



LIBERTY HIGH SCHOOL

Student Handbook 2009-2010

LIBERTY HIGH SCHOOL MISSION STATEMENT

“Inspire the Desire to Grow”

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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LIBERTY HIGH SCHOOL

CLASS TIME SCHEDULE

(MON., TUES., THURS., FRI.)

Period 1 & 5 7:28 - 8:57
 Period 2 & 6 9:02 - 10:33
 1st Lunch 10:33 - 11:08
 Period 3 & 7 10:38 - 12:07
 Period 3 & 7 11:13 - 12:42
 2nd Lunch 12:07 - 12:42
 Period 4 & 8 12:47 - 2:16

(WED.)

Period 1 & 5 9:40 - 10:44
 Period 2 & 6 10:49 - 11:53
 1st Lunch 11:53 - 12:23
 Period 3 & 7 11:58 - 1:02
 Period 3 & 7 12:28 - 1:32
 2nd Lunch 1:02 - 1:32
 Period 4 & 8 1:37 - 2:42

CLASS SCHEDULE

A-Day	1 st Semester	2 nd Semester
1.		
2.		
3.		
4.		

B-Day	1 st Semester	2 nd Semester
5.		
6.		
7.		
8.		

HALF-DAY SCHEDULE

(MON., TUES., THURS., FRI.)

Period 1 & 5 7:28 – 8:10
 Period 2 & 6 8:15 – 8:59
 Period 3 & 7 9:04 – 9:46
 Period 4 & 8 9:51 – 10:33

1 HOUR LATE**(MON., TUES., THURS., FRI.)**

Period 1 & 5 8:28 – 9:44
 Period 2 & 6 9:49 – 11:05
 1st Lunch 11:05 – 11:35
 Period 3 & 7 11:40 – 12:56
 Period 3 & 7 11:10 – 12:26
 2nd Lunch 12:26 – 12:56
 Period 4 & 8 1:01 – 2:16

1 HOUR LATE (WED)

Period 1 & 5 10:40 – 11:29
 Period 2 & 6 11:34 – 12:23
 1st Lunch 12:23 – 12:53
 Period 3 & 7 12:58 – 1:47
 Period 3 & 7 12:28 – 1:17
 2nd Lunch 1:17 – 1:47
 Period 4 & 8 1:52 – 2:42

2 HOURS LATE**(MON., TUES., THURS., FRI.)**

Period 1 & 5 9:28 – 10:29
 Period 2 & 6 10:34 – 11:35
 1st Lunch 11:35 – 12:05
 Period 3 & 7 12:10 – 1:11
 Period 3 & 7 11:40 – 12:41
 2nd Lunch 12:41 – 1:11
 Period 4 & 8 1:16 – 2:16

2 HOURS LATE (WED)

Period 1 & 5 11:40 – 12:22
 Period 2 & 6 12:27 – 1:09
 Period 3 & 7 1:14 – 1:56
 Period 4 & 8 2:01 – 2:42

ADMINISTRATION

Mike DeLetis	Principal	837-4801
Marsha Denton (O-Z)	Assistant Principal	837-4802
Bernie Gibson (H-N)	Assistant Principal	837-4805
Dana Greenberg (A-G)	Dean of Students & Activities Director	837-4830
Stark Porter	Athletic Director	837-4807
Denise Alexander	School Receptionist	837-4800

Quick References

Activities Information	Sue Lorbeski
ASB Card Information	Cheri Pepka & Jeanette Werre
Athletic Eligibility Forms	Sue Lorbeski
Attendance Problems/Verification	Denise Powers
Career and Vocational Help	Susan Fesser
Emergency Student Contact	Denise Powers
Fees, Fines, Yearbooks	Cheri Pepka
First Aid, Health Room	Persephone Rizzuto
Lockers, Lost & Found	Denise Powers
Lunch Release Approval Forms	Denise Powers
Parking Tickets and Permits	Jon Kinsley
Records, Transcripts	Robin Barclay

School Calendar, Events Scheduling

Sue Lorbeski

COUNSELORS

Career Specialist	Susan Fesser	837-4849
A – G	Kay Hutchinson	837-4868
H – N	Dorothy Hay	837-4867
O – Z	Lynn Davidson	837-4869

STUDENT GOVERNMENT

ASB OFFICERS

President:	Alexis Court	<u>Advisor:</u>
Vice-President:	Sammie Walsh	Dana Greenberg
Secretary:	Troy Colyer	
Treasurer:	Jake Phillips	
Senators:	Carly MacKinnon	
	Austin Hedeem	

CLASS OFFICERS

Class of 2010

President:	Aris Califano	<u>Advisors:</u>
Vice President:	Daniel Benitez	Jen Baxter
Secretary:	Trisha Terry	Michelle Munson
Treasurer:	Haley Johnson	Tonja Reischl
Senators:	Sam Gilmore	
	Ian Vensel	

Class of 2011

President:	Jordan Thompson	<u>Advisor:</u>
Vice President:	Lauren Bay	Julie Larsen
Secretary:	Rebecca Stusser	
Treasurer:	Maggie Pozzi	
Senators:	Chelsy Kessler	
	TBD	

Class of 2012

President:	Tucker Goodman	<u>Advisors:</u>
Vice President:	Lexi McGinnis	Randall Imes
Secretary:	Cassie Smith	
Treasurer:	J.P. Partridge	
Senators:	Ana Faoro	

TBD

Class of 2013

Advisor:

President:	Nicole Nguyen	TBD
Vice President:	TBD	
Secretary:	Kiera Stevens	
Treasurer:	Meg Partridge	
Senators:	TBD	
	TBD	

APPOINTED ASB POSITIONS

Director of Advertising/Design	Hannah Blue
Director of Athletics	Evan Stedman
Director of Campus Improvements	Logan Robinson
Director of Communications	Katie Hansen
Director of Diversity	Ribbica Mamuye
Director of Interhigh	Annie Trumbell
Director of Recognition	Amber Anardi
Directors of Sales/Marketing	Connor Callahan & Jonathan Ly
Director of Service	Katie Walsh
Directors of Spirit	Forrest Hurley & Sophia Hayes
Director of Technology	Cameron Robinson
Historian	Nathan Wilhelm

ATHLETICS/CO-CURRICULAR ACTIVITIES

Liberty High School is a member of the KingCo League, the SeaKing District and the Washington Interscholastic Activities Association. Our teams compete with other teams within the KingCo conference for league, district, and state honors.

