

SHADLE PARK HIGH SCHOOL  
STUDENT/PARENT HANDBOOK

2017-2018



# Table of Contents

- Welcome.....1
- Significant Dates.....2
- Academics
  - Grading, Progress Reports, & Report Cards ..... 2
  - Weighted Grade Class Rank Information ..... 3
  - Graduation Requirements.....3
  - Additional Requirements .....3
  - Withdrawal from a Class .....3
  - Academic Interventions .....4
  - Credit Deficiency .....4
  - Testing Information.....4
- Attendance
  - Attendance Hotline .....4
  - Attendance Policy .....4
  - BECCA Law .....5
  - 15% Rule .....5
  - Prearranged Absences .....5
  - Early Dismissal .....5
  - Truancies .....5
  - Tardies .....5
  - Forgery .....5
  - Closed Campus .....6
  - Homework Requests .....6
- Student Expectations
  - Student ID .....6
  - Dress .....6
  - Academic Integrity/Honesty.....6
  - Self-Discipline .....7
  - Severe Behavior .....7-8
- Safety
  - Fire Drills .....9
  - Crisis Drills.....9
  - Safety Tip Line .....9
  - Life Threatening Health Conditions .....9
  - Loss/Damage of Property .....9
  - Lost and Found .....9
  - Medication .....9
- General Information
  - After-School Sports .....10
  - Activity Pass .....10
  - Bookroom .....10
  - Bus Conduct .....10
  - Business Office .....10
  - Dances .....10
  - Bell Schedule..... 11
  - Messages .....11
  - Lunch and Breakfast.....11
  - Lockers .....12
  - Fees and Fines.....12
  - Parking.....12
  - Visitors.....12
  - Volunteers.....13
  - Wheels on Campus .....13
  - Camput.....13
  - CON Attendance.....13
- Extracurricular Activities
  - ASB/GSL Card .....13
  - Athletic Eligibility .....13
  - Activities, Clubs, Athletics Offered .....13
  - Field Trips and Extracurricular Travel .....13
  - Fight Song .....14

# Welcome

On behalf of the Shadle Park High School staff, we welcome you to the 2020-21 school year!

Our goal is to provide a safe and positive learning environment, where all students can achieve and grow. We strongly encourage you to pursue excellence and your passions in your academic studies, become actively engaged in the SPHS community through extracurricular activities our school has to offer, and treat everyone at SPHS with respect and kindness.

This handbook includes our policies, procedures, and important information. Please refer to them when questions arise. You may also refer to the Spokane Public School’s website for Rules of Conduct, Policy and Procedures 3240, as well as updated contact information for staff, teacher websites, event dates, and more on the Shadle Park High School website.

This booklet in no way covers or anticipates every matter that will occur during the year. It is a guide that may be applied to each situation to make educational decisions that best serve the students of SPHS. Whenever a revision would serve the best education interests of the student, then that change will be made.

## Significant Dates

FIRST SEMESTER	
Picture Day	Sept. 6th
Labor Day (No School)	Sept. 4 <sup>th</sup>
Mid-Quarter Reports	Oct. 11 <sup>th</sup>
Picture Retakes	Oct. 16 <sup>th</sup>
Curriculum Day (No School)	Oct. 6 <sup>th</sup>
End of 1 <sup>st</sup> Quarter	Nov. 3 <sup>rd</sup>
Veterans Day (No School)	Nov. 10 <sup>th</sup>
Thanksgiving Holiday (No School)	Nov. 23 <sup>rd</sup> – 24 <sup>th</sup>
Mid-Quarter Reports	Dec. 18 <sup>th</sup>
Winter Break (No School)	Dec. 25 <sup>th</sup> – Jan. 5 <sup>th</sup>
Martin Luther King Day (No School)	Jan. 15 <sup>th</sup>
End of 1 <sup>st</sup> Semester	Jan. 25 <sup>th</sup>

SECOND SEMESTER	
Semester Break Day (Emergency Make-Up Day #1)	Jan. 29 <sup>th</sup>
Secondary Conferences	Feb. 13 <sup>th</sup> – 16 <sup>th</sup>
Presidents Day	Feb. 20 <sup>th</sup>
Mid-Quarter Reports	Mar. 2 <sup>nd</sup>
Emergency Make-Up Day #2	Mar. 12 <sup>th</sup>
Spring Break	Apr. 2 <sup>nd</sup> – 6 <sup>th</sup>
End of 3 <sup>rd</sup> Quarter	Apr. 11 <sup>th</sup>
Mid-Quarter Reports	May 21 <sup>st</sup>
Memorial Day	May 28 <sup>th</sup>
Last Day of School	June 14 <sup>th</sup>
Emergency Make-Up Day #3	June 15 <sup>th</sup>

## Academics

### Grading, Progress Reports, & Report Cards

Grading is scheduled at the end of each quarter period, with final grades to be recorded at the semester.

1. Report cards are issued at the end of each quarter.
2. Only semester grades are used to compute a cumulative grade point average.
3. Letter grades are used to designate pupil's progress.

A progress report is issued to each student during mid-quarter, approximately four weeks into the quarter. Ordinarily these reports will give a general approximation of progress and not an exact grade. Only semester grades are used to compute a cumulative grade point average. Letter grades are used to designate a pupil's progress. Parents should contact teachers directly or through e-mail as achievement concerns arise.

