



STUDENT HANDBOOK



Mt. Spokane High School Student Handbook 2022-2023

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General Information

Mission Statement

Each Mt. Spokane High School student will learn at high levels. Our school will pursue this mission by:

- Ensuring that each student has access to grade-level curriculum.
- Ensure that timely and appropriate interventions are in place to support students at all levels of achievement.

Why Statement

Empowering People – Abolishing Apathy – Creating What's Next

We are Mt. Spokane High School.

The Wildcat Way

Each day students and staff are reminded to treat one another with “Dignity, Class & Respect – The Wildcat Way.”

School Administrative Team

Principal	Chelsea Gallagher	(509) 465-7210
Assistant Principal	Chris Snyder	(509) 465-7212
Assistant Principal	Juli Kistler	(509) 465-7261
Assistant Principal	Anya Gumke	(509) 465-7213
Activities Director	Nancy Butz	(509) 465-7352
Athletic Director	Bobby Lee	(509) 465-7229

Counseling Team (Student Services)

9 th Grade Counselor	Rob Renner	(509) 465-7221
10 th Grade Counselor	Melissa Allen	(509) 465-7222
11 th Grade Counselor	Drew Wendle	(509) 465-7227
12 th Grade Counselor	Jamie Goodman	(509) 465-7223
College and Career Counselor	Josh Cowart	(509) 465-7219

24-hour Attendance Hotline

(509) 465-7280



Mt. Spokane
H I G H S C H O O L

EMPOWERING PEOPLE • ABOLISHING APATHY • CREATING "WHAT'S NEXT?"

Bell Schedule

Specialized schedules for 2-hour late starts can be found on the Mt. Spokane High School webpage at <https://mtspokanehs.mead354.org/academics/bell-schedule>.

District Calendar

Calendars

- [2022-23 District Calendar](#)
-

Crisis Resources

What should I do if I believe my friend may injure himself or herself? What if I'm having thoughts of injuring myself?

- Dial 988
- Talk to a trusted adult
- Call Crisis Line 1-877-266-1818 or text 741741

HEAR Something...
SEE Something...
SAY Something!!!

EMERGENCY CALL 911
SUICIDE CONCERNS
CALL 1-877-266-1818
TEXT 741741

OTHER CONCERNS
CALL OR TEXT
509-381- 0360

MEAD
SCHOOL DISTRICT

Comprehensive Nondiscrimination Statement

Mead School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, 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. Grievances or concerns should be directed to **Jared Hoadley**, Assistant Superintendent of Student Services/Civil Rights and Section 504 Coordinator/Title IX Officer, at (509) 465-6045, via email at jared.hoadley@mead354.org, or mail to 2323 E. Farwell Rd., Mead, WA, 99021.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure 3210, contact your school or district office or view it [online](#).

COMPLAINT OPTIONS: DISCRIMINATION

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

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

Complaint to the School District

Step 1. Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

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

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Activity Buses

If a student does not drive to school, activity buses will be available for them if they participate in our after school activity program. The buses will depart from school at approximately 5:30pm, Monday through Thursday. More information regarding the activity bus can be found on the Mead School District website, linked [here](#).

Crisis Procedure

In the unlikely event of a Full Lockdown, or an evacuation, parents and students away from Mt. Spokane are advised to access the Mead School District website, www.mead354.org or call the District office 509-465-6000 for updated information.

Emergency Procedures and Fire Alarms

Teachers have detailed emergency and fire alarm procedures that supplement this Student Handbook. This information will be shared with students throughout the school year, and students and staff will practice evacuations, lockdown, and lock-out scenarios.

Associated Student Body - ASB

The Associated Student Body is composed of all Mt. Spokane High School students. Student government will be conducted through the Associated Student Body. The ASB has a highly active role at MSHS. It provides a forum where students, faculty, staff, and administration discuss and consider questions or concerns that arise from either students or staff. It is also a place where students assume important leadership responsibilities for organizing activities.

ASB/Greater Spokane League Passes will be sold starting in August of each school year. ASB Greater Spokane League Passes are \$50.00. This card entitles students to admission to all Greater Spokane League athletic contests (this EXCLUDES any and all league, district, regional and state playoffs however).

Fines

Fines may be incurred through food service, lockers, elevator key checkout, books, and extra-curricular and class fees. It is the responsibility of the student to turn their textbooks in on the requested day or return late textbooks to the business office. Tickets to all dances will not be available to students with unpaid fines and fees.