ASB CARDS: All students participating in any activity sanctioned by the associated student body must purchase an activity card to be eligible to participate in those activities. In addition, ASB cards provide free admittance to all home football, basketball, soccer, gymnastics, volleyball and wrestling events. Students also can participate in countless other events at a discount such as away sporting events, plays, dances, choir and band performances, etc. The cost of the activities covered by the student card could not be purchased individually for twice the price of the card. The ASB card may be purchased from the Bookkeeper’s Office at any time during the year, but get your card soon to get the most savings possible! The ASB card is \$50.00.

ACADEMIC REQUIREMENT: A student is required to be passing all classes with a 2.0 GPA in order to participate in co-curricular activities. If a student, at the end of each nine-week grading period, does not have a “C” average but has no failing grades, that student is placed on academic probation until the 2.0 grade level has been reached. The grade point average standard for all winter sports will be determined by reviewing the grades received for work done the first nine weeks of the first semester of the current school year. The grade point average standard for all spring sports will be determined by reviewing the final grades received from the first semester of the current school year. Failure to meet the grade point average standard will result in the athlete being placed on athletic probation (practice allowed, no participating in competition or jamborees) for the first 25 days of the season. The season will

begin on the first WIAA allowed day of turnout. A progress report for athletes on probation will be reviewed and eligibility determined on day number 26. The student must be passing all classes with a 2.0 GPA. If the criterion is not met, the student will be placed on athletic suspension (no practice and no play in competition) for the remainder of the season.

ATTENDANCE REQUIRED TO PARTICIPATE: A student is expected to be in attendance all 4 periods on the day of a practice or event in order to participate in co-curricular activities that afternoon or evening. This expectation applies to all activities, athletics, and fine art events. Participation may be denied for failure to comply with this policy.

Eligibility: In order for students to participate in any athletic program, they must have:

1. Passed all classes taken the previous semester. This includes the third trimester of 8th grade.
2. Be passing with a 2.0 grade point average as stated above.
3. Cleared all school fines.
4. Purchased an ASB activity card.
5. Paid the district participation fee of \$85.00 per sport with the third sport free, to be paid after team cuts and before the first game. (Full sports fee refund available up to the date of the first game)
6. Returned to the coach all previous sports equipment and uniforms issued or paid for any lost item.
7. Completed a physical examination and medical emergency forms and returned them to the Activities/Athletic Office before the specific sports season begins.

ACADEMIC INFORMATION GRADUATION REQUIREMENTS

<u>Subjects</u>	<u>Credits</u>
Language Arts 9, 10, 11, 12	4.0
Social Studies	3.5
World Studies	1.0
European History	1.0
US History	1.0
Senior Social Studies	0.5
Mathematics	2.0
Science	2.0
Physical Education	2.0
Software Technology	0.5
Health Education	0.5
Fine/Applied Arts	1.0
Occupational Education	1.5
Electives	9.0
Senior Core Elective	1.0
Senior Elective	1.0

Total Credits 28

A culminating project during the Senior year will be required for graduation.
12th grade students are required to take one Senior English course each Semester.

GENERAL SCHOOL POLICIES AND EXPECTATIONS

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

FAMILY ACCESS/STUDENT ACCESS: To access your progress/grade report, you must first enter Liberty website at www.liberty.issaquah.wednet.edu. Click on Family & Student Access. Follow the prompts. ID #'s and Passwords are available from the Counseling Office.

RECEIPTING PAYMENTS: Financial records are maintained under each student's name. To ensure accurate receipting for your student, please provide individual payments (checks) for each student. Please do not try to combine payments for different students on one check or payment.

CHECK ACCEPTANCE POLICY: The Issaquah School District has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state-allowed recovery fee. In the event your check is returned for non-payment, checks will no longer be an acceptable form of payment for the remainder of the school year. Cash and credit card payment on the internet are other acceptable methods of payment.

CIVILITY POLICY: Respect for the individual is one of the hallmarks of a civilized society and shall be the basis for all interactions in all settings within the Issaquah School District or at the District activities, including academic, co-curricular, and others. To this end, all interpersonal communications – adult-to-adult, adult-to-student, student-to-adult, or student-to-student – must be conducted with fairness and civility.

Students who perceive they are being treated disrespectfully or abusively by an adult or student in the Issaquah School District shall seek assistance through a school employee. The provisions of the District's policy and procedures on harassment (Policy 3214 and its related procedures) and/or sexual harassment (Policy 3213 and its related procedures) may apply.

CLASS CHANGE POLICY: All class changes must be accomplished by the end of the first week of each semester. Parent permission is required to withdraw/transfer from academic courses. Class changes will not be permitted after the fourth week of the semester unless a conference is held with the teacher, student, parent, and a counselor and one of the following is apparent: (a) student is misplaced academically; (b) student has health/physical reasons; or (c) for disciplinary reason. Any course dropped after the fourth week, without meeting these conditions, will result in an "F" grade on the student's transcript.

CLASS PARTICIPATION: Participation is critical in all cases. A part of each grade reflects participation in classroom activities. Daily attendance, a positive attitude, and active participation are vital to learning and achieving good grades.

COMPUTER/TECHNOLOGY USE: Every student using a district computer is required to have a parent sign a Network Access Agreement and Release form. This form acknowledges the right of the district to review material stored on its network. With the wide range of information accessible through public networks, the Network Access Agreement releases the district from liability for any damages due to information gained or obtained through the district network or from public networks. **Unacceptable uses of computer/technology: Computers are to be used for academic purposes ONLY.** No games, audio files, video files, or other applications may be downloaded or installed by students or staff members without permission of the site administrator or designee. This includes chat or messaging programs. The purpose of any authorized downloads must be in support of education and research. No use of the system shall serve to disrupt the operation of the system by others, including 'hacking', introduction of viruses, or other unlawful activities; system components including hardware or software shall not be destroyed, modified, or abused in any way. Uses of the system to access, store, or distribute obscene or pornographic material is prohibited. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Nor is the system to be used to access or publish information potentially endangering the public, e.g., bomb construction or drug manufacture.

EMPLOYMENT: Parents are urged to monitor their students' hours of employment so that students have adequate time to attend school, study, and rest. Child Labor Law restrictions are supported and LHS will not approve work permits which violate those hours (16 hours per week, 14 & 15 year olds; 20 hours per week, 16 & 17 year olds) and impair students' ability to progress in school. Parents and students are urged to make school a priority.