For the 2017-2018 school year, all secondary schools in the district will be using a new grading scale. The new scale (with + and – grades) will be familiar to many parents since this is a very typical scale used across the country. As the school board considered making this change, they were particularly interested in finding ways to motivate students to continue working hard throughout an entire semester. For example, in the old system at the end of a semester a student at an 82% had small chances of moving up to an A (90%). In the new system, the board was interesting in motivating a student at an 82% (B-) to work hard for the remainder of the semester and move up to a B or B+.

The new scale adopted by the school board can be found below:

Percentage	Letter Grade	Grade Point
93 – 100	A	4.0
90 – 92	A-	3.7
87 – 89	B+	3.3
83 – 86	B	3.0
80 – 82	B-	2.7
77 – 79	C+	2.3
73 – 76	C	2.0
70 – 72	C-	1.7
67 – 69	D+	1.3
60 – 66	D	1.0
Below 60	F	0

As with all changes, the board will monitor the effects of the changes and analyze data as we move forward. The hope is that students will feel motivated and will continue to work hard throughout the grading period since opportunities to improve the grade will be easy to achieve.

**Weighted Grade Class Rank Information**

---

Weighted grading will be used to determine class rank only and will not affect a student’s official cumulative Grade Point Average (GPA) as outlined by WAC 392-415-540. Class rank is not part of the Washington State official transcript and is a local decision. Many colleges, universities, and scholarship programs, however, ask for class rank on their applications. Spokane Public School employees providing class rank to outside organizations will use the weighted class rank.

Spokane Public Schools will use quality points so that the rank will reflect the rigor of classes taken. AP: 1 quality point, Honors: .5 quality point.

Advanced course options: The Board of Directors recommends that students, families, and counselors work together to make decisions about which advanced courses are taken. The goal is an appropriately balanced schedule that takes into account individual student interests and strengths.

**Graduation Requirements**

---

To have a College and Career Ready Transcript, Shadle Park strongly recommends you exceed the minimum required courses and take classes that will help you to prepare for your post-high school experience. See the chart below for the required courses and our recommended **T-2-4** \*credits.

Requirement	T-2-4 Credits	Required Credits Class of 2018	Required Credits Class of 2019 and Beyond
*Math	<b>4.0</b>	3.0	3.0
English	4.0	4.0	4.0
Social Studies	3.0	3.0	3.0
*Science	<b>4.0</b>	3.0	3.0
Career & Technical	1.0	1.0	1.0
Fitness	1.5	1.5	1.5
Health	0.5	0.5	0.5
Fine Arts (One Credit can be a Personalized Pathway Course)	2.0	1.0	2.0
*World Language~ OR Two Personalized Pathway Courses	<b>2.0</b>	0.0	2.0
Electives	2.0	5.0	4.0
<b>TOTAL MINIMUM</b>	24.0	<b>22.0</b>	24.0

**Additional Requirements**

---

In addition to the credit requirements, students must complete the following: 1) A High School and Beyond Plan 2) Pass all required State Testing (for further information see the Testing Information on page 5).

**Withdrawal from Class**

---

- A student may DROP and/or ADD a class (if available) during the first two weeks of a semester.
- A student may DROP a class after the end of the second week to the end of the sixth week with a “W” on the transcript (with written permission from parent) provided they will still be enrolled in six (6) classes.
- A student may DROP a class after the end of the sixth week of the semester with an F on the transcript (with parent permission and involvement) provided they will still be enrolled in six (6) classes.
- Extenuating circumstances will be dealt with on an individual basis.

## Academic Interventions

---

Shadle Park High School offers several academic interventions to support students as they progress through high school. The opportunities we provide are designed to meet the needs of specific groups of students. Please contact your counselor for more information.

### Credit Deficiency

---

To be current for graduation, students should have completed the following credits:

- Entering 10<sup>th</sup> grade should have a minimum of 6 credits.
- Entering 11<sup>th</sup> grade should have a minimum of 12 credits.
- Entering 12<sup>th</sup> grade should have a minimum of 18 credits.

Shadle Park High School and Spokane Public Schools offer a variety of credit retrieval options. Please see your counselor for more information.

### Testing Information (State and College Admission)

---

**EOC:** Students in the classes of 2017 and 2018 must pass End of Course Exams in Algebra or Geometry, AND Biology to be eligible for graduation.

**SBAC:** Smarter Balanced Assessment Consortium measures each student's achievement compared to the Common Core State Standards (CCSS). For students in the class of 2017 and beyond, SBAC replaces HSPE Reading and Writing. For students in the class of 2018 and beyond, the SBAC replaces EOC Mathematics Exams.

**PSAT:** All freshman, sophomores and juniors will have the opportunity to take the Preliminary SAT Exam.

**SAT I:** Is required by many four-year colleges and universities. Shadle Park recommends that this test be taken in the spring of the junior year. See [www.collegeboard.com](http://www.collegeboard.com) for information on costs and deadlines.

**SAT II:** Is required by many four-year colleges and universities. Shadle Park recommends that this test be taken in the spring of the junior year. See [www.collegeboard.com](http://www.collegeboard.com) for information on costs and deadlines.

**ACT:** Is required by some four-year colleges and universities for 11<sup>th</sup> and 12<sup>th</sup> grade students. See [www.act.org](http://www.act.org) for information, costs, and deadlines.

**AP (Advanced Placement):** Shadle Park High School offers a number of Advanced Placement courses. Students can earn college credit by demonstrating proficiency on AP Exams.

**COMPASS:** Taken by 11<sup>th</sup> and 12<sup>th</sup> grade students, required for Running Start admission to Spokane Community and Spokane Falls Community Colleges. Contact SCC/SFCC for information.

