on pages 6-7)	4	2.0
Electives	12	6.0
Senior project and High School and Beyond Requirement	N/A	N/A
CLASS CREDIT REQUIREMENTS***		22 Credits

GRADUATION REQUIREMENTS: Class of 2012 and beyond

Subject Area:	# Of Sem Required to Graduate:	Credits Required to Graduate: (Sem Cr.= .5)
Language Arts	8	4.0
Social Studies: Northwest Studies (between 7th - 12th) World Studies (9th grade required) Cr. 1.0 European Studies (10th grade required) Cr 1.0 U.S. History (11th grade required) Cr. 1.0	6	3.0
Health	1	.5
Mathematics: These three credits must be completed during a student's high school career. Courses taken during middle school will be noted on the high school transcript but will be noted as an elective credit.	6	3.0
Science	4	2.0
Physical Education	3	1.5
Fine/Applied Arts (see listing of courses on pages 6-7)	2	1.0
Technical Proficiency**	1 (or pass proficiency test)	.5 Occ Ed (or pass prof test)
Occupational Education (see listing of courses on pages 6-7)	2	1.0
Electives	12	5.5
Senior project and High School and Beyond Requirement	N/A	N/A
CLASS CREDIT REQUIREMENTS***		22 Credits

CULMINATING PROJECT REQUIRED FOR GRADUATION

The Washington State Board of Education has set minimum requirements for high school graduation (WAC 180-51-061). All Washington graduates must fulfill the following four graduation requirements:

Earn a certificate of Academic Achievement (Must meet standard on the reading, writing and math sections of the WASL) or satisfy math requirements for graduation by earning additional math credit or meet standards on approved alternative assessments.

- Meet class credit requirements
- Craft a high school and beyond plan (part of culm. project)
- Complete a culminating project

Visit the Career Center website www.ihs.issaquah.wednet.edu/Teachers/cote and click on Culmination Project for additional information.

FOUR-YEAR COLLEGE/UNIVERSITY REQUIREMENTS

Students planning to attend a four-year university directly from high school should include, as a minimum, the following academic core courses in their high school educational plan (subject to change by the each college):

ENGLISH – Four years

SOCIAL STUDIES – Three years (four preferred)

MATH – Three years – through Integrated Algebra 2 (all 4 years for most selective colleges)

SCIENCE – Two (three recommended) years of lab science (including chemistry or physics for Washington public universities)

FINE ARTS – One year (UW and WWU require a minimum .5 fine arts credit) note that applied arts can count for high school requirements, but these differ from fine arts as defined by colleges. If unsure, consult with counselor.

FOREIGN LANGUAGE – Two consecutive years of the same language required, three years recommended.

Academic review for college admissions will not only include an examination of a student's GPA and college entrance examination scores (SAT/ACT), but will also be based upon an evaluation of a student's rigor of curricula and achievement, and in some cases a college essay. *Requirements at out-of-state and all selective universities may vary. Students and parents should consult the current College Handbook published by the College Board.

COLLEGE ENTRANCE EXAMS

About the SAT Reasoning Test: The SAT Reasoning Test is a three-hour 45-minute multiple choice and essay test that is divided into 10 sections, including a 25-minute essay, with each section timed separately. The essay always appears first and the six other 25-minute sections can appear in any order. In addition a 10-minute writing multiple-choice section appears at the end of the test. One section is a wild card section which doesn't count toward your score but you have no way to know which section the wild card is, so you must do your best on all sections. Except for the Critical Reading problems, the questions are designed to get more difficult as you work through a set. There are test taking strategies you should study before taking this test. You should also understand the scoring procedure: You get one point added to your score for each correct answer on the SAT, and lose one-quarter of a point for each wrong answer (except for Grid-ins). If you leave a question blank, you neither gain nor lose points. Incorrect answers to Grid-ins have no effect on your score. Students receive three scores on the 200-800 scale—one for critical reading, one for math, and one for writing. Students also receive two writing sub-scores: a multiple-choice score from 20 to 80 and an essay score from 2 to 12 (based upon the score that two graders give you each on a scale from 1-6). The total writing score, which is a combination of the multiple-choice and essay scores, is reported on the 200-800 scale. The essay makes up approximately 30 percent of the total writing section score. The reports include sub-scores as well, but most schools focus on the two main scores. The average scaled score (on a 200- to 800-point scale) for either Math or Verbal is 500, for an average combined score of 1000 points.

About the SAT Subject Test: The SAT Subject Test is intended to test a student's knowledge in a particular subject. Each exam is all multiple-choice and one hour long. It is scored on a 200-800 scale. Some colleges require at least one SAT Subject Test and some require up to three. It is typically highly selective out-of-state colleges that require this. Consult with college admissions counselors about which exams would make your application the strongest. The SAT Subject test exams are usually offered on the same dates as the SAT Reasoning Test. You cannot take both exams on the same day. You can take up to three SAT Subject Tests on the same day, although we do not recommend taking more than two on a given day. In general, you may want to plan on taking an SAT Subject Tests around the same date as your final in the equivalent high school course and/or just after taking an AP exam in a certain subject in order to eliminate studying the same subject twice.


Reporting SAT Scores: Score reports can be managed and sent through your college board online account.

About The ACT: NOTE: You must sign up for the ACT with writing. Most colleges require the writing section for admission evaluation. The ACT test is made up of four individual tests, each designed to measure academic achievement in a major area: English, mathematics, reading, and natural sciences. The ACT is approximately 3 hours long. To check for contents of the tests, consult www.act.org. The questions in every subject test vary in difficulty. Remember that

the questions are not arranged in order of difficulty. This is different from tests such as the SAT in which easier questions come first. So, if you are stumped after the first few questions, don't even think of skipping the rest. You may often find later questions easier to answer than the earlier ones. Skipping past hard questions is very important, since otherwise you may never reach easy ones toward the end of the test.

