

THIS STUDENT PLANNER BELONGS TO:

Name: _____
Address: _____
Phone: _____ Grade: _____
ID#: _____ Advisor: _____

Michelle Ledbetter
PRINCIPAL

Julie Baublits
ASSISTANT PRINCIPAL

Jeremy Wallace
ASSISTANT PRINCIPAL

TELEPHONE DIRECTORY

Main Office	683-5600
Attendance Desk	683-5692
Athletic Office	683-5647
Registrar	683-5684
Guidance	683-5659
Fax	683-5698
Special Education	683-5719
ASB	683-5682

MESSAGE FROM THE STAFF

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

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

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

MISSION STATEMENT

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

2009-2010 Bell Schedule

1 st Period	7:50AM-8:44AM (54 Minutes)
2 nd Period	8:49AM-9:43AM (54 Minutes)
3 rd Period	9:48AM-10:45AM (57 Minutes)*
4 th Period	1st Lunch 10:45AM-11:15AM (30 Minutes) Class 11:20AM-12:20PM (60 Minutes)
	2nd Lunch 11:15AM-11:45AM (30 Minutes) Class 10:50AM-11:15AM (25 Minutes)** Class 11:50AM-12:20PM (30 Minutes)**
	3rd Lunch 11:50AM-12:20PM (30 Minutes) Class 10:50AM-11:50AM (60 Minutes)
5 th Period	12:25PM-1:19PM (54 Minutes)
6 th Period	1:24PM-2:20PM (56 Minutes)

*Class 54 minutes, 3 minutes to read announcements

**2nd lunch 5 minutes difference because of the second passing time. 5 minutes passing time at the end of the lunch times.

SCHOOL, STAFF, AND STUDENT CONTACT

During school hours, staff can be contacted by leaving a message through the Main Office. Teachers are not called from their work areas unless it is deemed an emergency. Those wishing to contact staff directly are encouraged to call before or after school or during the teacher's planning period. Parents/Guardians may leave messages for students through the main office. Please do not call or text message students' cell phones during school hours.

ACTIVITIES

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

ADVISORY/STUDENT LED CONFERENCES

Each student is assigned to an advisor and will remain with the same advisor for their high school career. Advisory meets during the school day approximately two times per month. Additionally, students are required to participate in a Student-Led Conference at the end of each year. All students are required to pass Advisory and their Student Led Conference. Successful completion of Student Conferences each year is a requirement for graduation.

ASSEMBLIES

Assemblies are considered to be another place for learning. All students are required to attend assemblies and follow the rules of behavior and participation expected in classrooms. Failure to attend an assembly without an excuse from the Attendance Office constitutes truancy. Students who are disruptive, disrespectful, inattentive, or otherwise inappropriate at an assembly are subject to disciplinary action.

ATTENDANCE

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

On the day of return from an absence, each student must (1) bring a written excuse, in ink, from a parent and (2) present the excuse to the Attendance Office. Students requesting an early release from school must checkout at the Attendance Office before leaving campus. Students must follow the same note procedure as listed above.

TARDIES

*Being 10 minutes late to a class constitutes an absence.

1 st Tardy	Warning
2 nd Tardy	Warning
3 rd Tardy	Detention Issued – Teacher calls home
4 th Tardy	Detention Issued – Teacher calls home
5 th Tardy	Referral for Friday School with Administrator – Parent Contact
6 th Tardy	Administrator Conference with Parent and Student and Progressive Discipline

AUTOMOBILES AND PARKING

Students driving private vehicles to school and parking on school property must have a parking permit. In order to obtain a permit, students must complete an application form, have fines paid, show current vehicle registration and proof of insurance and pay a twenty-five dollar (\$25.00) parking fee. Students must park in designated areas and display their parking permits in plain view during school hours. **Automobiles and parking lots are off limits to students during school hours.** Violation of school driving and parking privileges, illegally parked cars, or cars without a visible parking permit may be ticketed and/or towed.