Lockers

Students at Mt. Spokane High School can request to be issued a locker, and using a locker is not required. Student requests for lockers can be submitted using the [link provided here](#).

It is important to recognize that the Mead School District owns the lockers at Mt. Spokane; students essentially lease them for free. Students can keep their belongings in their locker, and it is their responsibility to keep their locker combination a secret. To avoid the potential for loss of property, students will be allowed to use only the specific locker which is issued to them, and it is their responsibility to keep their locker clean and secure (closed and locked). All lockers are to be emptied and cleaned at the conclusion of the last day of school, and students will be asked to return it in the same condition they found it. The school will not be responsible for those items abandoned in lockers. We will donate what is left behind to a charitable organization in our community.

It must be noted that the school administration must have access to ALL lockers in case they need to search

them for the purpose of maintaining the integrity of the school environment or to protect the safety of other students.

Lost and Found

Students should not bring large amounts of money or expensive items to school, and are responsible for their personal property. Theft of personal property is a serious concern at most schools; to discourage theft, students should take the following precautions:

1. Don't share locker combination(s) with anyone
2. Use and **LOCK** PE locker
3. Report theft or loss of property to the office immediately
4. Identify P.E. clothing and all valuables with permanent identification

We encourage students to turn in all items found to the main office. If something has been lost, please check for it in the main office as soon as possible. At various times during the semester, unclaimed clothing will be donated to a charitable organization. A notice is put in the daily bulletin at these times.

School Nurse

We have a school nurse scheduled at our school. The health room will be available for students who are ill and/or injured as a place to wait for transportation home. In addition, throughout the school year, vision, hearing and blood pressure screenings are available on request from nursing services. Requests may be made by a parent/guardian, student, or teacher. If a student needs to report to the health room, they should report first to their teacher, obtain a pass, then check in with a secretary in the main office.

All prescription and over the counter medication, including products similar to Tylenol and ibuprofen, must be checked in with the office. It is important to make students aware that we are only permitted to dispense medication when supplied by a student, with written permission/direction from parent/guardian and doctor. A Medication Request Form is used for medication orders.

Because we care about the continued good health and proper care for all members of the Mt. Spokane family, immunization information and Emergency Medical forms are required of each student. Should information change (i.e., parent/guardian, doctor, any phone numbers, emergency contact person), it is the responsibility of the student and/or parent/guardian to provide the school office the new information.

The emergency medical information will remain on file for the duration of the time the student is enrolled at Mt. Spokane (please keep this information updated.)

Visitors

Guest speakers must register in the office and secure a pass. Students not enrolled at Mt. Spokane, and Mt. Spokane students enrolled in full-time Running Start coursework, are not allowed to be on campus at any time during the regular school day. Anyone unknown without a pass, should be reported to our office immediately.

ATTENDANCE

Attendance Policy

Washington State Law (RCW 28A.255.010) requires that children attend school. Attendance requirements are also outlined in Mead District Board Policy 3121. Attendance is taken each period. Students are expected to be present and on-time for all classes unless they have a valid excuse from a parent or staff member. According to school district policy the following are valid excuses for absences:

- Illness, family emergency, medical or dental appointments, religious observances. If a health condition requires continued or extended absences, a note from a physician explaining the time necessary for recovery, and any special arrangements upon return will be required. For attendance to be documented as a doctor or dental visit, a note from the medical provider needs to be submitted to the attendance office.

- Participation in school sponsored activities.
- Suspension or expulsion for disciplinary reasons.

Attendance Procedure

A student's parent and/or guardian should call the 24-hour Attendance Hotline at (509) 465-7280 as early as possible. If an absence is marked unexcused, our computer phone system will attempt to call home to leave a message. Student absences must be cleared by a parent/guardian note or phone call within two (2) school days after the absence. If no communication is received within these two days, the absence(s) will remain unexcused and will be noted as trancies (TR) in PowerSchool until cleared by a parent or guardian.

Even when a parent/guardian has called to excuse their student, the student must stop by the attendance office for a blue slip before leaving campus. This is for safety/security and also to avoid [closed campus](#) violations.

Absences due to early dismissal for appointments, etc. must be arranged in advance. Please call the attendance office at 509-465-7280 at least an hour before the student needs to leave school. Students may also bring a note from home so they can receive a pass to leave school early.