Understanding your ACT score: Your raw score is simply the number of questions you answer correctly. The raw score is then converted into a scale score. There is a scale score for each test: English, Mathematics, Reading, and Science Reasoning, ranging from 1 to 36. Next to each scaled score is a percentile ranking. Percentile ranking refers to the percentage of people who performed worse than you did on the test. Subscores are reported on a scale of 1 to 18. They are also reported as percentiles. The subcategories are useful to you if you decide to take the test again, as a way to pinpoint your strengths and weaknesses. Finally, you will find a composite score -- one overall number that summarizes how you did on the ACT. This is an average of what you received on the four main sections, and is the most important score for most test-takers. The composite score is used by most colleges and universities in the admissions process.

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**.

 **NCAA ACADEMIC ELIGIBILITY REQUIREMENTS:** High school students who wish to participate in collegiate athletics at Division I or Division II colleges must meet academic eligibility requirements set forth by the National Collegiate Athletic Association (NCAA). You must graduate from high school having successfully completed a core curriculum of NCAA- approved core courses which are coded in this course guide.

In addition, students must have a minimum core cumulative grade point average with qualifying combined SAT score. During their senior year, students should register with NCAA on-line at ncaa.org. Students download Transcript Release Authorization Forms, Copy 1 and Copy 2, sign and bring them into Mrs. McGinnis in C-3. Mrs. McGinnis will send the transcripts, which is an essential part of the application process. Furthermore, juniors and seniors should send any ACT or SAT test scores to the NCAA Clearinghouse (Code #9999) to maintain eligibility. For further information read "The NCAA Guide for the College-Bound Student Athlete," online at ncaastudent.org.

COLLEGE CREDIT OPTIONS FOR HIGH SCHOOL STUDENTS

IHS provides a variety of options for students who are planning to attend a college. In addition to our college preparatory curriculum, students may earn college credits while still enrolled as a student at Issaquah High School.

ADVANCED PLACEMENT: At some colleges, students who take Advanced Placement (AP) courses and pass the AP tests with a score of 3 or better (top score is 5) are granted credit. Some colleges waive these courses. There is a fee for each AP test. Students should check with prospective colleges as to how AP is credited, since college rules vary. AP courses at each high school are listed in the course description book. A student does not have to take an AP class in order to be eligible to take an AP test. AP tests may also be offered in other subject areas. **Advanced Placement courses require more homework and are more challenging to students. Students should consider carefully before enrolling in more than one AP class at a time.**



COLLEGE IN THE HIGH SCHOOL: Students who take approved COLLEGE IN THE HIGH SCHOOL courses may receive college & high school credit at the same time.

Course titles and grades are recorded on the high school transcript, while at the same time the student generates a college transcript. To receive college credit, students meet established criteria as explained by the classroom teacher and pay tuition to the community college. Students should be aware that not all four-year colleges/universities accept the COLLEGE IN THE HIGH SCHOOL CREDIT. COLLEGE IN THE HIGH SCHOOL approved courses are coded in this course guide.

RUNNING START: Junior and senior students who qualify for this program may take approved courses for which they receive both high school and college credit and grades. Community and technical colleges publish information and timelines for Running Start in March. Completion of the admissions assessment test and application to the program **MUST** be made in the spring prior to the academic year of enrollment. Enrollment may be full or part time, mid-year changes may be possible only in exceptional circumstances. All classes that qualify for a letter grade **MUST** be taken for a letter grade. Failure to do so may jeopardize graduation status and/or opportunity to continue in the Running Start program.

COLLEGE CREDIT and Careers Network (www.collegecreditcareersnetwork.org) is an articulated program between specific high school courses and the following community colleges or technical schools: Bellevue Community College, Shoreline Community College, Lake Washington Technical College, and Cascadia Community College. Students may be able to use this community college and/or technical school credit at other technical schools or community colleges or as elective credits at four-year colleges. Students should be aware that not all schools accept these credits, though a quick telephone call to the school of your choice will answer this for you, if you are in doubt. Students who earn a B grade or higher each semester in these year-long or semester courses may have their high school courses converted to a maximum of 15 college credits. Students earn credit by paying \$25.00 one time to receive a community college transcript for high school Tech Prep courses. Contact your career specialist for further information.

NEVAC, the North East Vocational Area Cooperative, is a consortium of 9 school districts in the region north and east of Seattle in partnership for 20 years, sharing over 35 Career and Technical Education (CTE) programs. Member districts include Bellevue, Edmonds, Issaquah, Lake Washington, Mercer Island, Northshore, Riverview, Shoreline and Snoqualmie Valley. As a state-approved inter-district CTE consortium, NEVAC's mission is to provide quality, diverse, and cost-effective career & technical education for all students through inter-district cooperation. Students may enroll in NEVAC classes in the 11th and 12th grade year. Sign-ups begin the first week of February for the 2009-10 school year. Students must see their career specialist for registration guidelines. Classes are available on a first come, first served basis.

OUTSIDE CREDIT OPTIONS: Students may take a total of 2 credits (4 semesters) of courses towards meeting graduation requirements through outside-accredited institutions. Some of these options include: college enrichment, Internet courses, correspondence courses and courses at private accredited institutions. In order to qualify for meeting graduation requirements, a student must receive **prior approval, in writing**, from his/her counselor and the principal. (Forms are available in the counseling office.) A course syllabus may be required to ensure that the course meets district requirements for that subject. Credit will be given as satisfactory/unsatisfactory. **Approval cannot be given retroactively.** Once approval has been granted, the student must complete the program within the time designated by the counselor. Official verification of course completion must be submitted to the counseling office no later than two weeks after the completion of the course.

COLLEGE ENRICHMENT COURSES DURING SUMMER & ACADEMIC YEAR: Students may, if eligible and with prior counselor/administrative approval, take college courses (not Internet)

and transfer credit to the high school transcript. These are typically summer academic enrichment courses, but may include courses taken during the academic year. Enrichment courses are not intended to replace courses regularly available at high school.