LIBERTY FIELD TRIP EXPECTATIONS: Off-campus activities and field trips are designed to give students an educational, organizational, cultural, social, and leadership experience. As students participate in these activities, they will be representing not only Liberty High School but the entire

Issaquah School District. To enhance a student's experience and ensure their safety, well-being, and reputation, the following rules and regulations need to be followed:

1. A student will not possess, smoke, or use any form of tobacco.
2. A student will not possess, use, transmit, or be under the influence of alcohol or drugs.
3. A student will carry proper identification.
4. A student will agree to leave the chaperoned area only after chaperones/instructors have been notified and permission has been given.
5. On overnight trips, a student will agree to remain in their assigned room/sleeping areas following curfew. Additionally, any announced rules regarding male and female separation of living and sleeping areas must be adhered to without exception.

If a student fails to comply with these expectations, they jeopardize their own safety and the safety of others, and they will be disciplined. Discipline will be consistent with the rule violations outlined in the 2009-2010 Student Handbook. The consequences may result in school sanctions up to and including emergency expulsion. Additionally, if deemed appropriate by the instructors and school administrators, the student may be removed from the field trip and sent home at the parent/guardian expense.

FOOD/DRINK: Food and/or drink, with the exception of water, are not to be consumed in the carpeted areas of Liberty High School. Food may be allowed in the classroom only with the expressed permission of the individual teacher. Food shall only be available for purchase when the kitchen is open or the vending machines are on.

GOOD NEIGHBOR POLICY: We, at Liberty High School, want to maintain positive relationships with our neighbors. Students are to avoid trespassing on neighbors' property and loitering in the street near their homes. Students with off-campus passes who leave during the school day are to avoid congregating in the neighborhood streets bordering the school. Students who fail to adhere to our good neighbor policy will be subject to disciplinary action and/or loss of off-campus privileges.

HOMEWORK POLICY: Our staff supports a homework policy that serves a variety of purposes: remediation, skill building, practice, reinforcement, and enrichment. Homework can also provide a monitoring system for determining student progress. Homework should be relevant, meaningful, motivating, and commensurate with an individual student's abilities. The length of each skill building activity should be long enough for the student to master knowledge of the subject and yet short enough so that inappropriate skills are not practiced incorrectly. It is the teacher's responsibility to give specific, immediate feedback once the homework is completed. Teachers will state their homework policy in their classroom procedures at the beginning of each semester.

MEDICATION ADMINISTRATION AT SCHOOL: Washington State Law and Issaquah School District Policy require that schools have written authorization from a licensed healthcare provider and parent on file yearly when a child needs to take medication during the school day. Students are permitted to carry medication and self-administer at the high school level when the physician and the parent have requested self-administration in writing and the request has been approved by the school nurse and the principal. High school students may be allowed to carry and self-administer over-the-counter medication when authorized by the parent, school nurse, and principal. **All medication must be in the original pharmacy labeled container. Students who carry and self-administer medication must carry only one daily dose in an original pharmacy container.** The Authorization For Administration of Medication at High School form is available in the attendance office, nurse's office, and on the Issaquah School District website at <http://www.issaquah.wednet.edu/health>. If you have any questions regarding medication administration at Liberty, please contact our school nurse, at 425-837-4812.

PROGRESS REPORTS: Students who have difficulty in a class will receive a progress report. They should take immediate action by discussing the problem with parents, the teacher, and a counselor.

SCHOOL NURSE WEBSITE The Issaquah School Nurses have a link on the district web site that has information on current health issues, District health forms including the Authorization for Administration of Oral Medication at High School, District health policies, school nursing staff links, and health resources for parents. The link is <http://www.issaquah.wednet.edu/health>.

STUDENT PARKING: Parking is limited to those students who have legally registered cars and driver's licenses and who have obtained an LHS parking permit. Parking permits are obtained by registering the vehicle and paying a registration fee is \$110.00/year or \$55.00/semester. At the time of registration, each

driver is given a full copy of parking rules and regulations. Failure to follow those regulations can result in a fine of \$20.00 that must be paid within five school days of receipt. Failure to pay parking fines or drivers who receive four or more tickets may be subject to school disciplinary action up to and including loss of parking privileges and towing at vehicle owner's expense. The School District, Liberty High School, or its agents cannot be held liable for damage or loss due to theft or vandalism. Remember: ONLY seniors are allowed to park in senior parking.

STUDENT TRAFFIC COURT: The intent of the Student Traffic Court is to allow students who have been cited for minor traffic infractions, such as speeding, to take responsibility for their actions while keeping their relatively new driving records clean. Qualified Liberty High School students are allowed to appear before the Student Court (instead of the District Court) and receive a penalty of community service hours to be performed. If these hours are performed successfully, the infraction will be dismissed.

How It Works: When an individual is cited for a traffic infraction, the citation is filed with the District Court. The student cited becomes the "Defendant." Once the Defendant receives a copy of the citation, they are asked to follow the instructions printed on the back. The Defendant must indicate whether he or she wishes a hearing to either "contest" or "mitigate" (admit but explain) the infraction. (The Defendant always has the option of admitting the infraction and paying the fine, in which case, the Student Court would not be involved.) If the Defendant should choose to appear before the Student Court, the District Court may refer the case to the Student Court and take no immediate action on the citation. However, in the request for referral, the Defendant must understand that the Student Court will not be entitled to find the infraction "not committed." A request to transfer the citation may be done in one of three ways:

1. Phone the District Court and request transfer of the citation.
2. Write a letter to the District Court requesting that the citation be transferred to the Liberty High School Student Court.
3. Request a hearing before the District Court, as explained on the citation, and at that time request that the judge transfer the citation to the student court.

Students may only take advantage of the Student Court opportunity once. However, if a student Defendant has prior traffic violations but has never been to the Student Court, he or she may have the new offense referred there. If you have any questions, call the Liberty receptionist at (425) 837-4906, and you will be transferred to the appropriate administrator.

STUDENTS WITH SPECIAL HEALTHCARE NEEDS: Students with life-threatening conditions such as severe bee sting, severe food allergies, severe asthma, unstable diabetes, severe seizures, etc., are required to have a medication or treatment order and nursing care plan in place before they start school each year. If a medication or treatment order is not provided, the chief administrator of the school is required to exclude the child until such order has been provided. This requirement applies to students with a life-threatening condition who are new to the district and students who are already attending the school. Contact our school nurse (425-837-4812) to discuss your child's healthcare needs at school.