## Attendance

### Attendance Hotline: 354-6715

When leaving a message, please leave the following information:

1. Please spell the first and last name of the student.
2. State your name and relationship to the student.
3. Leave your daytime phone number for verification.
4. Give a brief reason for the absence.

### Attendance Policy

---

Under the Washington State Compulsory Attendance Law, parents or guardians have the primary responsibility for keeping their students in regular attendance.

Unless previously excused, the absent student's parent or guardian should call the 24-hour Attendance Hotline listed above. If there is an unexcused absence, the computer phone system will attempt to call the home to leave a message. Student absences must be cleared by a parent/guardian note or call within two (2) school days after the absence, or the absence will remain unexcused and considered a truancy. Truancy can result in numerous interventions including: parent meetings, attendance agreements, corrective action, progressive discipline, community truancy board, and filing of a truancy petition with juvenile courts (Becca Bill). Please note, there are four excusable absences: illness, medical appointments, family emergencies, and religious holidays.

## **Becca Bill - Mandatory Attendance Law (Ch 312, Laws of WA, 1995)**

---

“Upon a child’s fifth unexcused absence in a month, or upon a tenth unexcused absence in a year, the school district shall file a truancy petition in juvenile court (Sec. 68). If the school district fails to file such a petition, the parent may file the petition (Sec. 68). No court filing fees are required for these petitions.

The act sets forth the contents of the petition (Sec. 69). Among other things, the court may schedule a hearing and require attendance of the child and parents at the hearing (Sec. 69 (4)). The court shall grant the petition and enter an order assuming jurisdiction for the remainder of the school year if the allegations in the petition are established by a preponderance of the evidence (Sec. 69 (6)).

Superior court commissioners, family law commissioners, and juvenile court judges have jurisdiction to hear these truancy petitions (Sec. 71-Effective Sept. 1, 1995). In addition to assessing fines, placing children into detention, and other current options, the act authorizes courts to also order the parent to provide community service at the child’s school instead of imposing a fine (Sec. 74). Half of the fines shall go to the school district, and 50% shall be given to the county (Sec. 75).”

### **15 Percent Rule**

---

District policy states that once a student’s total absences, both excused and unexcused, reach 15 percent, the school may require a doctor’s note for any subsequent absences to be excused.

### **Prearranged Absences**

---

Before planning an extended absence (three days or more) of a student, parents should consider the following:

- Students need to attend as many classes as possible to receive the best grade attainable, so it is reasonable to expect that an extended absence could severely affect the student’s grade.
- Teachers cannot be required to pre-teach work which would be missed or accept make-up work after a date established before leaving.
- Teachers cannot always be expected to provide multiple assignments in advance.
- However, if an occasion arises where an extended absence is unavoidable, the student should follow the appropriate process:
  - The student picks up the Pre-Arranged Absence Form from the Attendance Office one to two weeks prior to the absence.
  - The parent/guardian fills out the form and signs it.
  - The student takes the form to all of his/her teachers and notifies them assignments are needed.
  - The student and teachers work out a time when it is convenient for assignments to be picked up.
  - The student hands in the completed form to the Attendance Office before he/she leaves school for the prearranged absence.

### **Early Dismissals**

---

A student who needs to leave school during the school day must obtain an early dismissal slip from the Student Office before leaving the building. Pick up an early dismissal slip from the Student Office prior to school day. **STUDENTS MUST CHECK OUT THROUGH THE ATTENDANCE OFFICE. FAILURE TO DO SO WILL BE CONSIDERED A TRUANCY AND WILL NOT BE CLEARED.**

### **Truancies**

---

Students arriving to class more than ten minutes after the final bell (without a teacher/office pass) will be considered truant. Arriving to class less than ten minutes late will be considered tardy. The Home Calling System will call each night to notify parents of absences. A Behavioral Intervention Letter will be mailed home to notify parents of two unexcused days. The school will notify parents and file a petition with the BECCA Law Court when a student has met the BECCA criteria for unexcused absences. Students that are truant will face actions ranging from restorative to corrective which may include BECCA Court/Community Truancy Board.

### **Tardies**

---

Being tardy to class not only impacts the student’s educational experience but also disrupts the educational process for others. Being on time to class is a Shadle Park expectation. Arriving to class less than ten minutes late will be considered tardy. Arriving to class ten minutes or more late may be considered an unexcused absence for that class. Students who find themselves tardy to class are still required to go to class. Unsupervised students are not allowed in the hallways during class. Failure to be on time may result in restorative or corrective actions.

### **Forgery**

---

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

## Closed Campus

---

### Shadle Park is a closed campus from 8:00 a.m. to 2:30 p.m.

Shadle Park High School is a closed campus. Once students arrive on campus in the morning, they are to stay on campus for the entire school day unless they have checked out through the Student Office. Students that need to access their cars during the day are required to obtain a pass from the Student Office or an administrator. By 3:00 p.m. all students must be off campus or under the supervision of an adult. Failure to comply with the closed campus policy will result in restorative and/or corrective actions.

### Campus Boundaries

Campus boundaries extend to the far west end of the softball field and tennis courts. Students are to stay off of the track unless in a PE class. Students are not to access their vehicles during lunch time, parking lots are off limits.

### Homework Requests

Homework requests should be made if a student is absent for a minimum of three consecutive days by calling the Student Office at 354-6715. Requests made at the start of the day will be available for pick-up at the end of school the following day. You may also call or email teachers directly for homework. Late assignments will be accepted by teachers unless the absence is unexcused or the teacher has previously established a deadline for the assignment or project. No make-up work will be allowed for unexcused absences.