PRIVATE ACCREDITED INSTITUTIONS: With prior approval from the student's counselor and principal, a student may earn credit (not grade) from a private accredited institution toward fulfilling graduation requirements. Students must receive prior written approval from the counselor and administrator if s/he wishes to receive credit toward fulfilling graduation requirements. **Approval cannot be retroactive.**

PRIVATE LESSONS OR LEARNING EXPERIENCE CONDUCTED AWAY FROM SCHOOL (PE/MUSIC): With prior counselor and administrative approval, credit may be sought and granted for private lesson, educational travel, non-college courses or other experiences conducted away from school. Applications for such credit may be picked up in the Counseling Center. Applications must be completed and submitted to the Counseling Office by the end of the SECOND week of the semester in which they are seeking credit or 2 weeks prior to the end of school for summer request. Grading is on a satisfactory/unsatisfactory basis. Unless arrangements have been made via your counselor and appropriate Department Chair prior to the commencement of the course, a final comprehensive examination/evaluation commensurate with department expectations for credit is required. Typically, learning experiences for which credit is sought and granted include physical education and private music lessons. 50% of fine arts and 1.0 physical education credits must be completed through the regularly scheduled high school course offerings. When the student is ready to complete forms, a \$25.00 administrative fee will be charged.

CORRESPONDENCE/INTERNET COURSES: Under some circumstances, courses in accredited correspondence programs may be taken for **credit (no grade)** with prior counselor approval. Typically, correspondence/Internet courses represent required courses in our curriculum. Faculty **must** proctor all final exams for correspondence courses. If courses are to count toward a senior's graduation, a student must enroll by April 1 and submit final grade no later than June 1 of their senior year. The most common reasons for correspondence/Internet coursework include: credit retrieval, foreign study, and health reasons.

ISSAQUAH SUMMER SCHOOL PROGRAM: The ISD Summer School is intended for credit retrieval and to replace a "D+", "D" or "C-" grade in a core academic course. When a student repeats a sequential or a non-sequential course successfully in Issaquah's Summer School Program, the original grade of "F" will be changed to a "U" (Unsatisfactory) on the transcript. The "U" will not be used in calculating the GPA. For those students replacing a grade, the "D+", "D" or "C-" will be replaced by "NC" and a letter grade will be entered on the transcript and the student will earn credit for the course.

GRADE IMPROVEMENT: Students who have received a grade of "D+", "D" or "C-" in a core subject may improve up to four (4) semester grades during high school through the following programs:

- Retake the course on a space available basis at the high school.
- Retake the course at the Issaquah School District's Summer School Program at Tiger Mountain (**not** Night Academy) **or**
- Through the Bellevue or Lake Washington School Districts' Summer School programs, that are comparable programs, including seat time.
- In specific cases of higher-level courses, a college course taken on a college campus may qualify for grade replacement. In these individual cases, the counselor will specify the exact course that satisfies the requirements.

Per WAC 392-415-055 and WAC 392-415-070 the grade being improved **must remain on the student's transcript. The credit, however, will be changed to zero so the grade is not used in calculating the student's GPA. The new grade, if higher, will be used for calculating.**

The student, for any/all grade improvement course(s) must receive prior written approval by the school counselor and/or administrator or it will not be considered for grade improvement. Approval cannot be granted retroactively.

Please note that a student cannot repeat a course (either sequential or non-sequential) if a final semester grade of "C" or better was earned. Students cannot use correspondence school courses to repeat a course for grade improvement or with the intent to change a passing grade (B+, B, B-, C+, C, C, D+, D) to a higher grade.

WAIVERS: The principal may infrequently waive course requirements. Exceptions are Washington State History (usually taken in middle school) and U.S. History, which are required by law. Washington State History may be waived for incoming seniors from out of state. A waiver of credits may be granted in accordance with RCW 28A.208.030 or its replacement. A maximum of 50% of a requirement may be waived.

SCHOOL-DIRECTED ATHLETICS: Students engaged in school-directed athletics have the opportunity to waive up to 0.5 credit toward the PE graduation requirements, thus enabling the student to select additional courses in areas of high interest or courses which are part of a planned program. **Students who choose this option are still expected to earn 1.0 Physical Education credit through the regularly scheduled high school course offerings.** These students may take advantage of the athletic credit, should they so desire, during their Sophomore, Junior and/or Senior years. Students sign up for this through their school athletic coach at the beginning of the sports season and are awarded a waiver of .25 credit upon successful completion of a full season. Two sports seasons equal 0.5 PE waiver, which is the maximum allowable for school waiver.

GRADE CHANGES: On occasion, students may feel that a grade received did not truly reflect what they earned. Students who wish to challenge a grade must first contact the teacher who gave the grade. **Students will have until the end of the following semester to resolve the disputed grade.** After that time, all grades will be deemed final and may no longer be challenged. If a mediator is necessary, the student may contact their counselor.

Grade Point Value

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

Credit/no credit and satisfactory/unsatisfactory marks are excluded from the calculation of grade point average. GPA is based on the average of final grades each semester in the subjects taken. Students who are taking summer school are graded satisfactory/unsatisfactory and are not included in the GPA. Advanced Placement classes are not weighted.

WITHDRAWAL FROM A COURSE: Students are expected to select their six classes in a serious and responsible manner, as every effort will be made to insure an individual student is scheduled into their pre-selected classes. Schedule change requests must be made and completed before the start of an upcoming semester. No schedule changes will be made after a semester has begun unless an error in course placement has been made, such as misplacement in math or foreign language. In extraordinary circumstances a late request may be considered, but after the fourth week of class no class may be dropped without adding a failing grade to the permanent transcript. If extenuating circumstances must be considered an appeal may be made to the appropriate administrator. Students cannot drop a course, even when accepting a failing grade for the course, unless another appropriate course is available to replace it in the schedule. Semester credit cannot be earned for courses began after the fourth week.

ATTENDANCE PROCEDURES

The Issaquah School District Board of Trustees believes that regular school attendance is essential to students of the district for mastery of the educational program. Regular attendance has a direct effect on the academic progress of all students and the development of good habits that will aid students as they move into the world beyond the district. Regular and consistent attendance results from a partnership between the district, school, parent/guardian and students—each with equal levels of responsibility. Students are considered truant if they leave the classroom without permission or for extended periods of time.

Excused and Unexcused Absences

Students are expected to attend all classes each day. Teachers shall keep an accurate record of absences and tardiness. Students are considered absent if they enter class after 15 minutes have elapsed. Students entering after the final bell of the passing period are considered tardy. 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:

- Participation in a school-approved activity with appropriate documentation and notification to teachers.
- Absence due to requests made by the parent/guardian such as illness, health conditions, family reason, religious purposes, or educational opportunities.
- Absence resulting from sessions with counselors or disciplinary actions or short-term suspension.