Early Dismissals

A student who needs to leave school during the school day must obtain an early dismissal slip from the Attendance Office before leaving the building. **STUDENTS MUST CHECK OUT THROUGH THE ATTENDANCE OFFICE. FAILURE TO DO SO MAY BE CONSIDERED A TRUANCY.**

Even when a parent/guardian has called to excuse their student, the student must stop by the attendance office for a blue slip before leaving campus. This is for safety/security and also to avoid closed campus violations.

Prior Arrangement Absences

Mt. Spokane High School strongly discourages students from taking extended vacations during the semester, or leaving school prior to the normal end of the semester. When a student misses class, they lose essential instruction and place increased demands on their classroom teachers.

During the planning for an extended absence, the student and their parents are asked to understand that teachers cannot pre-teach lessons or provide make-up assignments to cover all the material that will be missed. Since students officially need to attend the full semester to earn full credit, it is reasonable to expect that extended absences may result in a grade penalty. However, we are aware that occasions may arise where extended absences are necessary. When this is the case, as a school, we will make every reasonable attempt to reduce the damage to the student's educational program. In order that the student and their parents are not misled and suffer possible disappointment, it must be clearly understood that:

1. Students can request a Prior Arrangement Form in the attendance office (the form can also be [accessed here](#))
2. The Prior Arrangement Form needs to be completed by each of the student's teachers
3. Parent/guardian needs to sign the prior arrangement form
4. Return the Prior Arrangement Form to Attendance office
 - a. Please submit this form one week prior to the date of the first absence. We understand that this is not always possible, and we will work with families to the best of our abilities.

Excused Absences

Absences due to illness or a health condition, a religious observance, school-approved activities, family emergencies and disciplinary actions (short-term suspensions) shall be excused (Mead School District Policy 3122). When deemed necessary, administrators will verify excused absences.

Unexcused Absences/Tuancies

A student is considered truant if he/she:

- Misses a class (absence from class for 10, or more, minutes constitutes an absence) and fails to submit appropriate rationale signed by the parent or guardian immediately upon return to school (24 hours).
- Is absent without the knowledge and consent of a parent.
- Falsifies parental notification.
- Is not in an assigned area (classroom, etc.) for 10, or more, minutes.

Tuancy Intervention

- The school shall notify a student's parent or guardian in writing or by telephone whenever a student has received one (1) truancy within any calendar month during the school year.
- The school shall schedule a parent/guardian conference when a student has three (3) tuancies within any calendar month during the school year. The purpose of the conference shall be to analyze the causes and take steps to eliminate or reduce the student's absences.
- A student with seven (7) or more unexcused absences within a month, or 15 cumulative absences in a school year, will be referred to the Mead School District Community Engagement Board where the District shall file a petition and supporting affidavit for a civil action with the juvenile court alleging a violation of RCW 28A.225.010.

Tuancy – Lack of Compliance

Sometimes tuancies occur due more to a lack of compliance and involve missing one period rather than an entire day of school. Examples include:

- Failure to bring a note within the approved time.
- Leaving school without checking out in the Attendance Office.
- Absent from class without permission from the corresponding teacher.
- Obtaining a pass to go to a certain location and does not report.
- Student becomes ill and goes home or remains out of class without reporting to the office.
- Failure to attend a scheduled assembly or failure to report to the alternate space during scheduled assemblies
- Is absent from class after arriving on campus without the knowledge and consent of the school.

*** Such tuancies will be subject to the same disciplinary consequences as other tuancies.***

Tuancy Progressive Discipline

Parent/Guardian communication will accompany each progressive step.

- 1st offense – Student conference to review attendance expectations
- 2nd offense – Lunch detention (Students will report to the main office).
- 3rd offense – Additional lunch detention may be assigned

Tardies

Tardiness creates a disruption to the educational process in the classroom. Tardiness to class, without a pass, more than ten (10) minutes is treated as an absence. Classroom teachers will record tardiness within each class period. Tardiness will be addressed according to the following procedure:

- **Step One** (1 to 5 tardies per semester): Student and teacher will conference to discuss the barrier to arriving to class on time.
- **Step Two** (6th tardy and beyond in a semester): Office referral

Forgery

Students involved with forging notes or passes, or using the phone system to excuse their own absences, may receive school discipline and be placed on the “no note” list. Any subsequent absences will need to be verified by the parent.