## Student Expectations

### Student ID

---

All students will be issued a school picture ID card. These are to be in the students' possession at all times during school and at all school activities. Student ID cards must be presented to any school authority who requests to see it (i.e., teacher, administrator, security officer, bus driver, etc.). There is a \$5.00 replacement fee for a lost card, if the card has a GSL sticker there will be an additional charge for the replacement of this sticker.

### Dress

---

Students are expected to present themselves in a manner that is appropriate for school and a workplace setting. Our school welcomes any fashion style that doesn't **disrupt the educational process**. Attire and accessories that advertise, display, or promote an unsafe, violent, discriminatory, disrespectful, illegal or sexually provocative atmosphere are not acceptable. Clothing and accessories that reveal the midriff, show undergarments, are backless or low-cut (i.e. halter tops) or clothing that is ill-fitting or revealing as well as bandanas are not permitted. Shorts and skirts must not be shorter than mid-thigh (exceptions regarding school uniforms). For more information, please see Policy 3200 on the Spokane Public Schools website ([spokaneschools.org](http://spokaneschools.org)).

### Academic Integrity/Honesty

---

Integrity and honesty are foundational in our learning environment. The learning students demonstrate is used to measure growth. It is imperative student work be an accurate representation of their knowledge.

Violations of Academic Integrity include:

*Plagiarizing:* Copying or borrowing another student's work and turning it in as your own for credit. Reproducing another's work from a web-site, book, and article and representing it as your own.

*Cheating:* Using or attempting to use unauthorized materials, information, "cheat sheets" or study aids. Attempting to misrepresent your own academic skills/knowledge.

*Fabricating:* Falsifying research; inventing or exaggerating data. Listing incorrect or fictitious references.

*Collusion:* Misrepresenting the amount of work done on a project or paper as your own when another person actually did a majority of the work. Submitting a paper or assignment done for another class without permission from the instructor. Allowing one's work to be copied or submitted for assessment by another student. Paid or bribed someone to acquire a test/assignment, take/do a test/assignment for personal benefit.

*Distribution/Sharing of class assignments or test information:* Took a teacher's test. Shared or distributed the test information with others.

*Unauthorized Collaboration:* Worked with others without the specific permission of the instructor on assignments that were submitted as work done by an individual.

*Technology Malpractice:* Misrepresented another's music/video/visual images in a student project as your own creation. Accessed the teacher's computer to change grade.

*Violations may result in a range of actions from restorative and/or corrective actions which may include a failing grade on a assignment/test/project or loss of credit and withdrawal from course.*

## Self-Discipline

---

Students are to become familiar with the school's rules, regulations, and policies; every student will make every effort to abide by them. Always be courteous to those who teach you, as well as to each other. It may become necessary at times for a student to be sent to the administration offices because of habitual discipline offenses or because of a major offense. In such cases, the administration will use whatever restorative, corrective, or progressive measures necessary within the federal and state guidelines and according to Spokane Public Schools Board policy. Individual teacher rules and expectations will be provided at the beginning of each semester.

## Severe Behaviors

---

Any student who conducts herself/himself in such a manner as to interfere substantially with the educational process for herself/himself or others (such as fighting, defamatory statements, misbehavior, etc.) shall be guilty of disruptive behavior and/or defiance. The student is responsible to school staff for his/her conduct in all places under school jurisdiction. The following offenses are examples of severe misbehavior and will be dealt with in an appropriate manner. This is not an exhaustive list of offenses, nor should the corrective actions described be considered the only consequences. Shadle Park places a high value on restorative practices, and each case will be considered individually. Corrective actions may include progressive discipline, suspension, expulsion, or emergency action.

**1. Fighting:** Students involved in fighting are subject to a range of restorative and/or corrective actions which may require a student to complete conflict mediation upon return to school. A second fighting incident will result in corrective actions which may include long-term suspension.

**2. Harassment, Intimidation, or Bullying:** Spokane Public Schools 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.

Nothing in this section requires the affected person to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include, but are not limited to, physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms, including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). Harassment, intimidation or bullying occurring on school property during the school day or off school property at a school activity/event is prohibited and may result in discipline.

Other types of harassment include:

*a) Sexual Harassment:* Sexual advancement, request for sexual favor, sexual comment, cartoon, innuendo, and other oral, written, or physical conduct of a sexual nature which is unwelcome or uninvited and is directed by a student toward another student, teacher, or other person is prohibited.

*b) Malicious Harassment:* Malicious harassment includes malicious and intentional conduct based on a person's perception of another's race, color, religion, ancestry, national origin, gender, sexual orientation, or disability that:

- Causes physical injury; or
- Causes physical damage to or destruction of property; or threatens a person or group of persons and places the person(s) in reasonable fear of harm. Words alone do not constitute malicious harassment unless the context surrounding the words indicates that the words are a threat. Threatening words do not constitute malicious harassment if it is apparent to the victim that the person does not have the ability to carry out the threat.

*c) Slurs, Innuendos, Jokes:* To engage in making slurs, which is defined as any derogatory action such as remarks, words, jokes, pictures, or gestures referencing or directed to any individual or groups(s) which is of a racial, ethnic, religious, sexual orientation, or physical, mental or sensory disability nature.

*d) Other Harassment:* Harassing for reason of race, religion, ethnic origin, sexual orientation, or physical/mental/sensory disability.