Unexcused Absences (truancies) All absences that are not authorized by the principal, not excused from among the above reasons, or results of 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 absence nor will they be allowed to make up missed work.

Tardiness Students arriving late for school or class for any reason not described as an excused absence will be counted as unexcused tardy and subject to disciplinary action. Students arriving later than 15 minutes shall be counted as absent for the class and not tardy.

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** 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 9 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 absence. Failure to punctually complete missed assignments will result in the loss of credit for those assignments. Students should note that not all types of work can be made up (pop quizzes, guest speakers, graded class discussions, etc.). If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments whenever practical. If the student is unable to do his/her schoolwork, the student may be required to take an incomplete or withdraw from the class without penalty.

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. Absences should be documented at home on a personal calendar.

Procedures

1. 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.
2. Prearranged absences may be secured through a form from the Main Office signed by the parent/guardian. 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.
3. 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.
4. 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.
5. Procedures outlined in the BECCA Bill will be followed as unexcused absences occur. RCW28A.225.010.
6. Disciplinary action, in the form of detention or Saturday School, will be assessed for all trancies.
7. 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.
8. 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 Absence Limit/Loss of Credit

1. When a student accumulates the equivalent loss of **11 instructional hours in any semester, excused or unexcused, in a given class**, the student and parent/guardian will be notified that there has been a loss of credit. The student has the right to appeal and will remain in class during this time to allow for continued learning. School

approved activities and disciplinary suspensions, which require a student to miss class, do not count as one of the 11 absences. Pre-arranged and all other absences, excused and unexcused, are included. If these 11 absences have been caused by long-term extenuating circumstances or an extended chronic health condition, the parent should contact an administrator.

2. If a student chooses to appeal, he/she must contact the Attendance Secretary and appear before the Attendance Appeals Committee to account for his/her absence and appeal for reinstatement of credit. This Committee will consider the appropriateness and circumstances of each absence and will notify the student of its decision at the end of the semester. **Committee decisions will not be reconsidered.** Acceptable absences are those defined in district policy as excused. If credit is denied, a NC grade will be assigned if the student attends class, is productive, and earns a passing grade. Otherwise, an F is assigned. A NC grade is not factored into the GPA; however, an F is included. A student may be removed from class due to disruptive or nonproductive conduct. The student will then receive a modified schedule and an F on his/her transcript for the class.

*For specific procedures, contact the Attendance Office @ (425) 837-6012

STUDENT DISCIPLINE RULES AND VIOLATIONS 2009-2010

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.

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 has occurred. Students who violate a rule the first time face disciplinary action commensurate to the violation and a first occurrence. Second violations will result in stronger disciplinary action. Repeated violations may result in severe disciplinary action or suspension. 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

Students are expected to comply with all school board policies, state laws and the district's established bus policies. The transportation department imposes discipline, which may result in loss of riding privileges. Law enforcement agencies will be contacted as appropriate. 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.

DEFINITIONS:

School District Property:

*School grounds 1- 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, cell phones, 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, s/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.

DEFINITIONS OF DISCIPLINE OPTIONS: Students are expected to comply with all school board policies, state laws, and the district's established bus policies. The transportation department imposes discipline which may result in loss of riding privilege. In case of short-term or long-term suspensions, parents will be notified by telephone and letter. During such suspensions, students cannot be on any school district property or attend school events. Suspensions are assigned in units of 24 hour days. 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. The disciplinary actions listed below will be applied with the discretion and professional judgment of an administrator.

- Detention: Assigned as 30-minute increments to be served after school, before school or during lunch as a monitored study hall in the main office. Failure to complete assigned detentions by the completion date will result in further discipline.
- Wednesday Morning Detention: Assigned as a 2 hour detention to be served on Wednesday mornings from 7:30-9:30 AM in the main office.
- Work Detail: (WD) as assigned during lunch or after school; monitored by an administrator and/or designee.
- Saturday School: 8:00 to 12:00 on Saturdays; monitored study hall; may include campus clean-up. Failure to serve Saturday School may result in a 2-day Short Term Suspension.
- *Although not listed under each discipline rule, Saturday School will be an option when available.
- Short-Term Suspension: (STS) The removal of a student from one or more classes for a period of 1-10 school days. Missed school work is available upon request.
- Long-Term Suspension: (LTS) The removal of a student from one or more classes for a period of 11 - 90 days. Missed school work is NOT available for Long Term Suspension.
- Emergency Expulsion: The removal of a student from school for an indefinite period of

time. An emergency expulsion may be necessary if a student poses danger to self or others.

DUE PROCESS: No student shall be deprived of the right to an equal educational opportunity without due process. Essentially, due process means fair treatment. Procedures have been established to guarantee that punishment that denies access to educational opportunity is administered in accordance with these principles. The procedures are designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts.

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 policy #3200 may be obtained at any school.

SEARCH AND SEIZURE: 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.

- a. 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.
- b. 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.
- c. Locker/Desk/Storage Area Inspections – All lockers and other storage areas provided for student use on school premises remain the property of the school 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.

RULES OF CONDUCT

Unless specified differently in a particular rule, the following rules of conduct 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 punishment. 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. The 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.

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 punishment which may have been imposed. A complete copy of Policy #3300- Student Discipline and other related policies may be obtained at any school.

In case of short-term or long-term suspensions or expulsions, parents will be notified. **During such suspensions/expulsions, students cannot be on any school district property or attend any school or district 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, cheer, dance and/or drill is subject to sanctions for violation of the drug and alcohol policy (Rule #2) as outlined in the Student Athletic Handbook 2009-2010 available online at issaquah.wednet.edu.

The Code of Conduct also pertains to students involved in Running Start and NEVAC 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.

A student, as a citizen of the United States and the State of Washington, is to obey all laws established by the jurisdictions. A student who violates these laws during school hours or at school sponsored events, or while utilizing school district transportation, shall be subject to corrective action or punishment by the school.

1. *Abusive Behavior, Lewd Conduct, Harassment and Sexual Harassment – A student shall not engage in any lewd, indecent, or obscene act or expression. A student shall not possess, distribute or attempt to acquire pornographic material.

