



MEDICAL LAKE HIGH SCHOOL



2017-2018

STUDENT HANDBOOK



Main Office
(509) 565-3200

24-Hour Attendance Line
(509) 565-3295

Counseling Center
(509) 565-3270

Safe Schools Helpline
(800) 418-6423

School Address
P.O. Box 128, 200 E. Barker Street
Medical Lake, WA 99022
Fax: (509) 565-3201

Mr. Chris Spring, Principal
Mr. Justin Blayne, Assistant Principal, Athletic Director

(updated September 14, 2017)

LETTER FROM THE PRINCIPAL

Welcome Students and Parents to Medical Lake High School, home of the Cardinals! We look forward to seeing you this year, and hope that you take advantage of the many offerings that we provide here at MLHS.

Please take some time to look through our Student Handbook, especially at the activities, clubs and groups available for student participation beyond our academic programs. We believe that students who are involved in activities outside of our regular school day have an opportunity to become well-rounded and diverse students.

Medical Lake High School was established in 1905. We are very proud to begin our one hundred thirteenth year of servicing all students who live in the Medical Lake School District, including our Fairchild Air Force Base families. We are also very thankful for the continued support of our community, which provides us with funding for our beautiful school building and facilities.

It is very important to us that our parents be highly involved with our school to maximize the success of your student(s). We value your partnership, and invite you to make an appointment to tour our school buildings should you wish. Thank you for choosing Medical Lake High School, and I look forward to another great school year in 2017-2018. Go Cardinals!

Chris Spring
MLHS Principal

LETTER FROM THE VICE PRINCIPAL/ATHLETIC DIRECTOR

Dear Students and Families,

It is a pleasure to welcome everyone, and a true honor to serve this district and community within my role. I encourage you to spend some time reviewing the student handbook as it contains valuable information in regards to student expectations, academic offerings, and extracurricular activities.

As we begin another school year, I have a few recommendations for student success. Please review the items and put them in your memory bank!

- **Wake Up and Come To School On Time**
 - Attendance is critical to school success, and it is a key life skill.
- **Credits Count**
 - Students must earn 24 credits to graduate.
 - Each failed class puts a student at risk to graduate on time.
- **Get Involved**
 - Students feel more connected when they participate in extra-curricular activities.
- **Be Kind**
 - Words are powerful. Use them wisely and kindly 😊

Lastly, to all students and families, we promise to give each student the best learning and social environment possible, and we highly value your input and partnership along the way. Please do not hesitate to call or stop by to share any positive or constructive feedback you may have.

See you soon, and GO CARDS!

Justin Blayne
MLHS Assistant Principal and Athletic Director

ANNUAL NOTIFICATIONS

NONDISCRIMINATION RULES

The Medical Lake School District No. 326 complies with all federal and state rules and regulations and will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX/RCW 28A.640 compliance officer and/or Section 504/ADA coordinator: Timothy D. Ames, Superintendent, P.O. Box 128, Medical Lake, WA 99022, (509) 565-3100.

IMPORTANT DIRECTORY INFORMATION

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

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

LEGAL NOTICE

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

BULLYING, HARASSMENT, INTIMIDATION AND DISRESPECT

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

PERSONAL PROPERTY

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

FAMILY ACCESS ON THE WEB

To make it easier for you to get involved, we provide you with the ability to view student information anytime through Skyward's Family Access. To receive your user name and password, use the online application form at our website, www.mlsd.org, and click on the Family Access tab. **Parents of High School students can view student Schedules, Assignments, Grades, Missing Assignments, Attendance, Discipline and Student Information, including address, phone numbers, emergency contacts and health alerts.**

ACADEMIC INTEGRITY

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

ACTIVITIES/ADVISORS

Prior to participation in any activity or club, students must purchase an ASB card.

AFTER-SCHOOL AND EVENING

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

Activity buses leave the high school promptly at 4:45 daily, and are only for those students who remained after school for a supervised activity. Students may not leave the school and return to ride the activity bus. If not in a sport you must have a bus note from a teacher to ride the bus.