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

LIBERTY HIGH SCHOOL ATTENDANCE POLICY

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

EXCUSED AND UNEXCUSED ABSENCES: Students are expected to attend all classes each day. Teachers shall keep an accurate record of absenteeism and tardiness. Students are considered absent if they enter class after 20 minutes (15 minutes on Wednesdays) have elapsed. Students entering after the final bell of the passing period are considered tardy. Any student who leaves a class without permission prior to its ending is considered truant. A computerized message will contact households in the evening informing parents that their student(s) missed one or more periods that day. Remember, students

participating in a co-curricular activity must be in attendance in all periods, as assigned, to be eligible for participation in the activity or event. Parents should provide their students with a note or contact the Attendance Office (425-837-4810) within 48 hours following an absence. A student is considered absent if the student misses more than 20 minutes of class, with either an early dismissal or a tardy. **After an absence, students are to report directly to the attendance office and then to class.**

EXCUSED ABSENCES: The following are valid excuses for absenteeism and tardiness with the appropriate documentation and notification:

1. Participation in a school-approved activity.
2. Absence due to illness or health condition.
3. Religious observance.
4. Family emergencies or reasons.
5. Required court proceedings.
6. Disciplinary actions or suspensions.
7. **With prior administrator approval, family trips.*** No administrator approval will be given to those in danger of eight absences in any one class. Please note that even though these absences may be excused, they still apply to the total allowed.

*A student's decision to miss a class to study for a test or complete an assignment is not an appropriate excuse for an absence.

UNEXCUSED ABSENCES (TRUANCIES): All absences that are not authorized by the principal, not excused from among the above reasons, or are results of leaving school without checking out are unexcused absences. Failing to provide a note/phone call from parent/guardian to verify an absence within 48 hours of the student's return to school is also considered truancy. If the student does not clear an absence in that timeframe, it becomes an unexcused absence. Further, a detention notice for failing to clear an absence will be sent. If an 18-year-old student has applied for and received permission to write their own notes, verification must be made by the student prior to 9:00 a.m. on the day of the absence. Otherwise, a parent will need to verify the absence. Students may not receive credit for a graded activity or assignment assigned or due during the time of absence nor must they be allowed to make up missed work.

TARDINESS: Students arriving late for school or class for any reason not described as an excused absence will be counted as unexcused tardy and subject to disciplinary action. Students arriving later than 20 minutes (15 minutes on Wednesdays) shall be counted as absent for the class and not tardy.

VERIFICATION: Excused absences must be verified by a telephone call of explanation by a parent, guardian, emancipated student or adult student by 7:00 a.m. of the day following the absence or by a signed note of explanation upon the student's arrival on campus. *Absences should be documented at home on a personal calendar.* A student shall be allowed one make-up day for each day of absence. Failure to punctually complete missed assignments will result in the loss of credit for those assignments. Students should note that not all types of work can be made up (pop quizzes, guest speakers, graded class discussions, etc.). If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments whenever practical. If the student is unable to do his/her schoolwork, the student may be required to take an incomplete or withdraw from the class without penalty.

PROCEDURES: Upon returning to school from an absence, students must obtain an Admit Slip at the Main Office and present it to each teacher that day.

PREARRANGED ABSENCES: Prearranged absences may be secured through a form from the Main Office signed by the parent/guardian. The form must be returned to the Attendance Office one week prior to the absence. If the absence causes an adverse effect on the student's educational progress, the absence shall not be approved. Students requesting a partial day absence must check out through the Main Office before departure. Contact with the parent/guardian will be necessary if a note from the parent/guardian is not available. Leaving school without signing out will result in disciplinary action for truancy even if the parent/guardian calls the school or provides a note to excuse the absence at a later time.

1. Students who become ill at school must check out with the attendance office even if the health attendant speaks with a parent/guardian. Failure to do so could result in an unexcused absence and disciplinary action.
2. Procedures outlined in the BECCA Bill will be followed as unexcused absences occur. RCW28A.225.010.

3. Disciplinary action, in the form of before-school detention or Saturday School, will be assessed for all truanancies.
4. Requests for homework to be gathered from teachers will be sent to the Main Office to be available by 3:00 p.m. when a student is expected to be absent for more than three days because of illness or disciplinary action. Homework will not be gathered for students missing school because of personal choice or truancy.

REQUEST FOR SIGNING ONE’S OWN NOTES: In order to write his/her own notes for absences, the student:

- **Must** be an eighteen-year-old senior. Parent signature still required.
- Cannot have any unexcused absences in the previous semester and have passed all classes.
- Is required to have an interview with the Principal or his designee.
- Will lose the privilege of writing one’s own note with unexcused absences or any disciplinary action.

CLASS ABSENCE LIMIT/LOSS OF CREDIT:

1. When a student accumulates eight absences in any semester, excused or unexcused, in a given class, the student and parent/guardian will be notified that there has been a loss of credit. The student has the right to appeal and will remain in class during this time to allow for continued learning. School-approved activities and disciplinary suspensions, which require a student to miss class, do not count as one of the eight absences. Pre-arranged and all other absences, excused and unexcused, are included. If these eight absences have been caused by long-term extenuating circumstances or an extended chronic health condition, the parent should contact an administrator.
2. If a student chooses to appeal, he/she must contact the Assistant Principals’ Secretary and appear before the Attendance Appeals Committee to account for his/her absence and appeal for reinstatement of credit. This Committee will consider the appropriateness and circumstances of each absence and will notify the student of its decision within three days of the hearing. Committee decisions will not be reconsidered. If credit is denied, an “NC” grade will be assigned if the student attends class, is productive, and earns a passing grade. Otherwise, an “F” is assigned. An “NC” grade is not factored into the GPA; however, an “F” is included. A student may be removed from class due to disruptive or nonproductive conduct. The student will then receive a modified schedule and an “F” on his/her transcript for the class.

PARTIAL DAY ABSENCES/EARLY DISMISSAL: Students who must leave the school during the school day must present a note upon arrival at school. Leaving without checking out will be cause for disciplinary action. On the day following the early dismissal, the student must present an Admit to Class slip to teacher(s) in the class(es) missed.

AFTER SCHOOL SPORTS/ACTIVITIES: Students involved in after-school activities must be in attendance for the full day in order to be eligible for participation. Verified medical appointments and other extenuating circumstances must be cleared with an administrator.

LIBERTY HIGH SCHOOL - DISCIPLINE POLICY

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

A progressive discipline approach attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offense or accumulated offenses have occurred.

Students who violate a rule the first time face disciplinary action commensurate to the violation and a first occurrence. Second violations will result in stronger disciplinary action. Repeated violations may result in severe disciplinary action or suspension. At each intervention step, the intent is to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging the student to accept accountability for his/her actions. Every case is considered on its individual merit.