Closed Campus

Mt. Spokane High School has a closed campus policy. Once at school, students may not leave during school hours (8:10 am - 2:35 pm) unless they have a signed dismissal slip from the attendance office. Students must be in the building or the courtyard (when it is open and available). Students will not be allowed to enter the student or staff parking lot during the day without permission.

- Students that leave without proper clearance may receive a Closed Campus Violation and/or Truancy discipline referral.
- Students are expected to enter the building upon arrival.
- Parking lots are considered off campus during school hours. Sitting in vehicles during classes, between classes, during breaks, or at lunch is an infraction of our closed campus policy.
- If a student needs to go to their vehicle during school hours, the student will need to get approval from a building administrator. Teachers may not give permission for students to go to their car for any reason.

For security reasons, all exterior doors will be locked after morning classes begin. Students who park in the student parking lot may have to walk around to the front entrance after the first period has started. Students and staff members are discouraged from opening locked doors for others.

Students must bring a written parental/guardian request to the attendance office to leave campus for any reason. If it is necessary to leave school for any reason, a pass must be obtained from the attendance office, signed by the parent and returned to the school when the student returns. Students are expected to not leave the school building, or campus at large, without prior permission. Students who leave campus without checking-out appropriately may receive school discipline.

Hall Passes

While a student is allowed to be out of class and in the hall during passing periods, at all other times they should not be out of class unless they have a hall pass which has been issued by a staff member.

STUDENT EXPECTATIONS

Students are reminded that they must adhere to a code of appropriate behavior not only for their own benefit, but additionally for the benefit of others. Students are responsible for their own actions, and they will be held accountable for all rules and responsibilities outlined in this Student Handbook, the Mead School District Board of Directors' policies concerning student conduct, and other rules set forth by Mt. Spokane High School. If a student does not adhere to these rules and responsibilities they will be subject to progressive discipline, suspension and/or expulsion. **Any time a student is on an out-of-school suspension and/or expulsion, they will neither be permitted to be on campus without permission from an administrator nor allowed to participate in, or attend, any extra-curricular or other school-related activities. If a student is suspended on a Friday, the student is not allowed to participate in, or attend, extra-curricular, co-curricular, and other school-sponsored activities during the weekend.**

Mt. Spokane High School expects all students to comply with rules and regulations adopted by the Mead School District including those outlined below. Failure to comply will be cause for disciplinary action. School rules will be enforced by school administrators, faculty and staff. School rules are in effect at all activities

covered by our school district as described below:

1. On school grounds before, during, and after school hours.
2. Off school grounds at a school activity, function, event
3. Off school grounds if the actions of the student(s) disrupt the educational process

Student Identification (ID)

All students will be issued a school picture identification (ID) card. These are to be in the students' possession at all times during school and at all school activities. School ID cards will be used for lunch, checking library materials, and school transportation.

Dress Code Policy

Mt. Spokane High School welcomes any fashion style that does not disrupt the educational process or present health or safety risks. Students are expected to present themselves in a manner that is appropriate for school and/or a workplace setting.

Violations of student dress include, but are not limited to, the following:

- Attire or accessories that communicate the promotion of tobacco, alcohol, drugs, gangs, violence, vulgarity, profanity, or that are disparaging to gender, ethnicity, religion or any legally protected class, or that have a sexual connotation are not allowed.
- Accessories that pose a danger to students and staff are also not permitted.
- Clothing that is suggestive, gang-related, or promotes illegal activities are prohibited.
- Clothing that may create a health or safety hazard is prohibited
- Footwear will be worn at all times due to the health and safety code.
- Bandanas should not be worn or visible
- Undergarments should not be visible

Students may be subject to the following progressive discipline for violation of the dress code policy.

- 1st offense: Student conference with administration and student will be given the option to correct the violation.
- 2nd offense: Parents contacted; The student will be given the option to correct the violation and may be assigned additional discipline for non-compliance.
- 3rd offense: Parents contacted. Progressive discipline for non-compliance.

Lunch Expectations

Students may eat lunch in the commons and/or courtyard (when open and available). **Students are not allowed to eat lunch in the hallways, library, or field house and gymnasium.**

Food is available for breakfast, prior to the 1st period bell, and at lunch. Students will need to utilize their student ID card to access school meals.