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

FIELD TRIP/ACTIVITY PERMISSION FORM

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

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

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

ASB ADVISORIES – Clubs and Classes

Advanced Drama.....	Mr. Ross Niblock
Art Club.....	Ms. Skylar Jones
ASB.....	Ms. Maureen Fanion
Book Talkers.....	Mrs. Diana Jones
Cheerleading	Mrs. Tristan Tonasket
FBLA	Mr. Davin Perry
FCCLA.....	Ms. Maureen Fanion
FFA.....	Ms. Jennie Wagner
Freshman Class.....	Mr. Brett Ward
JROTC	Ret. Col. Lyle Powell
Junior Class	TBA
Key Club	Mr. Terry Carver
Knowledge Bowl.....	Ms. Ginny Luhn & Ms. Tara Feider
Leadership	Ms. Maureen Fanion
Music, Instrumental	Mr. Craig Johnson
Music, Vocal.....	Mrs. Heidi Peterson
National Honor Society.....	Mrs. Tatriana Muravez
Robotics.....	Mr. Daniel Soeland
Senior Class	Mrs. Lori Wilbanks
Sophomores	Mrs. Sue Anderson
Sports Medicine	Mr. Luke Corigliano
Yearbook	Mr. Davin Perry

SPORTS

Athletic Director.....	Mr. Justin Blayne
Athletic Coordinator	Mr. Jordan Starr

Fall:	Cross Country	Mr. Gene Blankenship
	Women’s Soccer	Mr. Zane Higgins
	Football	Mr. Mo Owen
	Volleyball.....	Mr. Todd Harr
Winter:	Men’s Basketball	Mr. Noel Hachtel
	Women’s Basketball.....	Mr. Kyle Lundberg
	Wrestling	Mr. Matt Leenhouts
Spring:	Baseball	Mr. Austin Sharp
	Men’s Golf	Mr. Gary Hartman
	Women’s Golf.....	Mr. Jerry Ornelas
	Men’s Soccer.....	Mr. Zane Higgins
	Softball	Mr. Tim Blakely
	Men’s Track.....	Mr. Gene Blankenship
	Women’s Track.....	Mr. Gene Blankenship
	Men’s Tennis.....	Mr. Jack Wesselman
	Women’s Tennis	Ms. Dawn Eliassen
Yearly:	Cheerleading	Mrs. Tristan Tonasket

ADDRESS CHANGE

Please update information through Family Access at www.mlsd.org or inform the Office.

YEARBOOKS

Purchase deadline of January 31, 2018.

Due to an excess inventory of purchased yearbooks in the past, we have implemented a purchase deadline to ensure an accurate count of yearbooks that need to be purchased. *Please remember to purchase a yearbook by the above date (January 31) to ensure that you will receive one.* The yearbooks arrive approximately two weeks before summer vacation.

COST:

With an ASB card	\$45.00*
Without an ASB card	\$50.00*
Baby Picture (Seniors)	\$10.00

*** Baby pictures and Senior Pictures are due by October 31, 2017.**

ASB

2017-18 EXECUTIVE OFFICERS

Hannah Petek	Executive President
Mitchell Hale	Executive Vice President
Jaxyn Farmen	Executive Secretary
Lyndsey Kelley	Executive Justice
Austin Jasmer	Executive Treasurer
Ms. Maureen Fanion	ASB/Mentor Advisor

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

ASB Card.....\$35.00

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

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

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

ASSEMBLIES

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

ASSEMBLY RULES

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

ATHLETICS

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

ATTENDANCE PROCEDURE

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

ATTENDANCE PHILOSOPHY

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

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

ABSENCES

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

EXCUSED ABSENCE PROCEDURES

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

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

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

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

It is the student's responsibility to contact each teacher and obtain all missing assignments immediately upon return to class.