*e) Reprisal, Retaliation, or False Accusations:* Reprisal, retaliation, or deliberate false accusations against anyone reporting or thought to have reported discrimination or harassment is prohibited and will be treated as a serious violation of policy, regardless of whether any discrimination or harassment is substantiated. False accusations are prohibited and will be treated as a serious violation of this policy.

*f) Harassment may result in a range of actions including restorative and/or corrective actions*



3. **Vandalism (Defacing/destroying school property):** All students are encouraged to keep our school looking as great as it does. All acts of vandalism will result in a suspension or expulsion from school and full police investigation. Also, whenever possible, charges will be filed against those students creating such acts, along with monetary restitution for damages done to the school or the school's property. Everyone has a responsibility to the school and community to report acts of vandalism being done to the school or the school's property. Anyone seeing vandalism should report it immediately to an adult. All reports will be regarded as being highly confidential and the person reporting will remain anonymous.

4. **Theft:** Any student stealing property of the school or another person may be subject to suspension, restitution and/or criminal charges, depending upon the amount of items stolen.

5. **Setting false alarms, bomb threats, etc.:** Students involved in setting alarms, or bomb threats, or other false alarms will be subject to corrective action.

6. **Firearms/Other Weapons:** Spokane Public Schools prohibits unauthorized use or possession of any object that is, or reasonably can be, considered or viewed as a firearm, air gun, dangerous weapon, or explosive. Students in possession of dangerous weapons other than firearms may be expelled. Possession of firearms on school property will result in a one year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

7. **Inappropriate Use of Technology:** Inappropriate use of telecommunications equipment will be cause for disciplinary action. Unauthorized access to information, computer piracy, hacking, any tampering with hardware and/or software, electronic use of harassing, and abusive or obscene language, or using the network to annoy or offend others is prohibited. Any attempt to bypass the Internet filter program may result in loss of computer use or further corrective actions.

8. **Cell phones, camera phones, iPods and CD players, electronic games, and other unauthorized electronics:**

- Spokane School District Policy states electronic devices may be used to "further the educational and research mission" of the class.
- Staff will retain the final authority in deciding when and how students may use a personal electronic device.
  - Teachers may confiscate electronic devices if they determine the device is a disruption.
    - 1<sup>st</sup> offense: Phone will be returned to student at the end of the day.
    - 2<sup>nd</sup> offense: Phone may be returned to parent/guardian only.
  - Students are responsible for their own devices. If they allow someone to borrow a phone and they get it confiscated it is still a violation.
  - Refusal to comply with the confiscation is insubordination, and may result in restorative or corrective actions.
  - The school does not accept responsibility for lost or stolen electronic devices.
- Note to Parents & Students – Please help us and your student by limiting your cell phone use during school hours. If you need to get in touch with your student during school hours, you may call the Student Office and we can get a message to him/her. If you choose to send your student a text message or leave a voicemail for him/her during school hours, please have an agreement with your student that he/she needs to wait until after class to check messages.

9. **Use and/or possession of alcohol, drugs, and tobacco:** Use of alcohol, tobacco, and illicit drugs is strictly prohibited. The Legislature of the State of Washington has passed into law that school properties are to be smoke free. Students are not allowed to smoke on campus, and doing so will result in range of interventions and corrective actions. By Washington law, use and/or possession of alcohol, drugs, and tobacco products or paraphenalia by students is prohibited in school buildings, on school property, on school buses or other vehicles used for school functions, at school-sponsored events or activities.

- First Offense: Short-term suspension. Drug and alcohol classes will be assigned.
- Second Offense: Long-term suspension or a drug/alcohol treatment program at the student's expense.
- Third Offense: Within 24 months – actions ranging from suspension to expulsion from all Spokane Public Schools.

10. **Tobacco:** Policy No. 9120: The use of any and all tobacco products in/on property owned or lease by Spokane Public Schools is prohibited. ***This also includes electronic cigarettes.*** All electronic cigarettes will be turned over to law enforcement and taken to police evidence. These are illegal for minors to have in their possession and should not be brought to school.

- First Offense: Referral to substance abuse intervention and assigned school discipline, including but not limited to, campus clean-up or in-school suspension.
- Second Offense: Corrective actions and/or interventions
- Third Offense: Interventions and/or Suspension. (A contract may be developed to allow up to fifty percent of any suspension held in abeyance, if the student successfully complies with the terms and conditions of the contract.)

# Safety

## Fire Drills

---

These are necessary and required by law.

1. The fire drill signal requires everyone in the building to move to the designated evacuation areas without exception.
2. Students are expected to take fire drills seriously and follow directions at all times.
3. Instructions for exiting are posted in each room.
4. Students should exit and move away from the building.
5. The all clear signal will sound to allow students to return to class.

## Crisis Drills (lock-down)

---

Signal: Intercom announcement will signal a crisis situation or drill. Students need to go to the nearest room and stay away from doors/windows. The all clear signal will be given over the intercom.

## Safety Tip Line

---

Spokane students and community members are now able to make anonymous calls regarding their safety concerns, thanks to Safety Tip Line. The phone number is 354-SAFE (354-7233).

The tip line will improve safety efforts by encouraging students to talk about what they know/have heard about classmates threatening violence or other illegal activities. Students can choose to leave a phone number for a follow-up call. Reports will be followed up by Student Support Services, and, when necessary, by Spokane Public Schools Security.