Harassment, Intimidation and Bullying, including Hate Crimes

Mt. Spokane High School is committed to a safe and civil educational environment for all students, 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, mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a person or damages a person'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.

Students should access the Mead School District's Harassment, Intimidation & Bullying (HIB) form to record and report any incident of this manner. HIB forms may be found in the Mt. Spokane High School front office or within the offices of our grade-level counselors (Student Services).

Unlawful Discrimination

Allegations of discrimination should be reported to a teacher or administrator immediately. This will allow the school the opportunity to address your concerns and resolve the situation as soon as possible. Unlawful discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington state law include: Sex; Race/Color; Religion/Creed; National origin; Disability or the use of a trained dog guide or service animal; Sexual orientation, gender expression or identity; honorably discharged Veteran or military status.

Inappropriate Use of Technology & Computer and Network Usage

Mead School District is pleased to offer students access to our electronic communications system (computer network). The computer network provides students access to tools and resources for learning and communicating. Access to this technology and network is given to students as a privilege and inappropriate usage will result in disciplinary actions. Students are required to follow the district's [Network Acceptable Use Guidelines](#).

If parents/guardians choose for their student to not use the District's network and the internet, they must notify the school's administration in writing of this decision.

Inappropriate use of electronic equipment or facilities including, but not limited to, digital cameras, phone cameras, possession or distribution of pornographic photos at school, using technology at school to degrade or threaten a member of the school community or cause a serious disruption to the educational process will result in school discipline.

- **1st offense:** Conference with student and parents/guardian; administration discretion based on severity of offense.
- **2nd offense:** Loss of computer privileges (length of time for privileges to be revoked to be determined based on administrator discretion, based on the severity of the offense).

Use and/or Possession: Tobacco, E-Cigarette, Vape products

Simply put, tobacco use of any kind is not allowed, and will not be tolerated, in the school building or school campus area at Mt. Spokane High School. In accordance with state law, the Mead School District, (and all other school districts), must be tobacco free. Any use or possession of tobacco products, imitation tobacco products or electronic cigarette devices anywhere on campus is prohibited.

Progressive discipline for the use and/or possession of tobacco products is outlined below. Students are also prohibited from tobacco/E-Cigarette use at all school-related/sponsored activities including, but not limited to: dances, field trips, extended co-curricular activities (debate, drama, music, DECA, etc.), and all athletic contests (home or away).

- 1st offense: Completion of tobacco cessation class through 3rd Millennium OR in-school suspension
 - 2nd offense: In-School Suspension. Administrative discretion.
 - 3rd offense: Short-term suspension. Administrative discretion.
- *Possible issuance of criminal citation with each offense.

Use and/or Possession: Drugs & Alcohol

The use and unlawful possession of illicit drugs and alcohol is both illegal and harmful. No student shall possess, use, transmit or attempt to possess, use or transmit either drugs or alcohol while on school grounds or attending a school-related/sponsored activity. Additionally, no student shall be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related/sponsored function or event:

1. Any controlled substance or dangerous drug as defined by law including, but not limited to, marijuana, any narcotic drug, hallucinogens, stimulants, depressants, amphetamines or barbiturates.
2. Alcohol or any alcoholic beverage.
3. Any usable glue, aerosol, paint or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering or behavior-altering drugs.
5. Any drug paraphernalia.

The transmittal, sale or attempted sale of what is represented to any of the above-listed substances is also prohibited under this policy.

“Use” means the student has smoked, ingested, imbibed, absorbed, inhaled, consumed, (or otherwise taken internally), a prohibited substance recently enough that it is detectable by their physical appearance, actions, breath or speech.

“Under the influence” means the student’s faculties are noticeably impaired, but they may not be legally intoxicated. The student may be found to be “under the influence” as a result of an assessment administered by an administrator or other school personnel.

- **1st offense: Emergency Expulsion:** A member of the building administration will notify the student’s parents/guardians and their counselor of the emergency expulsion and schedule an informal initial hearing within three (3) school business days. The emergency expulsion will be converted to a short-term suspension pending informal initial hearing.
 - This option is NOT available to any student caught selling/transmitting any substances described above.
- **2nd offense: Long Term Suspension**

Personal Electronic Devices

In order to maintain a healthy educational environment, and to protect students from loss and damage to their personal property, students are strongly discouraged from bringing cell phones and other personal electronic devices to school. The school is not responsible for lost, stolen, or damaged personal electronic devices.