UNEXCUSED ABSENCES / CORRECTIVE ACTION(S)

Unexcused absences need to be cleared in the office within 72 hours. Any unexcused absence(s) that have not been cleared by a parent/guardian note will be processed, and corrective action(s) assigned accordingly:

One (1) unexcused class period will result in one lunch detention.

Two (2) unexcused class periods will result in two lunch detentions.

Three (3) or more unexcused class periods will be assigned after-school detention per administration.

Students with excessive unexcused absences will be subject to progressive corrective action(s) per MLHS Administration. Students will also be referred to the district truancy board to determine next steps.

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

ARRANGED ABSENCES

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

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

MAKE-UP WORK

It is the responsibility of students who are truant and/or **have unexcused absences to communicate directly with each teacher to identify a potential opportunity to make up missed work.**

Students on short-term suspension will be allowed to make up written schoolwork. (School Board Policy #3122P) As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade. Those students on long-term suspension will be allowed to make up written work if it is determined that they could reasonably expect to successfully complete the semester for credit.

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

TRUANCY ABSENCE

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

- A. Leaving class without permission
- B. Skipping class
- C. Being absent without parental and school permission

It is the responsibility of students who are truant and/or have unexcused absences to communicate directly with each teacher to identify a potential opportunity to make up missed work.

BEHAVIOR

DISCIPLINE PHILOSOPHY STATEMENT

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

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

At MLHS, we have established and communicated school expectations for our students. We take pride in opportunities to celebrate quality citizenship but also understand that students will make mistakes, and at times, exercise poor judgment and /or decision making. While progressive discipline may be necessary, we also use these opportunities to teach students what could have been done differently with the intent that mistakes are not repeated and behavior lessons are learned.

MLHS Progressive Discipline:

Progressive discipline is grounded in the belief to use the least severe corrective action(s) to change behavior. In that light, the following steps will be used to teach and/or discipline when students violate behavior expectations:

- Teachable moments
- Classroom corrective action(s) as determined by teacher
- Teacher communication with guardian(s)
- Student referral to administration to determine corrective action
- Administration communication with guardian(s)
- Administration applies corrective action as appropriate to circumstance

Corrective Action may include the following:

- Conversations with student
- Restorative Justice – Give students an opportunity to make amends for their actions
- Student support meetings with teachers, counselors, guardians, and administration
- Alternative Placement
- Lunch Detention
- After-school detention
- Short-term suspension
- Long-term suspension

Each student is expected to accept responsibility for his/her own conduct. In order to accomplish the educational purposes of the Medical Lake School District in an effective school environment, the board of directors has approved a standardized student discipline model developed with input by parents/guardians/custodians, students and staff. When violations of these rules occur, the school is authorized to take appropriate action. When considering the level of discipline

to be assigned to a student, school authorities shall consider several factors including, but not limited to, the student's attitude, the severity of conduct, the student's intent, the affect on other students and/or staff, the safety of the student and other students and/or staff, mitigating circumstances, and the student's discipline history. Depending upon these factors, a more severe punishment or alternative consequences may be imposed. The range of sanctions so noted is generally progressive. Repeated offenses in any one category or combination of categories could result in more severe sanctions. When violations of the laws of the United States, the State of Washington, and/or its subdivisions are also involved, the school should refer such matters to parents, legal guardians, or appropriate authorities and/or agencies. In addition to the rules set forth below, other standards of conduct may exist for extra-curricular activities.

DISCIPLINE GRID IS AVAILABLE ON OUR WEBSITE WWW.MLSD.ORG UNDER THE DISTRICT TAB-CLICK ON 'FORMS & POLICIES', THEN ON 'POLICIES'.

BUS POLICIES

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

For a complete list of bus behavior rules, please refer to MLSD Board Policy 6605P.