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

BUILDING OPEN HOURS

SLHS is open each school day for staff and students from 7:00 a.m. until 3:00 p.m. Use of the building must be scheduled through an administrator. Students are not to be in the building during non-open hours unless under the supervision of a staff member.

BULLETIN BOARDS, SIGNS, AND POSTINGS

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

BUS CONDUCT

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

CAFETERIA AND FOOD

Students seeking free or reduced lunch may do so through the Cafeteria staff. Students may only have food and beverage items in the Cafeteria and in designated outside areas. No food and/or beverages, except water, is permitted outside of the Cafeteria.

CHEATING

Cheating is by definition, an action done by a student to supply work for another student, or turn in work, use work, or rely on work that is not his/her own, other than in circumstances clearly understood to involve collaborative or group learning. The judgment of the teacher or staff member who discovers cheating is final. In the first instance of cheating, the student will receive an F grade for the work involved and receive a Friday School. Subsequent cheating will result in an F in the class and additional disciplinary actions. **Seniors who are caught cheating on final exams and projects may not be permitted to participate in the graduation ceremony.**

CLASS ENROLLMENT

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

CLASS DROP

Requests to drop or add a class are only approved in the first 10 school days of the semester if the reason meets the specific criteria. **Requests after ten days must be approved by the grade appropriate administrator and the class will be recorded as an "F".** Class drops requested after 10 days are usually not approved.

CLOSED CAMPUS

School board policy stipulates that SLHS is a closed campus whereby students are not allowed to leave campus at any time during the school day without an excuse from the Attendance Office. Additionally, closed campus means that all visitors and non-students are not allowed on campus without approval through the Attendance Office. Any SLHS student who encourages or arranges for a non-student to come onto campus is responsible for that person's behavior and may be subject to disciplinary action if the non-student disrupts the school environment, poses a threat to safety, or engages in criminal activity. **The only exception to the district's closed campus policy is for seniors with a GPA of 3.0. They may apply for a special off-campus lunch pass.** Such passes are valid as long as the student does not take non-eligible students off campus and has no instances of tardiness, truancy, or off-campus misbehavior. **Sophomores and juniors are not permitted off campus during the school day.**

DAILY ANNOUNCEMENTS

A bulletin is published each day and is to be posted in classrooms, on e-mail, and on bulletin boards. Daily announcements are also made on the intercom system at the beginning of third period. On Fridays and Wednesdays video announcements are aired. Anyone wishing to have an announcement published in the printed bulletin or presented on the television broadcast must write out the document for approval to the Main Office receptionist, at least one day before it is to appear.

DELIVERIES

Spanaway Lake does not accept balloons, flowers, or other deliveries for student distribution.

DISCIPLINE

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

Repeated/Cumulative Violations: The repeated violations of school policies, rules, and/or regulations increase the seriousness of the violations; therefore, a disciplinary action on repeated offenses will be more severe.

Procedural Offenses

In cases such as, but not restricted to:

* cheating/forgery	* off-campus/off-limits areas
* inappropriate dress	* profanity
* non-performance in classes	* truancy
# of offenses	Resulting Action
1 st offense per year	Detention(s) or Friday School
2 nd offense per year	Friday School or short-term suspension
3 rd offense per year	Short or long term suspension
4 th offense per year	Long term suspension

Student Misconduct

In cases such as, but not restricted to:

* disobedience/insubordination	* trespassing
* failure to identify	* vandalism
* fighting	* verbal abuse of staff or students
* harassment	* vulgar and lewd conduct
* tobacco possession or use	
# of offenses	Resulting Action
1 st offense per year	Counseling, report to police, and/or suspension
2 nd offense per year	Report to police and/or suspension
3 rd offense per year	Report to police and long term suspension or expulsion

DISCIPLINE CONTINUED

Exceptional Misconduct

In cases such as, but not restricted to:

* arson	* possession or sale of drugs or alcohol
* bomb threats/false alarms	* possession or use of weapons
* explosive devices	* threats of destruction
* extortion	* threats to or intimidation of staff
* gang-related activities	
# of offenses	Resulting Action
1 st offense per year	Report to police and long term suspension or expulsion
2 nd offense per year	Report to police and long term suspension or expulsion

INTERVIEWING STUDENTS

School officials have the right to interview students regarding their conduct and/or the conduct of others. School officials have physical custody of students during the day and during hours of approved school activities. School officials stand *en loco parentis* to students and have responsibility regarding the circumstances under which access to students is allowed.