Student cell phone usage is limited to before school, after school, and lunch. Phones and other electronic devices are to be turned-off and kept out of sight in any classroom unless an individual teacher authorizes their use for a specific period of time in their classroom. If these devices are visible during instructional time when the teacher has not approved their usage, a discipline referral may be issued. If the phone or device proves to be a disruption in the classroom, progressive discipline may be administered.

Academic Honesty/Integrity

Academic integrity includes, but is not limited to: cheating, copying, or allowing other students to copy work, dishonesty, plagiarism, transmitting assessment information electronically.

- **1st offense:** Student may be assigned an agreed upon time to complete/redesign classwork in the student's own words, or retake a test or quiz. Work will be completed during a timeline provided by the classroom teacher. Parent contact.
- **Additional offenses:** Progressive discipline for non-compliance and possible loss of credit

According to Writers' Inc., plagiarism is "The act of presenting someone else's ideas as your own." Students must give credit for all ideas that are not widely accepted as common knowledge. This includes ideas and information from electronic and print sources.

Types of plagiarism include:

Word-for-word: Uses exact words without giving credit to the original author.

Paraphrase: Use basically the same words as an original source with just a few words changed.

Spot: Uses a source's key words or phrases as his/her own without giving credit.

Defiance/Disrespect to School Faculty and Staff

- **1st Offense:** Student conference. Administrative discretion based upon severity of act. Parent/guardian may be contacted.
- **Additional offenses:** Progressive discipline for non-compliance

Disruptive and/or Disrespectful Behavior

If a student is causing a major disruption that negatively impacts the classroom learning environment, teachers may have the student removed by an administrator or staff person. This behavior may include, but is not limited to, interruption of the lesson, or causing other students to be distracted from an assignment or classwork.

Additional disciplinary action based upon the specific circumstances surrounding the behavior.

Fighting – Physical or verbal altercation

- **1st Offense:** Student interview with administration. Student may face long-term suspension pending investigation and informal initial hearing. Failure to participate and cooperate in the student interview will result in emergency expulsion.
- **Additional offenses:** Progressive discipline determined through investigation and information initial hearing.

Promoting, Recording, and/or Distributing Video of Fights

Promotion of fights by arranging, provoking, and/or gathering and spectating, and/or recording and distributing video of fights is prohibited.

- **1st Offense:** Student interview with administration. Student may face short-term suspension pending investigation and informal initial hearing. Failure to participate and cooperate in the student interview will result in emergency expulsion.
- **Additional offenses:** Progressive discipline determined through investigation and information initial hearing.

Sexually Inappropriate Conduct – Including, but not limited to: lewd, indecent, or obscene conduct including, but not limited to, exposing oneself, or any sexual behavior on school grounds or at any school event.

- **1st Offense:** Student interview with administration. Student may face short-term suspension or possible emergency expulsion; Police contact and possible arrest. Inappropriate behavior at an event may also result in additional disciplinary action based upon the specific circumstances surrounding the behavior.
- **Additional offenses:** Progressive discipline determined through investigation and information initial

hearing.

Theft and/or Possession of Stolen Property

- **1st Offenses:** Student interview with administration. Student may face short-term suspension pending investigation and informal initial hearing.**
- **Additional offenses:** Progressive discipline determined through investigation and information initial hearing.

** School resource officer may be notified and criminal charges may be filed.

Property Damage/Vandalism/Pranks

WAC 72.120.100, WAC 132k.126.190, WAC 504.26.214. Any student found to have committed, aided, or abetted others to commit deliberately mischievous or malicious destruction or damage to property of the rights of others falls under the definition of vandalism. Examples include, but are not limited to, throwing food, tagging school property or senior pranks.

The consequence for vandalism may be cause for disciplinary action, suspension or expulsion.

- **1st offense:** Student interview with administration. Student may face short-term suspension pending investigation and informal initial hearing.**
- **Additional offenses:** Progressive discipline determined through investigation and information initial hearing.

** School resource officer may be notified and criminal charges may be filed.

Inappropriate Behavior at Extra-Curricular or Co-Curricular Events

Student behavior that is deemed to be inappropriate, demeaning or disruptive to the event will result in school discipline.