The tip line is monitored during regular business work hours, Monday through Friday, 8 a.m. to 5 p.m. All calls are confidential. In addition to the Safety Tip Line, there are phones in every classroom as another safety prevention step. This allows students and teachers quicker access to emergency services, as well as making it easier for parents to leave messages for teachers who can return calls on breaks.

## Life Threatening Health Conditions

---

Washington state law (RCW 28.10 Section 1), requires that all students with life threatening health conditions have the needed medical orders, medication/equipment and a nursing care plan in place before the child may attend school. Forms are available in the Student Office.

## Loss or Damage of Property

---

A student or his/her parent or guardian shall be responsible for the cost of school property that is lost or damaged. A student's grades, transcripts, and diploma may be withheld until restitution is made. The student or his/her parent or guardian may appeal the imposition of a charge of damages to the principal, superintendent, and Board of Directors in accordance with the due process described in Policy 9375. The school district continually strives to make our schools a safe place, for both students and their personal belongings. Unfortunately, incidents sometimes occur which can result in damage or loss of personal property owned by or in the possession of students. *Accordingly, parents are reminded that Spokane Public Schools cannot be responsible for loss or damage to personal property brought to school by students. Thus, any personal belongings brought to school are at the student's own risk. If the value of an item is such that you cannot afford its loss, please make certain that your child does not bring the item to school. The school does not assume liability for lost or stolen articles.*

## Lost and Found

---

If you have lost or found an item, contact the Book Room, 354-6727. Lost and found will be cleaned out every semester.

## Medication

---

According to Washington state law and District Policy, if it is necessary for your child to receive oral medication (prescription or non-prescription) during school hours, a medication request form must be filled out and signed by both the physician and parent. These forms are available in the Student Office or on-line at [www.spokaneschools.org/parents](http://www.spokaneschools.org/parents) (Health Services). All medication must be kept in the original pharmacy container and will be kept in a locked location. To ensure safety, parents are encouraged to have an adult deliver the medication to school. If the parent wishes a student to carry his/her own medication, it is with the recognition that it is the student's and parent's responsibility/liability.

## General Information

### After School Sports

---

All sports require a current physical exam, accident insurance or a waiver signed by a parent, an activity card, activity contract, and the individual sport contract. School rules apply to all school-sponsored events.

### Activity Passes

---

Students may purchase a G.S.L./A.S.B. card from the Business Office. The cost is \$40.00. This entitles the holder to attend regular season athletic events and to attend dances and other in-school activities at a discount rate or at no additional cost.

### Bookroom

---

The Bookroom is open from 6:30 a.m. to 3:00 p.m. (except from 11:30-12:15 ). During this time, students may purchase supplies and check in or check out textbooks/novels. Shadle Park Student ID is required for all bookroom transactions. Defaced or damaged IDs must be replaced at a cost of \$5.00 in the Book Room before book checkout. All books have been inspected for damages. Damages found have been noted in the Destiny system. Please inspect all books upon receipt. If you discover any damages, return it IMMEDIATELY to the Bookroom for a replacement. Books that are checked out to you are YOUR RESPONSIBILITY. Any damages not already noted will be fined to your account upon check in. Damages include, but are not limited to, writing, stains, liquid damage, dog-eared pages and cover damage.

### Bus Conduct

---

To ensure safe and comfortable transportation, students must act responsibly when riding their bus. All school policies apply to conduct on school buses. Failure to follow them may result in suspension from school and/or denial of bus-riding privileges. Shadle Park High School Student ID is required for bus transportation.

### Business Office

---

The Business Office is open to students before and after school, during both lunches, and the passing time allowed between periods. The Business Office handles all school district funds from such organizations as publications, athletics, clubs, A.S.B., bookroom, library, band, orchestra, choir, etc. Students can also deposit lunch account monies, pay fees and fines, purchase G.S.L./A.S.B. cards, and school insurance. The Business Office cannot cash checks, nor can they give cash back on checks written for more than the amount due. Adult/family sports passes can be purchased online at TicketsWest. The Business Office is closed daily from 1:30-2:00 for banking. Shadle Park Student ID is required for all Business Office transactions.

### Dances

---

All school policies are followed at dances. Infractions are dealt with in the usual manner. The Shadle Park High School community is committed to providing a safe, fun, and respectful environment at our school dances. Students are to refrain from dancing in a sexual nature. Students who exhibit inappropriate dancing behaviors during a dance will be asked to leave without a refund. Students will not be re-admitted to a dance after leaving the assigned area. Shadle Park High School Student ID is required with a ticket for admission to all dances. Only current Shadle Park students may attend mixers. Students from other schools who attend our date dances must provide picture ID and must be pre-registered in the Business Office by 3:00pm on the last school day before the dance. Guests must be of high school age or under 21. School rules apply to all school sponsored events.

### Lockers

---

The Student Office will issue lockers to students who request them. Lockers are the property of the school district. As property of the school, lockers may be inspected by school officials. Lockers are not to be written upon or in any way vandalized by students. The cost of repairing any damage to a locker will be charged to the student. Lockers should be for book use only – valued items of any sort should not be kept in lockers.