A student shall not engage in harassment, hazing or name-calling. The use of slurs against any person on the basis of race, color, age, gender, sexual orientation, religious affiliation, or disability is prohibited (see Policy 3214 – Prohibition Against Harassment, Intimidation and Bullying and Policy 3213 – Sexual Harassment).

Any student engaging in this behavior will be subject to discipline per the Issaquah School District policy.

- 1st offense-STS (1-10 days); LTS (11-90 days); Children's Protective Service (CPS) and/or police may be notified; emergency expulsion
- Multiple offenses-LTS (11-90 days); police and/or CPS notified; emergency expulsion

2. *Alcoholic Beverages, Narcotics and Stimulant Drugs – A student shall not

possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other drugs or substances capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment, other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and used at school in accordance with Policy 3416. Nor shall the student possess, use, sell or transmit paraphernalia associated with such drugs, alcohol, or chemical substances.

- 1st offense-LTS (30-90 days); emergency expulsion; police notified
- Multiple offenses-emergency expulsion, police notified; may result in expulsion from the district

Alternative Consequences for Drug/Alcohol 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 Policy concerning drugs and alcohol. The consequence for a first offense of the ISD Drug/Alcohol Policy is emergency expulsion, followed by a 90 day suspension from school, if recommended. A second offense may result in the student's Permanent Expulsion from the school.

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

- 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 and Urine Analysis at the agency and agree to follow the recommendations.
- c. Upon completion of these steps, the emergency expulsion will be converted to a suspension of not fewer than 10 days. Upon returning to school, the student will be expected to:
- d. Follow the recommendation as made by the assessing agency.
- e. 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 (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 for the remainder of the semester.

Please note: Any student-athlete or student involved in cheer, dance or drill, 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 (#2). This also pertains to attending and/or remaining at an event where it is reasonable 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 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.

Selling controlled substance

- First offense – Emergency expulsion; Long-term suspension; Police notified; alternative consequences are not available
- Second offense – Emergency expulsion; Police notified; alternative consequences are not available

- 3. *Arson** – A student shall not set fires on school property, at school-sponsored events or activities, or on school transportation.
- 1st offense- STS (1-10 days); LTS (11-90 days); police/fire notified; restitution; emergency expulsion
 - Multiple offenses- LTS (11-90 days); police/fire notified; restitution; emergency expulsion

- 4. *Assault, Threats, Extortion, Causing Physical Injury or Damage to School Property** – A student shall not threaten injury, attempt to cause physical injury, behave in such a way as could reasonably be expected to cause physical injury or cause fear of physical injury, or inflict physical injury on or to any person. A student shall not threaten to damage or cause damage to school or other property. A student shall not extort, nor attempt to extort, anything of value.

Causing Physical Injury or Damage to School Property

- First offense – Emergency Expulsion; Short-term suspension; Long-term suspension; Student released to parent/guardian
- Second offense – Emergency Expulsion; Long-term suspension; Student released to parent/guardian
- Third offense – Emergency Expulsion

Assault, Threats, Extortion

- First offense – Emergency Expulsion; Short-term suspension; Long-term suspension; Police and/or CPS notified; Psychological review; Student released to parent/guardian
- Second offense – Emergency Expulsion; Long-term suspension; Police and/or CPS notified; Psychological review; Student released to parent/guardian

- 5. *Criminal Acts** – A student, as a citizen or resident of the United States and the State of Washington, is to obey all laws established by these jurisdictions. A student who violates these laws during school hours or at school sponsored events shall be subject to corrective action or punishment by the school whether or not any action is taken by law enforcement agencies.
- 1st offense- STS (1-10 days); LTS (11-90 days); police and/or CPS notified; emergency expulsion
 - Multiple offenses- LTS (11-90 days); police and/or CPS notified; emergency expulsion

- 6. *Dangerous Weapons, Instruments and Activities** - A student shall not possess, transmit, or attempt to possess or transmit any object that can reasonably be considered a weapon nor engage in any activity that could reasonably be expected to endanger self or others. Bringing onto District property, causing to be brought onto district property, and the possession of firearms or facsimiles and fireworks are prohibited.

IT IS UNLAWFUL for a person to carry weapons onto school premises, on school transportation, or any area used for school activities. Violations are cause for EX-

PULSION FROM THE STATE'S PUBLIC SCHOOLS. Any violation with a firearm shall result in a mandatory expulsion for a period of not less than one year in accordance with RCW 28A.600.010.

Possession of weapons, including but not limited to:

1. any firearm
2. sling shot, sand club, Metal knuckles, knife, or spring blade knife or any knife the blade of which is automatically released by a spring mechanism, or any knife having a blade which opens
3. any device commonly known as "nunchu-ka sticks"
4. any device commonly known as "throwing stars"
5. any air gun including any air pistol or air rifle
6. any explosives or incendiary components.

Possession of Firearms, including but not limited to:

Any gun, including air pistols, air rifles, pellet, look-a-likes; any explosives or incendiary components which by themselves or in conjunction with other items can result in an explosion or fire.

- First offense – Confiscation; Parent contact; Emergency Expulsion; Short-term suspension; Long-term suspension; Police notified
- Second offense – Emergency Expulsion; Long-term suspension; Police notified

Possession/Igniting of Fireworks; Possession/Spraying of Pepper Spray, Mace

- First offense – Confiscation; Parent contact; Emergency Expulsion; Short-term suspension; Long-term suspension; Police notified
- Second offense – Emergency Expulsion; Long-term suspension; Police notified

Possession of Hazardous & Flammable Items: These items include laser pointers, aerosol hair spray, oil, gasoline, dry ice, smoke & stink bombs.

- First offense – Confiscation; Parent contact; Emergency Expulsion; Short-term suspension; Long-term suspension; Police notified
- Second offense – Emergency Expulsion; Long-term suspension; Police notified

Hazardous Use of Flammable Items

- First offense – Confiscation; Parent contact; Emergency Expulsion; Short-term suspension; Long-term suspension; Police notified
- Second offense – Emergency Expulsion; Long-term suspension; Police notified

7. Destruction or Theft of Property – A student shall not intentionally or with carelessness damage, misuse or steal school or private property. Where school property is damaged or stolen, the superintendent shall seek restitution from the student or his/her parents as permitted by law.