BUS PASSES AND PARENT NOTES

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

NON-MILITARY STUDENTS

Medical Lake School District transportation will no longer be transporting non-military students onto Fairchild Air Force Base. If a non-military student desires to visit on base they will need to follow the bus pass/parent note procedures to ride the bus to the Air Force Base. When arriving at the Air Force Base they will need to be met by the person vouching for them, at the visitor center, at a pre-arranged time, and take the student from that point.

CELL PHONE USE BY STUDENTS ON SCHOOL BUSES

The use of cell phones for verbal communication is prohibited. Cell phone calls need to be made prior to the student boarding the bus. A driver may allow a student to make a brief call to a parent or guardian if deemed necessary. Cell phones may be used for texting or as a personal music device with earphones.

Flash photography and passing phones to show pictures, etc. are prohibited.

PERSONAL ENTERTAINMENT

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

SKATEBOARDS, ETC.

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

ELECTRONIC DEVICES

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

LASERS

Lasers are considered dangerous and are prohibited from the bus.

SCENTED PRODUCTS

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

ACTIVITY BUSES

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

Activity buses leave the high school promptly at 4:45 p.m. daily. Activity buses are only for those students who are currently involved in a school-sponsored event as noted below. Students may not leave the school, then return to ride the activity bus. **The last day for activity buses is May 24, 2018.**

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

Eligibility is determined by the following criteria:

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

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

VIDEO CAMERAS ON SCHOOL BUSES

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

CELL PHONES AND PERSONAL ELECTRONIC COMMUNICATION AND ENTERTAINMENT DEVICES

- Possession of such devices at school is a privilege; not a right. We will expect and teach students to use their devices responsibly; however, students who abuse this privilege or are negligent in the use of their devices may risk their ability to possess such devices at school.
- Devices may be operated before and after school, during passing times, and during the lunch break.

**** Students will be subject to the progressive steps identified below if their use of devices before school, during passing times, and/or during lunch break result in discipline.**

- Students may also use their devices at times outside the above when given permission by a school staff member.
- **A student can expect the following progressive steps if they misuse their devices:**
 1. First Offense – Student warned
 2. Second Offense
 - Device confiscated for remainder of class period, and returned to student thereafter
 - Teacher generates referral to document the activity
 - Teacher contacts parent
 3. Third Offense
 - Device confiscated and submitted to office
 - Device held securely for remainder of the day, and returned to student at the end of the day
 - Teacher generates referral to document activity
 - Administration contacts parent
 4. Fourth Offense
 - Device confiscated and submitted to office
 - Device held securely for remainder of the day, and returned to student at the end of the day
 - Teacher generates referral to document activity
 - Administration contacts parent
 - Loss of privilege during the school day for a length of time to be determined by administration

**** Students who fail to comply with the steps above will be referred to administration. Such students will lose the privilege to possess their device(s) at school for a period of time to be determined by administration.**

CHECK OUT PROCEDURES

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

CLOSED CAMPUS

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

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

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

COMPUTER USE

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

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

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

COUNSELING SERVICES

The counseling center provides a variety of services including: career, college, personal, testing, scholarship applications, conflict resolutions, 4-year planning, transcripts, withdrawals, and job opportunities for students. Mrs. Muravez and Mrs. Wilbanks are available to help students with all of these issues on a daily basis. Mrs. Wilbanks is the counselor for freshmen and seniors. Mrs. Muravez is the counselor for sophomores and juniors. Kim Zappone serves as the registrar and is always available to help parents and students in need of information through the counseling center.

COURSE CHANGES

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

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

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

Students will not be allowed to drop classes after one week into the semester.