The goal of the progressive discipline approach at school is to encourage students to:

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

Students are expected to comply with all school board policies, state laws and the district's established bus policies. The transportation department imposes discipline, which may result in loss of riding privileges. Law enforcement agencies will be contacted as appropriate. In cases of destruction or theft of school district property, grades, transcripts, and diplomas will be withheld until restitution is made through student labor and/or payment.

DEFINITIONS:

School District Property:

*School grounds - All the property of Issaquah School District and Liberty High School (i.e., campus, parking areas, stadium complex, and other district property) at any time before, during, or after school and at any time when the school is being used by any school group.

*Campus - The instructional areas of Liberty High School (excluding parking areas and stadium complex).

Restitution: The act of making good or compensating for loss or damage. The damaged or stolen item is replaced or fixed.

Confiscation: The act of taking away items that are inappropriate for school (i.e. tobacco, radios, knives, noise makers, etc.).

Discipline: Action taken to correct inappropriate behavior and clarify expected appropriate behavior.

Removal from Class: The student is removed from one or more classes for a specified length of time but remains at school during these periods or receives other appropriate disciplinary action. If a student is removed from class, she/he must report to an administrator immediately. The teacher must have first attempted other methods of controlling or changing the inappropriate behavior. The teacher is responsible for telephoning the parent and recording the date of contact for future reference.

DEFINITIONS OF DISCIPLINE OPTIONS: Students are expected to comply with all school board policies, state laws, and the district's established bus policies. The transportation department imposes discipline which may result in loss of riding privilege. In case of short-term or long-term suspensions, parents will be notified by telephone and by letter. During such suspensions, students cannot be on any school district property or attend any school events. Suspensions are assigned in units of 24-hour days. Depending on the circumstances of the infraction and the discipline imposed, a suspension may begin immediately during the school day, after school, or the following morning. In order to minimize absence from school, in-house suspension may be used as an alternative to short term suspension. Parents will be notified by letter. The disciplinary actions listed below will be applied with the discretion and professional judgment of an administrator.

- Detention: Up to two and one half hours as assigned starting immediately before school in the attendance office; monitored study hall.
- Work Detail: (WD) as assigned during lunch or after school; monitored by an administrator and/or designee.
- Saturday School: 8:00 to 12:00 on Saturdays; monitored study hall; may include campus cleanup. Failure to serve Saturday School may result in a 2-day Short-Term Suspension.
- Although not listed under each discipline rule, Saturday School will be an option when available.
- Short-Term Suspension: (STS) The removal of a student from one or more classes for a period of 1-10 school days. Missed schoolwork is available upon request.
- Long-Term Suspension: (LTS) The removal of a student from one or more classes for a period of 11 - 90 days. Missed schoolwork is NOT available for Long-Term Suspension.
- Emergency Expulsion: The removal of a student from school for an indefinite period of time. An emergency expulsion may be necessary if a student poses danger to self or others.

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

STUDENT RIGHTS AND RESPONSIBILITIES: Students are entitled to the rights of all people as set forth in the Constitution and laws of the United States; the Constitution and laws of the State of

Washington; the law regarding equal education opportunity; First Amendment rights to freedom of press, speech, peaceable assembly and petition; and the right to be secure in their pursuit of an education while in the custody of the school district. These rights are subject to the school district's authority to make reasonable rules and regulations to maintain the educational process. A complete copy of the policy #3200 may be obtained at any school.

SEARCH AND SEIZURE: School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not allowed to bring these items to school or any school-sponsored function.

- a. **Authority to Conduct a Search** – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have a reasonable suspicion that a particular student is in possession of something prohibited by the law or school rules.
- b. **General Inspection** -- School authorities may make general inspections of lockers or desks for purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses unless reasonable particularized suspicion exists.
- c. **Locker/Desk/Storage Area Inspections** – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection/access for maintenance and search. If, as a result of such a general search, a building administrator or designee develops reasonable suspicion that a container in a student locker or desk may contain evidence of student misconduct, the administrator may search the container.

In case of suspensions, parents will be notified by telephone and/or by letter. Suspensions are assigned in units of 24-hour days. During suspension, students **cannot be on any school district property or attend any school events**. Depending on the circumstances of the infraction and the discipline imposed, a suspension may begin immediately during the school day, after school, or the following morning. The disciplinary actions listed below will be applied with the discretion and professional judgment of an administrator.

RULES OF CONDUCT

Unless specified differently in a particular rule, the following rules of conduct shall be in effect under the following circumstances: on the school grounds immediately before, during, and immediately after school hours; near the school grounds immediately before, during, and immediately after school hours; at any time when a school is being used by any school group; off the school grounds at a school activity, function or event; or anywhere and anytime a student's conduct has a real and substantial relationship to the lawful maintenance and operation of the district. Students engaging in such conduct, or attempting to engage in such conduct, are subject to corrective action or punishment. Accordingly, students may lose the privilege of participating in school-sponsored activities, including graduation ceremonies, for disciplinary reasons. Law enforcement agencies shall be contacted in violations of assault; possession, use, or transmitting alcohol or other drugs not prescribed for the individual; arson; possession of a dangerous weapon or weapon facsimile; reporting false alarms; trespassing; abuse and theft as appropriate; and of other criminal activities. The Department of Social and Health Services, Children's Protective Services, may be contacted in cases of abuse or assault. If the victim is 18 or older and developmentally disabled, Adult Protective Services may be called. Student discipline, suspension, and/or expulsion will be administered in such a manner as to take into consideration the nature, severity, and circumstances of the violation, the individual circumstances of the student, and prior or other forms of corrective action or punishment which may have been imposed. A complete copy of Policy #3300-Student Discipline and other related policies may be obtained at any school. In case of short-term or long-term suspensions or expulsions, parents will be notified. During such suspensions/expulsions, students cannot be on any school district property or attend any school or district events. Depending on the circumstances of the infraction and the discipline imposed, a suspension/expulsion may begin immediately during the school day, after school, or the following morning. In order to minimize absences from school and depending upon the infraction, in-house suspension/Saturday School may be used as an alternative to out of school suspension. **In addition, any student who is participating in or will be participating in school athletics, cheer, dance, and/or drill is subject to sanctions for violation of the drug and alcohol policy (Rule #2) as outlined in the Student Athletic Handbook 2009-2010 available**

online at www.issaquah.wednet.edu. The Code of Conduct also pertains to students involved in Running Start and NEVAC during lunch and traveling between schools. Any action which removes a student from school for more than one day will comprise a “disciplinary action” and will be documented in the student’s cumulative file. An Ad Hoc Committee of citizens, convened in accordance with WAC 392-400-245(2);and 260(2) has determined that infractions indicated below by an asterisk are misconduct deemed exceptional and may result in immediate suspension or expulsion for a first-time offense. *A student, as a citizen of the United States and the State of Washington, is to obey all laws established by the jurisdictions. A student who violates these laws during school hours or at school-sponsored events, or while utilizing school district transportation, shall be subject to corrective action or punishment by the school.*