- 1st Offense- WD/Detention; STS (1-10 days); LTS (11-90 days); police notified; restitution; emergency expulsion
- Multiple Offenses- STS (5-10 days), LTS (11-90 days); police notified; restitution; emergency expulsion

8. *Disruptive Conduct, Dress or Appearance - A student shall not cause the disruption of any school operations. This includes but is not limited to the interfering with the conduct of any class or activity; inappropriate dress, the blocking of entrances, exits, or the normal flow of vehicular or pedestrian traffic; or the occupation of school buildings or grounds in order to deprive others of their use.

- 1st Offense- WD/Detention, STS (1-10 days); suspension from class or designated

- activity, parent notified
- Multiple Offenses- STS (1-10 days); LTS (11-90 days); emergency expulsion; police notified

Disruptive conduct includes the following:

Dress Code: Appropriate clothing in a school or at school events contributes to a positive and quality environment a school, thus student clothing must be appropriate for an academic atmosphere. If a student's appearance is considered disruptive or inappropriate by the staff or administrator, the student will be asked to change, this may include being sent home to secure more appropriate clothing. Clothing should allow one to move comfortably, but should not be too short, too tight or too saggy. Students are asked to wear clothes that completely cover undergarments (bras, bra straps, boxer shorts, thong underwear, underwear, etc.) Clothing should be modest, thus will need to cover midriffs, cleavage, and any underwear regardless of the action of the student. As examples, tube tops, one-shouldered tank-tops, spaghetti straps, or excessively baggy pants worn below the waist are not appropriate. The reasonable standard of length of skirts, dresses, and shorts (including the slits in skirts) is that they be no shorter than the student's hands when arms and hands are extended down their sides. Appropriate footwear must be worn at all times and does not include slippers. Clothing with logos, symbols, scenes of, or advertisements for tobacco, drugs, alcohol, gangs or other illegal activities which may include but are not limited to intimidation, harassment, sexual innuendo, vulgarity, and obscenities is prohibited.

Personal Displays of Affection (P. D. A.): Students are expected to act within the boundaries of good taste while on campus or on the school busses. Prolonged embracing, kissing and/other forms of personal displays of affection (PDA'S) are not acceptable at school. Students will be warned of unacceptable behavior when noticed by a staff member or administrator. Continued demonstration of this type of behavior will be considered defiance of authority and will be referred to an administrator for disciplinary action. Parents will be notified.

Dance Policy: Issaquah High School supports the mission of the Issaquah School District Student Council. "We the Intra-District Student Council believe in hosting dances that protect the dignity of all of the students by providing a respectful, fun, appropriate, and safe environment." Students who bring a guest to a school dance are required to have the appropriate dance pass completed, signed and turned in at the dance; guests must show picture ID. Dance passes are available in the activity office. **Students may not bring a guest that is 21 or over.**

Cafeteria: Students shall eat their lunch only in designated areas. Students may not eat lunch in any unsupervised area. Students are expected to pick up after themselves and dispose of any garbage. Students are to refrain from throwing any objects in the cafeteria/commons.

Bus Transportation: Students are to follow bus-riding procedures as established by the district transportation office.

- 1st Offense-suspension of bus riding privileges; STS (1-10 days); LTS (11-90 days); restitution; emergency expulsion
- Multiple Offenses-STs (1-10 days); LTS (11-90 days); emergency expulsion

Skateboards/In-Line Skates/Bikes: Students are discouraged from bringing unnecessary items to school. Once on campus, these items are not to be ridden or used.

- 1st Offense-Confiscation of Items; Detention; STS (1-10 days); LTS (11-90 days)
- Multiple Offenses-STs (1-10 days); LTS (11-90 days); emergency expulsion, confisca-

tion of item, parent notified, upon 2nd offense the confiscated item will be held until a parent/guardian can pick it up.

9. 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.

- 1st Offense-WD/Detention, STS (1-10 days); LTS (11-90 days)
- Multiple Offenses- STS (1-10 days); LTS (11-90 days); Modified Schedule

10. *False Alarms - A student shall not report false information regarding emergencies or misuse alarms or other emergency equipment. For example, pulling a fire alarm.

- 1st offense-STS (1-10 days); LTS (11-90 days); police notified; emergency expulsion
- Multiple offenses-LTS (11-90 days); police notified; emergency expulsion

11. Forgery, Lying, Cheating, Plagiarism and Misuse of Documents - A student shall tell the truth, shall present oneself honestly and shall not forge any signature or make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of the school.

A student shall not attempt to earn credit or receive a grade for coursework in a manner other than defined as acceptable by the teacher. Cheating/plagiarism include, but are not limited to, copying another's work to use as one's own or making an effort to distribute class assignments or test information without teacher permission to others (written or verbal).

A student shall not open or alter official school documents and private documents, either paper or electronic.

- 1st Offense- Depending on severity of the offense, STS (1-10 days); LTS (11-90 days); emergency expulsion; police may be notified
- Multiple Offenses- LTS (11-90 days); police notified

Academic Integrity/Honesty Policy:

Academic integrity speaks to a student's commitment and responsibility to pursue scholarship openly and honestly. It respects the concept that learning is the primary purpose of education, secondary to grades and credits.

Academic Dishonesty is defined as any action or attended action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other student. A student shall not attempt to earn credit or receive a grade for coursework (tests, quizzes, assignments, discs, projects, essays) in a manner other than defined as acceptable by each instructor.

Academic Integrity violations are tracked throughout a student's entire high school career (grades 9 – 12). Academic Integrity violations include, but are not limited to:

Plagiarizing or submitting any part of another person's work as representing one's own scholarship

Distribution/sharing of class assignments or test information in either written or verbal form to another student without teacher permission

Unauthorized Collaboration – working with others without the specific permission of the instructor on assignments that will be submitted for an individual's grade. This applies to in-class or take-home assignments/homework, projects, tests, or labs.

Collusion – supporting the lack of integrity/honesty by another student, as in allowing one's work to be copied or submitted for assessment by another. Collusion also includes

the use or sharing of identical or highly similar passages of one's own work, or the work of another, unless specifically authorized by the teacher.