DANCES

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

DRESS CODE

While we can appreciate a student wanting to express individuality through dress, we need to ensure that clothing choices are neither distracting nor suggestive in nature. Students' dress may not present a health or safety hazard, violate municipal or state law, or present a potential for disruption to the instructional program. Attire or accessories which advertise, display, or promote any drug, including alcohol or tobacco, sexual activity, violence, obscene words or pictures, disrespect and/or bigotry towards any group, are not acceptable. Students may be asked to remove hats or hazardous clothing as prescribed by the teacher or curriculum in the classrooms (such as baggy sleeves in welding or cooking classes.) Dress code violation may result in discipline measures or the student may be requested to call a parent/guardian and have them bring appropriate clothing. The school Administration's decision as to whether or not clothing is appropriate to the student's body size shall be determinative and final. Medical Lake School District reserves the right to make changes to this policy as needed. **In all cases, common sense should apply. Here are the guidelines we are asking all students to follow:**

- Attire that is not appropriate for the workplace is not allowed at school. Students should ask themselves "Could I wear this to work?"
- The size of shirts and blouses shall be appropriate to the student's body size and shall not be unduly oversized or undersized.
- Clothing must adequately cover the body and all undergarments.
- Shorts and/or dresses must fully cover the rear end when standing, bending or sitting.
- Footwear must be worn at all times except in the shower area.
- Inappropriate or distracting headwear is not permitted, hindering the ability to identify the individual.
- No sunglasses permitted inside the building.

Consequences of Inappropriate Dress/Apparel: School Discipline.

STATE ASSESSEMENT

High school students must also pass tests, or [state-approved alternatives](#), to earn a certificate of academic achievement (CAA) and be **eligible to graduate**. Required tests vary by expected year of graduation. Students' expected year of graduation is set when they enter the 9th grade.

A small number of students receiving [special education services](#) are eligible to earn a certificate of individual achievement (CIA) instead of a CAA by meeting standard as described on the [Graduation Alternatives](#) page or on the [WA-Access to Instruction & Measurement](#) (WA-AIM). Eligibility is determined by a student's IEP team.

The state legislature determines graduation requirements. The following table shows tests required for graduation. Requirements may change during the next legislative session.

For more information about graduation requirements, please email gradreq@k12.wa.us.

Tests Required for Graduation		
Class of	Subject	Test
2018	ELA	Choose 1: <ul style="list-style-type: none"> Smarter Balanced ELA test (exit exam score)** WA-AIM (exit exam score)**
	Math	Choose 1: <ul style="list-style-type: none"> Algebra 1/Integrated Math 1 EOC exam** Geometry/Integrated Math 2 EOC exam** Smarter Balanced math test (exit exam score)** WA-AIM (exit exam score) **
2019 & Above	ELA	Choose 1: <ul style="list-style-type: none"> Smarter Balanced ELA test (exit exam score)** WA-AIM (exit exam score)**
	Math	Choose 1: <ul style="list-style-type: none"> Smarter Balanced math test (exit exam score)** WA-AIM (exit exam score) **
*Class of 2021: Science Testing TBA.		

** “Exit exam” scores (for graduation requirements) are separate from what are known as the “college- and career-ready” scores.

FINES AND FEES

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

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

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

All fines/fees must be cleared prior to the end of the school year. Once the teachers have left school for the summer, fees cannot be cleared until the fall with the exception of making payments. The Financial Office is open for two (s) weeks after school is out and will accept payment during that time. During the summer, fees may be paid online through Family Access.

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

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

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

- One year or younger – pay full price to replace
- Two years old – pay 10% off full price
- Three years old – pay 20% off full price
- Four years old – pay 30% off full price
- Five years old – pay 40% off full price
- Six or more years old – pay \$3.00

Textbooks that are damaged by students will result in a fine. Fine amounts will be based on severity of damage to the book. The amount of the fine will range from \$3.00 to total replacement of the textbook as determined by school staff.

FOOD AND BEVERAGES

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

FUNDS

CLASS AND ORGANIZATION

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

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

GRADING

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

The numerical values of grades are:

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

GRADUATION REQUIREMENTS

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

Class of 2018

<u>Subject Area</u>	
English	4.0
Mathematics	3.0
Science	2.0
Social Studies	3.0
Health	.5
Fitness*	1.5
Fine Arts	1.0
Career and Technical Education (CTE)	1.0
College & Career Readiness/Student-Led Conference**	.5
Electives	<u>5.5</u>
Total	22 credits

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

** Upon completion of their High School and Beyond Plan and CCR/Student-led Conference, seniors shall be granted a .5 credit.