1. ***Abusive Behavior, Lewd Conduct, Harassment and Sexual Harassment – A** student shall not engage in any lewd, indecent, or obscene act or expression. A student shall not possess, distribute or attempt to acquire pornographic material. A student shall not engage in harassment, hazing or name-calling. The use of slurs against any person on the basis of race, color, age, gender, sexual orientation, religious affiliation, or disability is prohibited (see Policy 3214 – Prohibition Against Harassment, Intimidation and Bullying and Policy 3213 – Sexual Harassment). Any student engaging in this behavior will be subject to discipline per the Issaquah School District policy.
2. ***Alcoholic Beverages, Narcotics and Stimulant Drugs – A** student shall not possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other drugs or substances capable of or intended, purported, or presumed to be capable of altering a student’s mood, perception, behavior or judgment, other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and used at school in accordance with Policy 3416. Nor shall the student possess, use, sell, or transmit paraphernalia associated with such drugs, alcohol, or chemical substances.
Please note: Any student-athlete or student involved in cheer, dance, or drill, in season, out of season, or between seasons, will be immediately ineligible for interscholastic competition in the current interscholastic sports/activity program for the remainder of the season if they are found in violation of this rule (#2). This also pertains to attending and/or remaining at an event where it is reasonable to know by those present that alcoholic beverages, drugs, and/or chemical substances are being consumed. In this situation it is the responsibility of the student-athlete or student involved in the activities noted above to remove himself/herself beyond all reasonable doubt and proximity, from the situation. An individual who makes a willful choice to remain at such an event is in violation of this rule and subject to athletic sanctions.

Alternative Consequences for Drug/Alcohol Violations

Alcohol and drug use is a considerable threat not only to those students who are under the influence, but also to those who are innocent bystanders. The Issaquah School District is committed to providing a drug-free environment for all students and maintains zero tolerance for students who violate the School District Policy concerning drugs and alcohol. The consequence for a first offense of the ISD Drug/Alcohol Policy is emergency expulsion, followed by a 90-day suspension from school, if recommended. A second offense may result in the student’s permanent expulsion from the school. In an attempt to identify a student’s drug or alcohol dependency or abuse and support those students in attaining follow-up care or education, Liberty High School offers an alternative to a lengthy suspension. Listed below are the expectations and steps a student must follow in converting an emergency expulsion to a long- or short-term suspension:

- a. Choose a state certified assessing agency and sign appropriate release forms to:
 - Enable the school to give the assessing agency information that would be useful in making an accurate assessment, and
 - Allow the assessing agency to share information regarding the student’s assessment and ongoing progress with school personnel.
- b. Fully participate in a drug/alcohol assessment at the agency.
- c. Upon completion of these steps, the emergency expulsion will be converted to a suspension of not fewer than ten days. Upon returning to school, the student will be expected to:

- d. Follow the recommendation as made by the assessing agency.
- e. The school will stay in close contact with the assessing agency to ensure the student is compliant with the recommendations that were made, and will assist the student in remaining drug/alcohol free.

These expectations will be in effect until the completion of the long-term suspension (up to 90 days). If the student fails to comply with these expectations, the privilege of returning to school will be revoked and the student will be suspended for the remainder of the semester.

Selling controlled substance

- First offense – Emergency Expulsion; Long-Term Suspension; Police notified
- Second offense – Emergency Expulsion

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

Causing Physical Injury or Damage to School Property:

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

Assault, Threats, Extortion:

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

- 5. ***Criminal Acts** – A student, as a citizen or resident of the United States and the State of Washington, is to obey all laws established by these jurisdictions. A student who violates these laws during school hours or at school sponsored events shall be subject to corrective action or punishment by the school whether or not any action is taken by law enforcement agencies.
- 6. ***Dangerous Weapons, Instruments and Activities** -- A student shall not possess, transmit, or attempt to possess or transmit any object that can reasonably be considered a weapon nor engage in any activity that could reasonably be expected to endanger self or others. Bringing onto District property, causing to be brought onto district property, and the possession of firearms or facsimiles and fireworks are prohibited.

Weapons include but are not limited to:

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

Possession of Firearms, including but not limited to:

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

- Confiscation; Parent contact; Emergency Expulsion; Police notified

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

- First offense – Confiscation; Parent contact; Emergency Expulsion; Short-Term Suspension; Long-Term Suspension; Police notified
- Second offense – Emergency Expulsion; Long-Term Suspension; Police notified

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

- First offense – Confiscation; Parent contact; Emergency Expulsion; Short-Term Suspension; Long-Term Suspension; Police notified
- Second offense – Emergency Expulsion; Long-Term Suspension

Hazardous Use of Flammable Items

- Emergency Expulsion; Long-term suspension

IT IS UNLAWFUL for a person to carry weapons onto school premises, on school transportation, or any area used for school activities. Violations are cause for EXPULSION FROM THE STATE'S PUBLIC SCHOOLS. Any violation with a firearm shall result in a mandatory expulsion for a period of not less than one year in accordance with RCW 28A.600.010.

7. ***Destruction or Theft of Property** – A student shall not intentionally or with carelessness damage, misuse or steal school or private property. Where school property is damaged or stolen, the superintendent shall seek restitution from the student or his/her parents as permitted by law.
8. ***Disruptive Conduct, Dress or Appearance** -- A student shall not cause the disruption of any school operations. This includes but is not limited to the interfering with the conduct of any class or activity; inappropriate dress, the blocking of entrances, exits, or the normal flow of vehicular or pedestrian traffic; or the occupation of school buildings or grounds in order to deprive others of their use.