- **1st Offense:** Immediate removal from the event. Parent contact.
- **2nd Offense:** Removal from attendance at all events for the remainder of the current session.
- **3rd Offense:** Removal from attendance at all events for the remainder of the year

Note: Inappropriate behavior at an event may also result in additional discipline based upon the specific circumstances surrounding the behavior.

Exceptional Misconduct

The Mead School District has judged, in consultation with an ad hoc citizens committee, the following actions as "exceptional misconduct" which may be cause for emergency expulsion and/or long-term suspension pending investigation and information initial hearing. These acts may include, but not be limited to:

- Possession and/or use of firearms, explosives, or dangerous or illegal weapons such as, but not limited to, knives, martial arts weapons, tear gas, mace or pepper/bear spray (or any similar product, pellet/BB guns, etc.)
- Assault of staff or students in the form of violence, physical threats, verbal abuse or intimidation with any item used as a dangerous weapon.
- Arson
- Robbery
- Sale, use, possession or being under the influence of drugs, alcohol, or other controlled substance.
- Any other criminal behavior.

Student Withdraw from MSHS

Students who withdraw from Mt. Spokane High School are not permitted to continue to visit their classes after their withdrawal. After completing the withdrawal process, students are officially released from Mt. Spokane High School and are expected to transition into their new school community immediately to ensure their academic growth.

Often, withdrawals occur on very short notice. In the event that a withdrawal is communicated with advance notice, all parties involved (student, teacher, parents and counselor), will develop an academic plan that keeps the student engaged and helps them transition successfully to their new school.

Student Parking and Private Transportation of Students

In accordance with state law RCW 28.67.100 and WAC 180-40-040, school authorities are empowered to supervise and control private transportation of students on the way to and from school, as well as at school. In addition, student-operated vehicles are required to be registered and parked according to the policy of the school. There will be a charge of \$50 per year to park at school. Students will be assigned a specific spot and must park in that spot only. Failure to follow the MSHS Parking Lot Rules and Regulations may result in assigned fines and/or parking privileges being suspended or revoked. Students driving motor vehicles to Mt. Spokane High School will be expected to drive carefully and observe the following guidelines:

- The parking lot is an extension of Mt. Spokane High School, and all rules and regulations for Mt. Spokane High School extend to the parking lot.
- Mt. Spokane High School and the Mead School District will not assume responsibility for motor vehicles or vehicle contents which are damaged or stolen while on school property.
- Mt. Spokane High School is a closed campus. Once students have parked their vehicles, they may not leave during school hours (8:00 am - 2:35 pm) unless students have a signed dismissal slip from the attendance office.
 - If a student leaves without proper clearance, the student may receive a Closed Campus Violation.
 - Students are expected to exit their vehicles and enter the building upon arrival. Sitting in vehicles during classes, between classes, during breaks, or at lunch is an infraction of our closed campus policy.
 - If a student needs to go to their vehicle during school hours, the student will need to get approval from a building administrator. Teachers may not give permission for students to go to their car for any reason.
- Students are expected to obey all traffic laws and drive courteously while on school grounds. Students are also expected to enter/exit the student lot using the proper lanes.
 - Note that there are two stop signs when you are exiting the student parking lot. If a student is observed in violation of these signs, the student may be fined up to \$25 per citation and/or lose their parking privileges.
- The speed limit on campus is 5 mph.
- Cars parked improperly, in staff or student lots, or not displaying a current parking hanger will be subject to the following fine system:
 - **First Offense:** Warning and student conference
 - **Second Offense:** \$10 fine may be assessed on student record
- Students cutting through spaces to force merge into the line for a quicker exit may be subject to fines, referral, and/or having their parking privilege revoked.
- Students are not allowed to transfer their parking spaces to any other students.
- Students must display their parking hanger on their rearview mirror.
 - Cars not displaying parking permits may be subject to a \$10 fine for each infraction.
- If students find another vehicle has parked in their parking space, write down the following information: your name, parking space number, your license plate number, and the license plate number of the vehicle in your space. Drive to the front of the building and park in a visitor space. When you enter the building, turn the information into the Business Office. The report will be verified and the violator will be fined.
- All students leaving the building for Skill Center, or other school-related activities, are expected to use district transportation. Travel by private transportation is prohibited unless approved in advance by an administrator.
 - It is recommended that students ride the district provided transportation to NEWTech each day.