<u>Subject Area</u>	<u>Class of 2019</u>	<u>Class of 2020</u>	<u>Class of 2021</u>
English	4	4	4
Mathematics	3	3	3
Science	3	3	3
Social Studies	3	3	3
Health	0.5	0.5	0.5
Fitness *	1.5	1.5	1.5
Fine Arts **	2	2	2
World Language ***	2	2	2
CTE	1	1	1
CCR/SLC ****	0.5	0.75	1
Electives	<u>3.5</u>	<u>3.25</u>	<u>3</u>
TOTAL CREDITS	24	24	24

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

** 1 credit may be in a personalized pathway.

*** Or credits in a personalized pathway.

**** Upon completion of their High School and Beyond Plan and CCR Curriculum, students shall be granted a .25 credit.

Additional Information

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

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

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

To earn a high school diploma, a student must:

- Earn high school credit
- Pass state tests or approval alternatives to those tests
- Complete the College & Career Readiness curriculum and student-led conference
- Complete a High School and Beyond Plan

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

<http://www.k12.wa.us/graduationrequirements/GraduationToolkit.aspx>

College And Career Readiness (CCR)

Completion of CCR curriculum and participation in student-led conferences are required for graduation.

HALL PASSES

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

HALLWAYS

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

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

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

No horseplay permitted in the hallways.

HONOR ROLL

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

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

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

HOURS

Main Office: 7:00 a.m. – 3:30 p.m.

Teacher Work Day: 7:20 a.m. – 2:50 p.m.

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

Counseling Center: 7:30 a.m. – 2:30 p.m.

IDENTIFICATION CARDS

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

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

INSURANCE

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

LIBRARY/MEDIA CENTER

Hours: 7:30 a.m. – 2:30 p.m.

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

LOCKERS

All students are issued hall lockers. School supplies and personal items necessary for use at school may be kept in the locker. The ***combination to the locker should remain confidential*** to protect the contents, and the student that is assigned to that locker may only use that locker. You may not share lockers. Students may not change to another locker without permission from the office. Lockers must be kept in a clean and undamaged condition. Any pictures or articles displayed inside/outside lockers, must meet all school guidelines. Any locker combination problems or locker damage should be reported to the office immediately so that it may be repaired or another locker issued.

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

Lockers are subject to search in accordance with district policy.

LOST AND FOUND

Students are asked to bring found articles to the office.

LUNCH

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

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

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

MEDICATION

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

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

MILITARY OPPORTUNITIES

Mr. Carver works with all branches of the military to provide information involving career opportunities. (509) 565-3280



PBIS- Positive Behavioral Interventions and Supports

Medical Lake High School began the process of implementing PBIS in the fall of 2014. We are excited about the impact this research based program has provided to support our students. Our PBIS mission is to use data, systems, and best practice that support positive behaviors at Medical Lake High School. We value the importance of catching students doing good things at our school and never missing an opportunity to celebrate with them when this happens. Medical Lake High School is a place where students come to learn and grow academically, socially, and emotionally. It is our job as educators to provide valuable instruction to ensure each and every student is prepared to be college or career ready after graduation. It is our goal to use PBIS as the tool that will ensure the culture and climate at Medical Lake High School is INCREDIBLE!