**Bell Schedule**

<b>PLAID SCHEDULE</b>					<b>PLAID PODS SCHEDULE</b>				
<b>Monday/Friday</b>	<b>From</b>		<b>To</b>	<b>Minutes</b>	<b>Monday/POD's</b>	<b>From</b>		<b>To</b>	<b>Minutes</b>
0 Hour	7:00	-	7:50	50	0 Hour	7:00	-	7:50	50
1 <sup>st</sup>	8:00	-	9:00	60	1st	8:00	-	8:55	55
2 <sup>nd</sup>	9:05	-	10:00	55	2nd /PODS	9:00	-	10:20	50/30
3 <sup>rd</sup>	10:05	-	11:00	55	3rd	10:25	-	11:15	50
1 <sup>st</sup> Lunch	11:00	-	11:30	30	1st Lunch	11:15	-	11:45	30
4 <sup>th</sup>	11:35	-	12:30	55	4th	11:50	-	12:40	50
4 <sup>th</sup>	11:05	-	12:00	55	4th	11:20	-	12:10	50
2 <sup>nd</sup> Lunch	12:00	-	12:30	30	2nd Lunch	12:10	-	12:40	30
5 <sup>th</sup>	12:35	-	1:30	55	5th	12:45	-	1:35	50
6 <sup>th</sup>	1:35	-	2:30	55	6th	1:40	-	2:30	50

<b>PLAID CON/PODS SCHEDULE</b>				
<b>Monday/POD's</b>	<b>From</b>		<b>To</b>	<b>Minutes</b>
0 Hour	7:00	-	7:50	50
1st	8:00	-	8:47	47
CON	8:52	-	9:30	38
2nd /PODS	9:35	-	10:47	42/30
3rd	10:52	-	11:34	42
1st Lunch	11:34	-	12:04	30
4th	12:09	-	12:51	42
4th	11:39	-	12:21	42
2nd Lunch	12:26	-	12:56	30
5th	1:01	-	1:43	42
6th	1:48	-	2:30	42

<b>PROFESSIONAL PEER LEARNING DAY</b>			
0 Hour	7:00	7:50	50
1 <sup>st</sup>	8:00	8:48	48
2 <sup>nd</sup>	8:53	9:35	42
3 <sup>rd</sup>	9:40	10:23	43
1 <sup>st</sup> Lunch	10:23	10:53	30
4 <sup>th</sup>	10:58	11:40	42
4 <sup>th</sup>	10:28	11:10	42
2 <sup>nd</sup> Lunch	11:10	11:40	30
5 <sup>th</sup>	11:45	12:28	43
6 <sup>th</sup>	12:33	1:15	42

<b>PROFESSIONAL PEER LEARNING DAYS</b>
Friday, September 15, 2017
Friday, September 29, 2017
Friday, October 20, 2017
Friday, November 17, 2017
Friday, December 1, 2017
Friday, January 12, 2018
Friday, February 2, 2018
Friday, February 23, 2018
Friday, March 2, 2018
Friday, April 13, 2018
Friday, April 27, 2018

<b>A SCHEDULE</b>					<b>B SCHEDULE</b>					<b>C SCHEDULE</b>				
<b>Tuesday</b>	<b>From</b>		<b>To</b>	<b>Minutes</b>	<b>Wednesday</b>	<b>From</b>		<b>To</b>	<b>Minutes</b>	<b>Thursday</b>	<b>From</b>		<b>To</b>	<b>Minutes</b>
0 Hour	7:00	-	7:50	50	0 Hour	7:00	-	7:50	50	0 Hour	7:00	-	7:50	50
1 <sup>ST</sup>	8:00	-	9:24	84	1 <sup>ST</sup>	8:00	-	9:24	84	2 <sup>ND</sup>	8:00	-	9:24	84
2 <sup>ND</sup>	9:34	-	10:58	84	3 <sup>RD</sup>	9:34	-	10:58	84	3 <sup>RD</sup>	9:34	-	10:58	84
1 <sup>ST</sup> Lunch	10:58	-	11:28	30	1 <sup>ST</sup> Lunch	10:58	-	11:28	30	1 <sup>ST</sup> Lunch	10:58	-	11:28	30
4 <sup>TH</sup>	11:33	-	12:56	83	4 <sup>TH</sup>	11:33	-	12:56	83	5 <sup>TH</sup>	11:33	-	12:56	83
4 <sup>TH</sup>	11:08	-	12:31	83	4 <sup>TH</sup>	11:08	-	12:31	83	5 <sup>TH</sup>	11:08	-	12:31	83
2 <sup>ND</sup> Lunch	12:31	-	1:01	30	2 <sup>ND</sup> Lunch	12:31	-	1:01	30	2 <sup>ND</sup> Lunch	12:31	-	1:01	30
5 <sup>TH</sup>	1:06	-	2:30	84	6 <sup>TH</sup>	1:06	-	2:30	84	6 <sup>TH</sup>	1:06	-	2:30	84

## Messages

---

Delivering messages to students in class interrupts the educational setting. Only messages from parents of students will be delivered to class. Students and parents are asked to cooperate to minimize requests for messages to students during the school day.

## Lunch and Breakfast

---

Students are allowed to eat in the Commons or in designated areas outside. No meals will be allowed to be eaten in hallways or classrooms. As a reminder, Shadle Park is a closed campus. Students are expected to stay on school grounds in the designated areas during lunch. (See Spokane Public Schools website for costs of meals.)

## Lockers

---

The Student Office will issue lockers to students who request them. Lockers are the property of the school district. As property of the school, lockers may be inspected by school officials. Lockers are not to be written upon or in any way vandalized by students. The cost of repairing any damage to a locker will be charged to the student. Lockers should be for book use only – valued items of any sort should not be kept in lockers.