Dress Code:

Appropriate clothing in a school or at school events contributes to a positive and quality environment at school, thus student clothing must be appropriate for an academic atmosphere. If a student's appearance is considered disruptive or inappropriate by the staff or administrator, the student will be asked to change, this may include being sent home to secure more appropriate clothing. Clothing should allow one to move comfortably, but should not be too short, too tight, or too saggy. Students are asked to wear clothes that completely cover undergarments (bras, bra straps, boxer shorts, thong underwear, underwear, etc.). Clothing should be modest, thus will need to cover midriffs, cleavage, and any underwear regardless of the action of the student. As examples, tube tops, one-shouldered tank-tops, spaghetti straps, or excessively baggy pants without a belt are not appropriate. The reasonable standard of length of skirts, dresses, and shorts (including the slits in skirts) is that they be no shorter than the student's hands when arms and hands are extended down their sides. Appropriate footwear must be worn at all times and does not include slippers. Clothing with logos, symbols, scenes of, or advertisements for tobacco, drugs, alcohol, gangs, or other illegal activities which may include but are not limited to intimidation, harassment, sexual innuendo, vulgarity, and obscenities is prohibited.

Personal Displays of Affection (P. D. A.):

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

Dance Policy

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

1. Freak Dancing will not be allowed, nor is it an acceptable style of dancing. The definition of Freak Dancing is any or all dancing that is found to be “sexually suggestive in any way.”

Examples of this are, but not limited to:

- Any inappropriate backside dancing (ankle/knee grabbing, bending over more than 90 degrees, etc)
- Inappropriate touching, fondling, excessive displays of affection
- Removal of shirts, pants or necessary articles of clothing
- No on the floor dancing or lap dancing
- Nor front-to-front dancing with legs up or legs intertwined
- No violent, “mosh pit” style dancing

****Dance Chaperones** will be given the authority to ask students to stop if students are found to be dancing inappropriately.

2. Students who bring a guest to a school dance are required to have the appropriate dance pass completed, signed, and returned to the ASB bookkeeper no later than two days prior to the dance. Dance passes are available in the attendance office. **Students may not bring a guest that is over 21.** If you or your guest is asked to leave a dance, both parties will be required to leave. Your parents will be called to come and pick you up if necessary.
3. Any student or guest that is dressed inappropriately will be asked to change or be removed from the dance. No refund will be given. For appropriate dress description, see Dress Standards.
4. Dance admission: **EVERYONE MUST HAVE PICTURE ID.** Current school ID, passport, or driver’s license will be the only forms of picture ID accepted.
9. ***Failure to Pursue Studies** -- A student is required to pursue a program of studies, which includes regular class attendance, coming prepared with materials required, participating in class activities, and completing assigned work.
10. ***False Alarms** -- A student shall not report false information regarding emergencies or misuse alarms or other emergency equipment.
11. ***Forgery, Lying, Cheating, Plagiarism and Misuse of Documents** -- A student shall tell the truth, shall present oneself honestly and shall not forge any signature or make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of the school. A student shall not attempt to earn credit or receive a grade for coursework in a manner other than defined as acceptable by the teacher. Cheating/plagiarism include, but are not limited to, copying another’s work to use as one’s own or making an effort to distribute class assignments or test information without teacher permission to another student (written or verbal). A student shall not open or alter official school documents and private documents, either paper or electronic.

Academic Integrity/Honesty Policy:

Academic Integrity speaks to a student’s commitment and responsibility to pursue scholarship openly and honestly. It respects the concept that *learning* is the primary purpose of education, secondary to grades and credits. Academic Dishonesty is defined as any action or attended action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other student. A student shall not attempt to earn credit or receive a grade for coursework (tests, quizzes, assignments, discs, projects, essays) in a manner other than defined as acceptable by each instructor. Academic Integrity violations are tracked throughout a student’s entire high school career (grades 9 – 12). Academic Integrity violations include, but are not limited to:

- **Plagiarizing** or submitting any part of another person’s work as representing ones’ own scholarship

- **Distribution/sharing of class assignments or test information** in either written or verbal form to another student without teacher permission
- **Unauthorized Collaboration** – working with others without the specific permission of the instructor on assignments that will be submitted for an individual's grade. This applies to in-class or take-home assignments/homework, projects, tests, or labs.
- **Collusion** – supporting the lack of integrity/honesty by another student, as in allowing one's work to be copied or submitted for assessment by another. Collusion also includes the use or sharing of identical or highly similar passages of one's own work, or the work of another, unless specifically authorized by the teacher.
- **Technology Malpractice** – any misuse or abuse of private or public technology in relation to grades or in acquiring an academic advantage, including infractions of the school technology user agreement, language translation websites, cell phone messaging or picture transmission.

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

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

- Standard Consequence for 1st violation is:
 - ✓ failing grade for the assignment/ test/project,
 - ✓ possible short-term suspension,
 - ✓ parent contact
- Standard Consequence for 2nd violation ranges from:
 - ✓ failing grade for the assignment/test/project
 - ✓ loss of credit for the entire course if the violation is within the same course and within the same grading period as the first violation
 - ✓ loss of credit with a failing grade and possible withdrawal from the course, including a reduction and possible rearrangement of the student's academic schedule
 - ✓ possible short-term suspension
 - ✓ parent contact
 - ✓ *Please note – if the course is a graduation requirement, the student will need to take responsibility to make up the course requirement on their own, i.e. summer school, correspondence course, etc. as approved by the student's school counselor.*
- Standard Consequence for 3rd violation of integrity/honesty policy, regardless of the class or grading period, is:
 - ✓ Withdrawal from class with failing grade, including a reduction and possible rearrangement of the student's academic schedule
 - ✓ Possible short-term suspension
 - ✓ Parent contact
 - ✓ *Please note – if the course is a graduation requirement, the student will need to take responsibility to make up the course requirement on their own, i.e. summer school, correspondence course, etc. as approved by the student's school counselor.*
- Non-Standard Consequences for violation of academic integrity/honesty, as determined by administrative investigation, may include:
 - ✓ Successful completion of Academic Integrity Tutorial
 - ✓ Re-do of assignment/test/project without opportunity for grade/credit

- ✓ Short-term suspension (in-house or out-side of school)
- ✓ Placement with a different teacher/course