PICTURES

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

SCHOOL PICTURE GUIDELINES

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

SENIOR PICTURE GUIDELINES FOR YEARBOOK (DUE OCTOBER 31st) (BABY PICTURES ALSO DUE OCTOBER 31ST)

- A. You must turn in three (3) 2x3 inch pictures or a digital copy in *.jpeg format emailed to dperry@mlsd.org. Please label the name of the file in the following format "studentnameSrPic".
- B. Face must be between 1" and 1 ½" which means pictures should be from the waist up or closer. No hands or gestures.
- C. Plain background – no objects such as markers, buildings, etc. Pictures may be taken in a natural setting outside. No props are allowed in the picture.
- D. No hats, scarves, bandannas or other head coverings, sunglasses or extensive make-up.
- E. No darkly tinted eyewear is to be worn.
- F. Clothing is appropriate school attire. This is to be determined by DRESS REQUIREMENTS included in this handbook and by the school administration.
- G. Final decisions on acceptable pictures will be made by the school administration. If you have any questions, please call the high school at 565-3200.
- H. If you are having a difficult time having the picture taken, please contact Mr. Perry at dperry@mlsd.org.

POSTERS, ANNOUNCEMENTS, AND OTHER INFORMATION

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

BELL SCHEDULES 2017-18

BELL SCHEDULE

Passing	7:50-7:55	5 min
1st	7:55-8:51	56 min
Passing	8:51-8:56	5 min
2nd	8:56-9:52	56 min
Passing	9:52-9:57	5 min
3rd	9:57-10:53	56 min
Passing	10:53-10:58	5 min
4th	10:58-11:54	56 min
LUNCH	11:54-12:24	30 min
Passing	12:24-12:29	5 min
5th	12:29-1:25	56 min
Passing	1:25-1:30	5 min
6th	1:30-2:25	55 min

FRIDAY BELL SCHEDULE

Passing	8:50-8:55	5 min
1st	8:55-9:41	46 min
Passing	9:41-9:46	5 min
2nd	9:46-10:32	46 min
Passing	10:32-10:37	5 min
3rd	10:37-11:23	46 min
Passing	11:23-11:28	5 min
4th	11:28-12:14	46 min
LUNCH	12:14-12:44	30 min
Passing	12:44-12:49	5 min
5th	12:49-1:35	46 min
Passing	1:35-1:40	5 min
6th	1:40-2:25	45 min

2 HOUR LATE START CCR SCHEDULE

Passing	9:50-9:55	5 min
1st	9:55-10:23	28 min
Passing	10:23-10:28	5 min
2nd	10:28-10:56	28 min
Passing	10:56-11:01	5 min
3rd	11:01-11:29	28 min
Passing	11:29-11:34	5 min
4th	11:34-12:02	28 min
LUNCH	12:02-12:34	32 min
Passing	12:34-12:39	5 min
CCR	12:39-1:19	40 min
Passing	1:19-1:24	5 min
5th	1:24-1:52	28 min
Passing	1:52-1:57	5 min
6th	1:57-2:25	28 min

FRIDAY CCR BELL SCHEDULE

Passing	8:50-8:55	5 min
1st	8:55-9:34	39 min
Passing	9:34-9:39	5 min
2nd	9:39-10:17	38 min
Passing	10:17-10:22	5 min
3rd	10:22-11:00	38 min
Passing	11:00-11:05	5 min
4th	11:05-11:43	38 min
Passing	11:43-11:48	5 min
CCR	11:48-12:28	40 min
LUNCH	12:28-12:58	30 min
Passing	12:58-1:03	5 min
5th	1:03-1:41	38 min
Passing	1:41-1:46	5 min
6th	1:46-2:25	39 min

EXTENDED ASSEMBLY

Passing 1st Passing	7:50-7:55 7:55-8:42 8:42-8:47	5 min 47 min 5 min
2nd Passing	8:47-9:34 9:34-9:39	47 min 5 min
3rd Passing	9:39-10:26 10:26-10:31	47 min 5 min
4th	10:31-11:18	47 min
LUNCH Passing	11:18-11:48 11:48-11:53	30 min 5 min
5th Passing	11:53-12:39 12:39-12:44	46 min 5 min
6th Passing	12:44-1:30 1:30-1:35	46 min 5 min
ASSEMBLY	1:35-2:25	50 min