## Fees and Fines

---

<p><b>Absolutely no scholarships, college applications, requests for records will be processed until all fines and fees are cleared. There are no exceptions.</b></p> <p>Student Insurance ..... Application available in the Business Office</p> <p>G.S.L./A.S.B. Activity Sticker ..... \$40.00* (Replacement cost \$20)</p> <p>Student I.D. Card Replacement ..... \$ 5.00</p> <p>Yearbook.....\$45.00</p> <p>*All athletes and band students are required to purchase a GSL card.</p>	<p><b><i>Class fees may be paid once school begins:</i></b></p> <p>DECA Dues, per year ..... \$20.00</p> <p>National Honor Society Dues.....\$10.00</p> <p>Band Uniform Cleaning ..... \$10.00</p> <p>Choir Robe Cleaning—boys only.....\$10.00</p> <p>Heart Monitor Strap(required for Fitness).....\$7.00</p>
---	---

## Parking

---

Student Parking –

- North Side (Big Lot beyond the first three rows.)
- South Side (Small Lot)

*\* Parking in the student lot is a first come, first serve basis. If no spots are available students will need to park in the surrounding neighborhood so long as they are parked legally. Students are encouraged to car pool as much as feasible or use the bus if available.*

Staff Parking –North Side (Big Lot...first three rows)

Visitor Parking – North Side (Closest to the building)

At Shadle Park, parking is monitored. **Students must register their vehicles.** Please stop by the Student Office in the first week of school to pick up your free parking pass. Parking passes are assigned to individuals. If your pass is lost or stolen, please report it to the office immediately and pick up a new pass. If a vehicle is parked on campus without a valid parking pass it will be subject to enforcement, which may include fines/and or school discipline. Parking in a non-designated area or illegal parking may result in a citation, fine, or towing. The school is not responsible for loss or damage to vehicles. Keep in mind, Washington State Laws apply as you are operating your vehicle. Shadle Park reserves the right to revoke parking privileges.

## Visitors

---

The school accepts only those adult visitors who have legitimate business at school. Visitors are expected to come to the Public Office to obtain a visitor's badge upon entering the campus. When business is completed, the visitor should return the badge to the Public Office and promptly leave campus. Guests or visitors of students, including younger brothers and sisters, are not allowed at school.

## **Volunteers**

---

Shadle Park High School is always in need of parent volunteers who wish to give of their time on an hourly, weekly, or occasional basis. Help is needed in the classrooms, the bookroom, the offices, the health room, as dance chaperones and for special projects. If you would like to be involved at any level, please fill out a Volunteer Program Application, available in the Shadle Park Public Office.

## **Wheels on Campus**

---

Wheels are not allowed on the Shadle Park High School campus. Skateboards and roller blades (skates) that are used for transportation to Shadle Park High School will need to be stored in your locker during the entire school day. Bikes will need to be walked while on campus and stored at one of the bike racks throughout campus.

## **Campus**

---

Students who also attend Running Start/On-Track/Skill Center are expected to wait for their Shadle Park classes to begin in either the Career Center or Library only. Students are not allowed to wait in the Commons or hallways during class time. Once the Shadle Park classes are finished they must leave campus.

## **CON Attendance**

---

All students are required to attend CONS unless pre-arranged with Administration.

# Extracurricular Activities

## **ASB/GSL**

---

Students may purchase the combined GSL/ASB card, which allows discounts on school-sponsored events and admittance to varsity athletic events (except for playoffs). The ASB/GSL card is required for sports, choir, band, orchestra, drill team, cheerleading, etc.

## **Athletic Eligibility**

---

To be eligible to compete in interscholastic athletics, you must meet the following criteria:

1. Age: under 20 years old at the start of a sport's season and having six years of eligibility after entering or being eligible to enter 7th grade.
2. Enrolled and regularly attending Shadle Park High School full time.
3. Maintain passing grades: must maintain passing grades in 5 out of 6 classes and must have passed at least five classes in the previous semester. To remain eligible, a student must be passing 5 out of 6 classes and be enrolled in at least six classes or an approved equivalent.
4. Residence: must reside with parent/guardian at a residence located within the school district.
5. Previous Semester: must have been in regular attendance the previous semester.
6. Students must have passed a physical exam within the past 24 months and have it on file at the school.
7. Drug Use: cannot use, provide others, or possess a controlled substance or illicit drugs, and cannot have violated the school's policies on alcohol, tobacco or social media.
8. Sign a Co-Curricular Contract.
9. Purchase a GSL card.
10. Medical waiver signed saying you have medical insurance or purchase school insurance.

## **Field Trips and Extracurricular Event Travel**

---

As a policy of Spokane Public Schools, instructional field trips and extracurricular events held at locations away from school campuses may be included as an optional part of the School District's programs as a means to provide diverse, quality educational experiences. School rules apply to all school-sponsored event. (District Policy & Procedure No. 8311)

## Fight Song

---

Fight for your school you Highlanders,  
Fight when you face the foe.  
Fight ever on to victory  
You'll have the heart to go go, go.  
Show them your courage Highlanders,  
We'll cheer you on to fame.  
When you fight for the pride of Shadle High,  
Green and gold you will win the game.

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military studs. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's officers as follows: Title IX/Staff Civil Rights Officer, Tennille Jefferies-Simmons, (509) 354-7265 \*Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, Dr. Adam Swineyard (509) 354-7393 \*504 Compliance Officer Gwen Harris (509) 354-7393 \*ADA Officer, Tennille Jefferies-Simmons (509) 354-7265 \*Affirmative Action Officer, Mary Templeton, (509) 354-5961 \* Equal Opportunity Officer, Ramone Alvarez, (509) 354-7344 \* 200 N. Bernard Street, Spokane, WA 99201-0206.