12. ***Loitering and Trespassing** -- A student shall not linger in a parking lot or in other unauthorized areas during the school day. During the school day, a student shall not be on the grounds of a school other than the school of attendance without permission of school personnel. Guests of students must have administrative approval for being on campus.
13. ***Negligent Driving** -- A student shall not drive in a manner which demonstrates disregard for the safety of others, oneself, or property.
14. ***Possession of or Use of Tobacco** -- A student may not smoke or use any form of tobacco or a substance resembling tobacco, in school, on school grounds, or at school-sponsored activities.
15. ***Truancy, Tardy** -- A student shall not be absent or tardy from classes without an approved excuse.
16. ***Repeated Misconduct** -- A student shall not repeatedly fail to comply with district policies or school rules or with directions of school personnel during any period of time when properly under the authority of school personnel. Teachers shall establish reasonable rules in their classrooms to assist them in providing a good environment for learning. Students are to follow these rules.
17. ***General Rule Violation, Insubordination, Disrespectful Conduct** -- A student shall identify oneself when asked to do so by school personnel. A student is to comply with reasonable directions or requests of school personnel during any period of time the student is properly under the authority of the school personnel. A student will treat staff, students, parents, and visitors with respect.
18. ***Unauthorized Entry** -- A student shall not enter or attempt to enter any school building or other unauthorized school property other than during regularly scheduled school activities.
19. ***Inappropriate Computer/Network Behavior** -- A student shall not engage in any activity characterized as unethical (and unacceptable) as defined in Board Policy 2022 – Electronic Information Systems (Networks). Unacceptable use would include but is not limited to: Personal gain, commercial solicitation and compensation of any kind; liability or cost incurred by the District; downloading , installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from the Executive Director of Educational Technology or designee; support or opposition for ballot measures, candidates and any other political activity; hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools; unauthorized access to other district computers, networks and information systems; cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks; information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture); accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and attaching unauthorized equipment to the district network. Any such equipment will be confiscated and destroyed. A complete copy of the District’s policy 2022 may be obtained at any school. Every student using a district computer is required to have a parent sign a Network Access Agreement and Release form.
20. ***Gangs** -- The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected or participated in by a student shall not imply gang membership or affiliation with a gang.
21. ***Closed Campus/Lunch Release** -- Liberty High School is a closed campus. Students who are 11th and 12th graders may leave campus during lunch ONLY if they have written parent permission on file in the attendance office. This privilege may be revoked by the school at any time due to behavior infractions. This rule also applies to NEVAC and Running Start students when at lunch and traveling between schools. 9th and 10th graders may not leave campus at any time.
22. ***Cellular Phones and Electronic Equipment** – Cell phone or PDA’s shall not disrupt the education process. Students are strongly discouraged from bringing CD or DVD players, video games, headphones, iPods, and/or any other electronic or entertainment devices to school. Students are not to use school telephones except in emergency situations. Students and their

families are expected to plan carefully for the school day and communicate schedules with parents and work before school. Liberty High School is not responsible for the loss or damage of any of the above items. If any of the above items are stolen from a locker, classroom, backpack, or person the incident should be reported to Security. Liberty High School Security is not responsible for the retrieval of any of the above items.

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

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

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

INFRACTION	Corrective Actions	School Discipline	Short-term/ In-house Suspension	Long-term Suspension	Emergency Expulsion	Expulsion Recommend.
1. *Abusive behavior lewd conduct, harassment and sexual harassment	x	x	x	x	x	x
2. *Alcoholic beverages, narcotics and stimulant drugs				x	x	x
3. *Arson			x	x	x	x
4. *Assault, threats, extortion, causing physical injury or damage to school property		x	x	x	x	x
5. *Criminal acts	x	x	x	x	x	x
6. *Dangerous weapons, instruments & activities; Firearms, facsimiles	x	x	x	x	x	x
7. Destruction or theft of property	x	x	x	x	x	x
8. *Disruptive conduct, inappropriate dress	x	x	x	x	x	x
9. Failure to pursue studies	x	x	x			
10. *False alarms			x	x	x	x
11. Forgery and lying		x	x	x		
12. Loitering and trespassing	x	x	x	x		
13. Negligent driving (high school)		x	x	x	x	x
14. Possession of or use of tobacco	x	x	x	x		
15. Truancy, tardy	x	x	x			
16. *Repeated misconduct			x	x	x	x
17. General rule violation, insubordination, disrespectful conduct		x	x	x		
18. Unauthorized entry	x	x	x	x	x	x

19. Inappropriate computer/ Network behavior	x	x	x	x	x	x
20. Gang activity	x	x	x	x	x	x

Compliance Officer/ Title IX/504:

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

Title IX/RCW 28A.640 Officer	Section 504/ADA Coordinator
Kathy Miyauchi	Susan Canaga
(425) 837-7061	(425) 837-7046
565 NW Holly Street	565 NW Holly Street
Issaquah, WA 98027	Issaquah, WA 98027

Student Records:

State law now requires that disciplinary records be included with permanent records when a student moves from one school to another. The Issaquah School District maintains student records as deemed necessary to meet educational needs. Liberty High School will include in the permanent file notification of disciplinary actions that result in the removal of a student from school attendance for more than one day. Parents have the right to inspect all school records directly related to their student. "Parents" are defined as a child's natural or adoptive parents, a guardian, or a parent's designated representative. Students over the age of 18 are considered to be adults and may view their own records. School principals arrange with parents for review of a student's records. Copies will be furnished upon the request of parents or an eligible student. A fee will be charged to defray the cost of copying. Parents who have concerns regarding the accuracy or appropriateness of any information found in a student's record are encouraged to inform the principal of their concern. The principal will provide a meeting for the purpose of resolving the concern. If the parents' challenge is not resolved to their satisfaction within 30 days, the parents, upon written request, will be given the opportunity for a hearing before the Board of Directors or a committee thereof. Such hearing will not be released for commercial purposes.

Directory Information/Release of Student Information:

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

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

The Family Educational Rights and Privacy Act grants parents the right to restrict the release of information. If a written request is placed in a student's record, directory information, photographs and videotapes will not be released except in an extreme emergency to protect the student's health and safety. The student's name will not appear in the directory, school programs, yearbook, newspaper, or other public news media. Those families who have unlisted telephone numbers may request that only that part of the directory information not be released without prior consent. A complete copy of district policy #3600 may be obtained at any school.

Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the principal or appropriate school official a written request, identifying the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request an amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may submit a written request to the principal, identifying the part of the record they wish to have amended, and the reasons why they believe the record is inaccurate or misleading. If the district decides not to amend the record, the parent or eligible student will be notified of the decision, of their right to a hearing, and of the hearing procedures to be followed.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is the disclosure to school officials with legitimate educational interests, such as: an administrator, supervisor, teacher, or support staff member, a school board member, law enforcement personnel; a person/company with whom the district has contracted to perform a service, such as: an attorney, auditor, medical consultant or therapist; or a parent/student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning any alleged failure by the district to comply with the requirements of FERPA at the following address:
Family Policy Compliance Office
U.S. Dept. of Education,
400 Maryland Ave. S.W.
Washington, D.C., 20202-4