Technology Malpractice – any misuse or abuse of private or public technology in relation to grades or in acquiring an academic advantage, including infractions of the school technology user agreement, language translation websites, cell phone messaging or picture transmission.

Students will be required to sign an Academic Integrity/Honesty pledge that acknowledges understanding and commitment to honor this policy.

Consequences for Violation of Academic Integrity/Honesty:

The degree or level of violation of the academic integrity/honesty, including specific circumstances, will be weighed in each case. Depending upon the severity of the violation, consequences may be accelerated even for a first time offense.

Standard Consequence for 1st violation is:

- failing grade for the assignment/ test/project,
- possible short-term suspension,
- parent contact

Standard Consequence for 2nd violation ranges from:

- failing grade for the assignment/test/project
- parent contact
- the same grading period as the first violation
- loss of credit with a failing grade and possible withdrawal from the course, including a reduction and possible rearrangement of the student's academic schedule
- possible short-term suspension
- *Please note – if the course is a graduation requirement, the student will need to take responsibility to make up the course requirement on their own, i.e. summer school, correspondence course, etc. as approved by the student's school counselor.*

Standard Consequence for 3rd violation regardless of the class or grading period, is:

- Withdrawal from class with failing grade, including a reduction and possible rearrangement of the student's academic schedule
- Possible short-term suspension
- Parent contact
- *Please note – if the course is a graduation requirement, the student will need to take responsibility to make up the course requirement on their own, i.e. summer school, correspondence course, etc. as approved by the student's school counselor.*

Non-Standard Consequences for violation of academic integrity/honesty, as determined by administrative investigation, may include:

- Successful completion of Academic Integrity Tutorial
- Re-do of assignment/test/project without opportunity for grade/credit
- Short-term suspension (in-house or out-of-school)
- Placement with a different teacher/course

A student shall not open or alter official school documents and private documents, either paper or electronic.

- 1st Offense-Depending on the severity of the offense, STS (1-10 days); LTS (11-90 days); emergency expulsion; police may be notified
- Multiple Offenses- LTS (11-90 days); police notified

12. Loitering and Trespassing - A student shall not linger in a parking lot or in other unauthorized areas during the school day. During the school day, a student shall not be on the grounds of a school other than the school of attendance without permission of school personnel.

- 1st Offense-Depending on the severity of the offense-WD/Detention; STS (1-10 days); LTS (11-90 days); police notified; emergency expulsion
- Multiple Offenses- STS (1-10 days); LTS (11-90 days); police notified

13. Negligent Driving - A student shall not drive in a manner which demonstrates disregard for the safety of others, oneself, or property. The parking lot may be monitored by radar.

- 1st Offense-\$25 fine, loss of driving/parking privilege; parent contact; police notified; STS (1-10 days); emergency expulsion
- Multiple Offenses-LTS (11-90 days); police notified; emergency expulsion

14. Possession of or Use of Tobacco - A student may not smoke or use any form of tobacco or a substance resembling tobacco, in school, on school grounds, or at school-sponsored activities. Nor shall students possess tobacco, lighters, matches or other lighting materials. Police may be notified. Items will be confiscated.

- 1st Offense-police may be notified, Saturday School
- 2nd Offense- 5 day STS
- 3rd Offense-10 day STS
- Additional Offenses-LTS (11-90 days)

15. Truancy - A student shall not be absent from classes without an approved excuse from parent, guardian or school staff. See full definition under attendance procedures. Truancies are tracked by period by semester.

- Individual periods-One detention for each period truant; all day-Saturday School
- Multiple Offenses-Modified Schedule; Saturday School; STS (1-10 days)

16. *Repeated Misconduct - A student shall not repeatedly fail to comply with district policies or school rules or with directions of school personnel during any period of time when properly under the authority of school personnel. Teachers shall establish reasonable rules in their classrooms to assist them in providing a good environment for learning. Students are to follow these rules.

- 1st Offense-WD/Detention; STS (1-10 days)
- Multiple Offenses-STS (1-10 days); LTS (11-90 days)

17. General Rule Violation, Insubordination, Disrespectful Conduct - A student shall identify oneself when asked to do so by school personnel. A student is to comply with reasonable directions or requests of school personnel during any period of time the student is properly under the authority of the school personnel. A student will treat staff, students, parents, and visitors with respect. A student shall identify one's self when asked to do so by school personnel.

- 1st Offense-WD/Detention; STS (1-10 days)
- Multiple Offense-STS (1-10 days); LTS (11-90 days)

18. Unauthorized Entry - A student shall not enter or attempt to enter any school building or other unauthorized school property other than during regularly scheduled school activities with specified supervision.

- 1st Offense-Depending on the severity of the offense, detention; STS (1-10 days); LTS (11-90 days); emergency expulsion
- Multiple Offenses-STS (5-10 days); LTS (11-90 days); police may be notified; emergency expulsion

19. Inappropriate Computer/Network Behavior - A student shall not engage in any activity characterized as unethical (and unacceptable) as defined in Board Policy 2314 – Electronic Information Systems (Networks).

The District encourages information dissemination, collaboration, innovation, and experimentation through the ethical use of technology. The district requires its staff and students to adhere strictly to policy and laws applying to technology hardware and software. Students are expected to follow the rules of conduct while using the district's technology hardware and software. In cases involving activity prohibited by district policy and/or law, rights accorded to persons by the district, such as to privacy; do not protect an individual from discipline and/or prosecution. A complete copy of the district's policy #5225 may be obtained at any school. Every student using a district computer is required to have a parent sign a Network Access Agreement and Release form. This form acknowledges the right of the district to review material stored on its network as well as the wide range of information accessible through public networks and releases the district from liability for any damages due to information gained or obtained through the district network, including access to public networks.

- 1st Offense-Depending on the severity of the offense-detention, WD, loss of computer privileges, STS (1-10 days), LTS (11-90 days), emergency expulsion
- Multiple Offenses-Depending on the severity of the offense-detention, WD, loss of computer privileges, STS (1-10 days), LTS (11-90 days), emergency expulsion

20. Gangs - The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected or participated in by a student shall not imply gang membership or affiliation with a gang.