FIREARMS

It is unlawful for any student to carry on to any school premises, school provided transportation, or areas with facilities being used exclusively by public school any firearm or weapon. Students who violate the firearm policy will be expelled from school for a minimum of one calendar year in accordance with RCW 28A.600.420. Parents will be notified of the imposition of the expulsion and their right to hearing and appeal. The principal or designee shall notify appropriate law enforcement personnel of known or suspected violations of the firearms policy (Policy 3249).

PROGRESSIVE DISCIPLINE

Progressive discipline is a term used to describe the procedures that are followed whereby a student who has repeated offenses at school is disciplined more severely for each new offense. Likewise, progressive discipline means that a student who has committed an offense in one category may be disciplined at the second step if he/she commits an offense in another category. Thus, there may come a time in a school year when a relatively minor offense such as littering or skipping an assembly may be the “straw that breaks the camel’s back” and causes a student to be long term suspended or expelled because he or she has had numerous other offenses during that school year or previously over the course of two or three years.

DRESS AND DECORUM

Dress is defined as what students wear, and decorum is defined as how they behave. All students are expected to dress, groom themselves, and behave in ways that reflect appropriate public behavior. The following apply: any article of clothing, style of grooming, or behavior that displays or promotes the use of illicit drugs, weapons, profanity, tobacco products, lewd or obscene behavior, alcohol, or the degradation of human character is not permitted. Any clothing, grooming, or behaviors that symbolize, represent, or exhibit gang-related activity (i.e. bandanas, bandana print shoes, dew rags, confederate flags, swastikas, display of gang colors, gang behavior, gang affiliation) or hatred toward another person or group is not permitted. Tank tops, spaghetti straps and tube tops, short shorts and skirts (not extending below the finger tips when standing), pajamas, slippers,

blankets, hats and headgear, spandex clothing, bare-midriff, sagging, metal attachments and chains, sunglasses, and revealing clothing are not permitted. **The judgment of the staff as to the appropriateness of student dress and/or decorum is final.**

EIGHTEEN-YEAR-OLD STUDENTS

All students who attend SLHS and live with their parents or guardians are considered to be under their supervision. Students who are eighteen and still at home are expected to follow normal procedures for having notes when absent. Eighteen-year-olds who wish to be considered emancipated can obtain the forms to do so in the Attendance Office.

ELECTRONIC EQUIPMENT

IPods, cell phones, MP3 players, two-way radios, laser pointers, electronic toys/games, portable DVD players and other assorted personal electronic devices are not permitted at school. If such equipment is **being used AND/OR is visible** it will be confiscated. The first time that any electronic equipment is confiscated, the student may pick it up after school from the main office on that same day. If electronic equipment is confiscated a second time, a parent will be required to come to school to pick the device up. If the electronic equipment is confiscated a third time it will be returned on the last day of school. Electronic devices will only be returned to the person from whom it was confiscated. If a device is confiscated from a student other than the owner, both students will be charged with an offense. Students must present picture ID in order to retrieve confiscated items. **Lost or stolen equipment is not the responsibility of the school.** Reasonable efforts will be made by SLHS security to investigate thefts. Students using laptops at school must first gain the permission of their teachers, and are responsible for following all technology guidelines. During non class times, laptops will be treated the same as any other electronic device. Additionally, SLHS staff is not responsible for lost or stolen laptops.