- Once students have arrived on campus, they are not allowed to transport another student until after school has been dismissed.
- Parking fines must be paid before dance tickets are purchased

Student Participation and Eligibility in Co-curricular Activities

We really hope as many of our students as possible will get involved in our extracurricular athletic programs and our co-curricular activities programs (sports, drama, music, debate, cheerleading, dance team, clubs, etc.). These will add to the fun and identity of our school, and help to build traditions and our reputation of which we are proud. There are a few parameters for participation which need to be shared. **Students on suspension or who are absent from school for one or more classes the day of a school activity, and who are involved in a co-curricular activity in which they are scheduled to take part, will not be allowed to participate in that activity (exceptions can be made for verified doctor or dental appointments or other cases pre-arranged through a building administrator). This policy applies to ALL extra- and co-curricular activities and students involved in them. Any activity involving in-school time or out-of-school time requires full school attendance that day.** To participate in co-curricular activities, students must be a member of the ASB by paying the ASB fee. In addition, because academic success is our paramount concern, students must follow academic eligibility requirements (listed below) to be eligible for participation.

1. WIAA rules (18.6.0) require a student to be passing in a minimum of five (5) full-time subjects in order to be eligible for participation in interscholastic activities.
2. In addition, an athlete must achieve either a 2.0 GPA or be earning at least a "C" in four (4) full-time subjects, or be placed on academic probation for the next grading period.
3. If at the end of this probationary period, the athlete is still not achieving a 2.0 GPA or earning at least a "C" in four (4) full-time subjects, that athletic will be placed on academic suspension.
4. While on probation, student athletes will not be limited in participating in an interscholastic activity. During this time, student athletes should work with their teachers and coaches to improve grades in those classes that are deficient.
5. While on academic suspension, student athletes will not be allowed to participate in interscholastic activities, suit up for games or travel with the team.
6. Teacher's Aide courses do not qualify as full-time subjects.
7. Home school, private school and Running Start students must verify, in writing, that all academic, legal and other requirements have been met.
8. For additional information, if needed, refer to the Mead School District Athletic Policy Manual.

Part-Time Running Start Students

Part-time Running Start students who are enrolled in course(s) at Mt. Spokane High School should only be on campus the duration of the course(s) they are enrolled in. Students who arrive before their class begins need to report to the main office and remain there until their scheduled class begins.

Assembly Expectations

During assemblies students are expected to abide by school policies and procedures while in attendance. Students that are unable to attend assemblies due to special circumstances will report to the North Commons, to work quietly on assignment, and must remain in the commons for the duration of the assembly.

Social Media Posts Without Student and/or Staff Consent

To maintain the integrity of the learning environments at Mt. Spokane High School students are asked to refrain from posting videos or photos from classroom and school environments without the consent of students or

staff, as these posts could be viewed as an invasion of privacy and/or may disrupt the classroom environment. This includes any intentional written message or image, including those that are electronically transmitted, that disrupts the educational environment or disrupts the order or operation of the school, and may be subject to disciplinary action.

Public Display of Affection

Any inappropriate display of affection is prohibited on school property or at any school sponsored activity. May result in disciplinary action based upon the specific circumstances surrounding the behavior.

Sexual Harassment

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure 3205, contact your school or district office, or view it on the district website.

COMPLAINT OPTIONS:SEXUAL HARASSMENT

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

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

Complaint to the School District

Step 1. Write Out Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

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

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

SCHEDULE CHANGES

Students, parents, and counselors spend time prior to registration establishing a student's schedule for the following year. Consequently, requests for program changes each semester must be cleared by parents, counselors and administrators to prevent deviation from the original schedule. The only changes permitted without total agreement will be the following:

1. students placed in the wrong level classes.
2. students needing a class change due to course failure.
3. students needing a class change due to graduation requirements

No teacher or lunch period change will be allowed. After 10 school days into each semester, no changes will be made without credit and grade penalty. We cannot accommodate for specific teacher requests / preferences. No new classes may be started after that date unless the student is a transfer from another school.

WITHDRAW FROM CLASS

A student has 10 days to withdraw from a class without penalty. After 10 days, if a student withdraws or is taken out of a class for disciplinary reasons, the student will receive an F for that class. Any course dropped after 15 days will result in a W or an F grade on the student transcript.