- 1st Offense-STS (1-10 days); LTS (11-90 days); emergency expulsion
- Multiple Offenses-LTS (11-90 days); emergency expulsion

21. Closed Campus/Lunch Release - Issaquah High School is a closed campus. 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. This privilege may be revoked by the school at any time due to behavior infractions. This rule also applies to NEVAC and Running Start students when at lunch and traveling between schools. Tenth graders may not leave campus at any time. 11th and 12th grade students that take 10th grade students off campus during lunch will lose their off campus privileges. The Code of Conduct also pertains to students off campus during lunch.

- 1st Offense-Saturday School
- 2nd Offense-Saturday School
- 3rd Offense-STS (3 days)
- 4th Offense-STS (5 days)
- 5th Offense-STS (10 days)

22. Cellular Phones and Electronic Equipment – Students are expected to plan carefully for the school day and communicate schedules with parents and work before school. Unauthorized activation and/or use of cell phones may result in confiscation and/or search of the cell phone. Cell phones deemed disruptive to the educational environment will be confiscated and turned into a school administrator. Issaquah High School is not responsible for the loss of any of the above items. If any of the above items are stolen from a locker, classroom, backpack, or person, the incident should be reported to Security. Issaquah High School Security is not responsible for the retrieval of any of the above items. Teachers may set their own classroom expectations for the use of electronic entertainment devices (MP3 players, iPods, etc.) When use is deemed disruptive, devices will be confiscated and kept for a period of time.

- 1st Offense- Confiscation, student may pick up device from their school administrator the next school day, parents notified
- 2nd Offense-Confiscation, parent contact, device held until picked up by parent/guardian

- Multiple Offenses-Detention; STS (1-10 days); LTS (11-90 days)

Remember: cell phones, like other personal items brought by a student into the school zone, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by police.

23. Tardiness – Students are expected to be in class on time. The classroom teacher tracks tardies by semester. Teachers may set their own classroom expectations for tardies.

- 1-4 tardies, will be handled at the classroom level, 5 and above handled by administrator
- 5-6 tardies, 2 detentions, parent notified
- 7-8 tardies, 4 detentions
- 9 tardies, Saturday School
- 10 tardies-Saturday school, Parent/Administrator Conference
- Additional Offenses- Modified schedule; STS (1-10 days); LTS (11-90 days)

24. Failure to Carry ID Card – Students are expected to carry their student identification card at all times during the school day and present it whenever asked by any school personnel.

- 1st through 3rd Offense-2 detentions
- Additional Offenses-STS (1-10 days); LTS (11-90 days)

Possible Consequences for Misbehavior/Exceptional Misconduct, 6-12 Series 3000: Students Procedures 3343P

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.

INFRACTIONS	Correc-tive Actions	School Disci-pline	Short-term/ In-house Suspen-sion	Long-term Suspen-sion	Emer-gency Expul-sion	Expul-sion Recom-mended
1. *Abusive behavior lewd conduct, harassment & sexual harassment	X	X	X	X	X	X
2. *Alcoholic beverages, narcotics & stimulant drugs				X	X	X
3. *Arson			X	X	X	X
4. *Assault, threats, extortion, causing physical injury or damage to school property		X	X	X	X	X
5. *Criminal acts	X	X	X	X	X	X
6. *Dangerous weapons, instru-ments & activities Firearms/facsimiles	X	X	X	X	X X	X X
7. Destruction or theft of property	X	X	X	X	X	X
8. *Disruptive conduct, inappropri-ate dress	X	X	X	X	X	X
9. Failure to pursue studies	X	X	X			
10. *False alarms			X	X	X	X
11. Forgery and lying	X	X	X	X		

INFRACTIONS	Correc- tive Actions	School Disci- pline	Short- term/ In-house Suspend- sion	Long- term Suspend- sion	Emer- gency Expul- sion	Expul- sion Recom- mended
12. Loitering & trespassing	X	X	X	X		
13. Negligent driving (high school)		X	X	X	X	X
14. Possession of or use of tobacco	X	X	X	X		
15. Truancy, tardy	X	X	X			
16. *Repeated misconduct			X	X	X	X
17. General rule violation, insubordination, disrespectful conduct		X	X	X		
18. Unauthorized entry	X	X	X	X	X	X
19. Inappropriate computer/ Net- work behavior	X	X	X	X	X	X
20. Gang activity	X	X	X	X	X	X

Compliance Officer/Title IX/504 Nondiscrimination Policy: The Issaquah School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability in education programs, services, and activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and/or Section 504/ADA Coordinator.

Title IX/RCW 28A.640 Officer
 Kathy Miyauchi, 425.837.7061
 565 NW Holly Street
 Issaquah, WA 98027

Section 504/ADA Coordinator
 Susan Canaga, 425.837.7046
 565 NW Holly Street
 Issaquah, WA 98027

Student Records

State law now requires that disciplinary records be included with permanent records when a student moves from one school to another. The Issaquah School District maintains student records as deemed necessary to meet educational needs. Issaquah High School will include in the permanent file notification of disciplinary actions that result in the removal of a student from school attendance for more than one day.

Parents have the right to inspect all school records directly related to their student. "Parents" are defined as a child's natural or adoptive parents, a guardian, or a parent's designated representative. Students over the age of 18 are considered to be adults and may view their own records. School principals arrange with parents for review of a student's records. Copies will be furnished upon the request of parents or an eligible student. A fee will be charged to defray the cost of copying. Parents who have concerns regarding the accuracy or appropriateness of any information found in a student's record are encouraged to inform the principal of their concern. The principal will provide a meeting for the purpose of resolving the concern. If the parents' challenge is not resolved to their satisfaction within 30 days, the parents, upon written request, will be given the opportunity for a hearing before the Board of Directors or a committee thereof. Such hearing will not be released for commercial purposes.

Directory Information/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: The school district will forward education records upon request to a school in which a student seeks enrollment;

- 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 photos and most recent school attended;
- The school district may 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 parents the right to restrict the release of 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. A complete copy of district policy #3600 may be obtained at any school.

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

- 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.
- 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.
- 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.

- Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning any alleged failure by the district to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Dept. of Education,
400 Maryland Ave. S.W.
Washington, D.C., 20202-4605.

GO EAGLES!