EMERGENCY CLOSURE OF SCHOOL

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

EVACUATION DRILLS

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

FEES AND FINES

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

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

AP Test Fee	\$86.00
A.S.B. Card	\$25.00
A.S.B./I.D. Card Replacement	\$5.00
Athletic Participation Fee (per sport)	\$38.00 (\$21 reduced lunch and \$14 free lunch)
Band Uniform Cleaning Fee	TBA
Handbook Replacement	\$5.00
Parking Permit	\$25.00
P.E. Lock Replacement	TBA
Photo Lab Fee	TBA
Yearbook	\$50.00 w/ASB, \$55.00 w/o ASB

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

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

FIELD TRIPS

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

FIGHTING

Fighting is defined as any confrontation, touching, scuffling, “stepping up,” or fisticuffs done to intimidate, subdue, or injure another person. At SLHS, any student engaged in fighting for whatever reason will be suspended ten (10) days. Also, any horseplay, mock fighting, or instigation of fighting may result in suspension.

GRADES AND REPORT CARDS

Grades in each class are recorded as letter grades A, B, C, D, or F, and there is no A+ or D- grade used. The grade in each class is determined solely by the teacher who follows grading and participation procedures that are set forth in their course expectations. Teachers may include attendance as part of the participation grade in a class.

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

GRADUATION

In order for students to be eligible for a diploma from SLHS, all students must have earned 22.5 credits, completed three years of Advisory and Student Led Conferences, all required courses and have paid all fines and fees. Courses required for graduation are waived only through the principal and only during the senior year. **Seniors who are caught cheating on final exams and final projects may not participate in the graduation ceremony.** The class of 2011, and beyond, must earn all 22.5 credits in order to participate in the graduation ceremony.

The school reserves the right to restrict a student's participation in the graduation ceremony if he/she is not in good standing or is deemed by the staff to be a possible danger or disruption to the ceremony. Specifically, **any senior suspended (short or long-term) during the last month of school may not participate in the graduation ceremony.**

HONOR CORD

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

- ◆ Gold Cord - Top 5% of Senior Class
- ◆ Silver Cord - Top 10% of Senior Class
- ◆ Teal Cord - Honors/Advanced Placement classes required

VALEDICTORIAN/SALUTATORIAN

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

HALL PASSES

Included in this planner are hall passes. Any student out of class should have their planner signed by a staff member. Students without a planner will be returned to their assigned classrooms and/or disciplined for truancy.

HARASSMENT, INTIMIDATION AND BULLYING

The district is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), race color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the intentional written, verbal, or physical act: physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity and marital status. Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning

comments, drawings, cartoons, pranks, gestures, physical attacks, symbols (such as the Confederate flag, swastikas, KKK, etc.) threats or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s). Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator.

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

HATS AND HEADGEAR

Hats, rags, headbands, hoods, scarves, combs, picks or any other headgear is not allowed. Students who repeatedly violate this policy are subject to having the headgear confiscated and disciplinary action. The only exception to the Hats and Headgear policy is that students may wear hair accessories permitted in a professional office.

HEALTH ROOM

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

HONOR ROLL

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

I.D. CARDS/A.S.B. CARDS

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

IMMUNIZATIONS

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

LETTERS

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

LIBRARY

SLHS Library is open from 7:00 AM to 3:00 PM. Students are welcome to use the library on a drop-in basis before and after school and during lunches. Otherwise, students must have a written pass signed by the teacher to use the library during class time. The SLHS I.D. Card/ASB Card is required to check out books or use computers. The circulation period for books is two weeks and books may be renewed once. Overdue and unreturned books result in fines.

LOCKERS

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

LOST AND FOUND

The school is not responsible for any items brought to school by students; however, the school will make every effort to help when items are lost or stolen. Stolen items should be reported to the Campus Safety Officer. A lost and found area is located in the Main Office. Items unclaimed are donated at the end of 1st semester and at the end of the school year.

MAKE-UP WORK

If a student has missed an assignment because of an absence, **he/she is expected to approach the teacher and ask for the missed assignment on the day of return.** Students must work with teachers in order to determine due dates for work missed because of absence(s). Requests for homework from teachers will be honored when a student is absent more than three days. Homework may not be gathered for students who are absent three days or less, who are absent because of personal choice, or who are absent because of truancy. Requests for homework are to be made through the Counseling Office.