ASSEMBLY SCHEDULE

Passing 1st Passing	7:50-7:55 7:55-8:45 8:45-8:50	5 min 50 min 5 min
2nd Passing	8:50-9:40 9:40-9:45	50 min 5 min
3rd Passing	9:45-10:35 10:35-10:40	50 min 6 min
4th	10:40-11:30	50 min
LUNCH Passing	11:30-12:00 12:00-12:05	30 min 5 min
5th Passing	12:05-12:55 12:55-1:00	50min 5 min
6th Passing	1:00-1:50 1:50-1:55	50 min 5 min
ASSEMBLY	1:55-2:25	30 min

2 HOUR LATE START

Passing 1st Passing	9:50-9:55 9:55-10:31 10:31-10:36	5 min 36 min 5 min
2nd Passing	10:36-11:12 11:12-11:17	36 min 5 min
3rd	11:17-11:53	36 min
LUNCH Passing	11:53-12:23 12:23-12:28	30 min 5 min
4th Passing	12:28-1:04 1:04-1:09	36 min 5 min
5th Passing	1:09-1:45 1:45-1:50	36 min 5 min
6th	1:50-2:25	35 min

EARLY RELEASE

Passing 1st Passing	7:50-7:55 7:55-8:31 8:31-8:36	5 min 36 min 5 min
2nd Passing	8:36-9:12 9:12-9:17	36 min 5 min
3rd Passing	9:17-9:53 9:53-9:58	36 min 5 min
4th	9:58-10:34	36 min
LUNCH Passing	10:34-11:04 11:04-11:09	30 min 5 min
5th Passing	11:09-11:45 11:45-11:50	36 min 5 min
6th	11:50-12:25	36 min

FRIDAY ASSEMBLY

Passing 1st Passing	8:50-8:55 8:55-9:35 9:35-9:40	5 min 40 min 5 min
2nd Passing	9:40-10:20 10:20-10:25	40 min 5 min
3rd Passing	10:25-11:05 11:05-11:10	40 min 5 min
4th	11:10-11:50	40 min
LUNCH Passing	11:50-12:20 12:20-12:25	30 min 5 min
5th Passing	12:25-1:05 1:05-1:10	40 min 5 min
6th Passing	1:10-1:50 1:50-1:55	40 min 5 min
ASSEMBLY	1:55-2:25	30 min

FRIDAY EXTENDED ASSEMBLY

Passing 1st Passing	8:50-8:55 8:55-9:31 9:31-9:36	5 min 36 min 5 min
2nd Passing	9:36-10:13 10:13-10:18	37 min 5 min
3rd Passing	10:18-10:54 10:54-10:59	36 min 5 min
4th	10:59-11:36	37 min
LUNCH Passing	11:36-12:07 12:07-12:12	31 min 5 min
5th Passing	12:12-12:48 12:48-12:53	36 min 5 min
6th Passing	12:53-1:30 1:30-1:35	37 min 5 min
ASSEMBLY	1:35-2:25	50 min

SEARCHES

LOCKERS

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

PERSONS

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

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

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

SEE ALSO: VEHICLES

SKATEBOARDS

Skateboards and other wheeled devices are not allowed on campus at all. Please do not use them to come to school. They will not be allowed in the building.

SKILLS CENTER

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

Parents need to call in absences to the Skills Center as well as the high school.

TARDIES

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

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

MLHS Tardy Policy

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

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

TELEPHONE AVAILABILITY/PERSONAL CALLS/CONTACTING STUDENTS

PERSONAL CALLS

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

CONTACTING STUDENTS

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

VEHICLES

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

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

- Students may not occupy a vehicle without permission from school staff or administration during instructional time.

- In terms of student conduct rules, “possession” of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon shall also extend to a student’s vehicle.

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

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

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

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

Students are not permitted to park in the district office parking lot or on Barker Street in front of the school.

PLEASE NOTE:

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

During instructional hours students may not drive, be a passenger in, or sit in a vehicle. For emergency situations, permission to drive may be obtained from a school administrator for the specific occasion.

VISITORS

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

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

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

WEATHER

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

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

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