MEDICATION

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

NON-PERFORMANCE IN CLASSES

Students who do little or no work in classes, do not do assigned homework, fail to bring materials and books to classes, or otherwise fail to make an effort to achieve academically, may be subject to disciplinary action - including suspension from school.

OFF-LIMITS AREAS

During school hours, student are not permitted in staff work areas, the staff lounge, parking lots, athletic fields, dug outs, private property adjacent to the campus, unsupervised classrooms, offices other than reception areas (unless approved by a staff member), local streets, and areas within twenty feet of perimeter fences. For the 2009-2010 school year Pioneer Valley Elementary property is also off-limits. Students in off-limits areas without permission are subject to questioning and disciplinary action.

PROFANITY/INAPPROPRIATE LANGUAGE

Profanity is never acceptable at SLHS. Likewise, racist, insulting, inflammatory, and derogatory language is not tolerated. Students who use such language will be subject to disciplinary action.

SKATEBOARDS, SCOOTERS, BICYCLES AND TOYS

Skateboards, scooters, toys that move, etc. are not permitted at school at any time night or day. Bicycles are allowed but must be walked once on campus and parked in designated bike racks. Other vehicles and/or toys may not be permitted depending on size and/or use.

STAIRWAYS AND DOOR ENTRANCES

Except for normal traffic, stairways and door entrances are off-limits to students. Students are not allowed to sit or stand in those areas, hang over the edge of stairways, have food or beverages on stairways or in door entrances, or otherwise impede the smooth flow of movement up and down stairways and through doorways.

STUDENT FILES AND RECORDS

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

TECHNOLOGY

SLHS allows students access to many computers throughout the building. On-line access to the Internet requires that students sign off that they understand their responsibility to work in cyberspace, following rules and expectations laid down

by the school. *Students who misuse the computers may be issued an informational referral or lose computer privileges for the year the first time. The second time a student is using school technology for non-educational purposes, his/her computer access will be revoked for the remainder of the school year and progressive disciplinary action will be taken.*

Internet Code of Conduct:

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

TEXTBOOKS

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

VANDALISM

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

VISITORS

Visitors are not allowed during the school day, including lunches and before and after school, unless approved through the Attendance Office. Guests at dances and other identified school functions are allowed with permission of the administrator in charge of activities and must be approved seven (7) days prior to the event. Students with babies or small children are not allowed to bring them to school, if the student-parent has no babysitter, he/she should stay home with his/her child. Pets are not allowed at school.

WITHDRAWAL FROM SCHOOL OR FROM CLASSES

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

CALENDAR OF EVENTS

subject to change

Sept 8	First Day of School
Sept 29	Back to School/College and Career Night
Oct 9	No School (Teacher Inservice)
Oct 12	No School (Teacher Inservice)
Oct 19-23	Homecoming Week
Nov 11	No School (Veterans Day)
Nov 12	End of First Quarter
Nov 13	Early Release
Nov 14-15	Craft Fair (at Graham-Kapowsin High)
Nov 26-27	No School (Thanksgiving Break)
Dec 21 – Jan 1	No School (Winter Break)
Jan 18	No School (MLK Brithday)
Jan 29	End of First Semester/Early Release
Feb 12	Snow Make-up/Mid-Winter Break
Feb 15	No School (President's Day)
Feb 16	No School (Teacher Inservice)
March 16-18	Proficiency Exams (Reading and Writing)
April 5-9	No School (Spring Break)
April 13-15	Proficiency Exams (Math/Science)
April 15	End of Third Quarter
April 16	Early Release
May 3 -14	Advanced Placement Testing
May 18-20	Student Led Conferences
May 27	No School (Teacher Inservice)
May 28	Snow Make-up
May 31	No School (Memorial Day)
June 19	Graduation
June 21	Last Day of School