



**Mission Statement**

*A community that inspires.*

**We are a school of:**

- P**rofessionalism
- R**espect
- I**ntegrity
- D**edication
- E**quity

**Snohomish High School**

1316 Fifth Street  
 Snohomish, WA 98290  
 Tel. (360) 563-4000  
 Fax (360) 563-4195

All visitors should report to the Main Office to check-in.

**Bell Schedules**

**Monday/Tuesday**

Zero Hour.....6:30-7:20  
 Buses Arrive ..... 7:24  
 Period 1.....7:30-8:28  
 Period 2.....8:33-9:31  
 Period 3.....9:36-10:34  
 A Lunch/Period 4..... 10:34-11:04/11:09-12:07  
 Period 4/B lunch ..... 10:39-11:37/11:37-12:07  
 Period 5.....12:12-1:09  
 Period 6.....1:14-2:12  
 Buses Depart..... 2:18

**Wednesday/Thursday**

Zero Hour..... 6:30-7:20  
 Buses Arrive.....7:24  
 Period 1 ..... 7:30-8:22  
 Period 2 ..... 8:27-9:20  
 Panther Period ..... 9:25-9:50  
 Period 3 ..... 9:55-10:48  
 A Lunch/Period 4 ..... 10:48-11:18/11:23 -12:16  
 Period 4/B lunch..... 10:53-11:46/11:46-12:16  
 Period 5 ..... 12:21-1:14  
 Period 6 ..... 1:19-2:12  
 Buses Depart .....2:18

**Friday**

Zero Hour..... 6:30-7:20  
 Buses Arrive.....7:24  
 Period 1 ..... 7:30-8:08  
 Period 2 ..... 8:13-8:51  
 Period 3 ..... 8:56-9:34  
 Period 4 ..... 9:39-10:17  
 A Lunch/Pd 5 ..... 10:17-10:47/10:52-11:30  
 Pd 5/B Lunch..... 10:22-11:00/11:00-11:30  
 Period 6 ..... 11:35-12:12  
 Buses Depart .....12:18

The Snohomish School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

## Snohomish High School Phone Numbers

Main Office Switchboard .....	563-4001	
Absence Reporting Line, 24-hours a day .....	563-4005	
Attendance Office..... Denise Dow .....	563-4005	
Athletic Office..... Ellen Lipinski .....	563-4078	
Career Center..... Patty Stapleton.....	563-4045	
Fees and Fines .....	Anna Adams .....	563-4007
Library .....	Heidi Pike/Jennifer Whitney .....	563-4040
Registrar .....	Heidi Gauthier .....	563-4059
Transcript Requests.....	Heidi Gauthier.....	563-4059
Transportation .....	(Bus Garage) .....	563-3525

### Administration

Eric Cahan, Principal	
Sherri Hart, Administrative Assistant .....	563-4019
Anne Tompkins, Assistant Principal A-G	
Kristy Snow, Administrative Assistant .....	563-4016
Stephen Ver Hoeven, Assistant Principal, H-O	
Cindy Peugh, Administrative Assistant .....	563-4018
Kia duNann, Assistant Principal, P-Z	
Cindy Peugh, Administrative Assistant .....	563-4018
Mark Perry, Athletic Advisor	
Ellen Lipinski .....	563-4080

### Counseling

Jennifer Harris, Admin Asst. ...	563-4050	Joelle Ediger (Hoi-Mc).....	563-4052
Sheri Adams (A-Da).....	563-4051	Tiffany Coleman (Me-Sa) .....	563-4053
Erica Fortune (De-Hoi) .....	563-4055	Ken Hansen (Sc-Z) .....	563-4054

### Student Activities

Vince Ivelia, ASB Advisor .....	563-4092
ASB Officers.....	563-4091

### Class Advisors

Seniors .....	Canela Aréchiga
Juniors .....	Len Bone
Sophomores .....	Lindsay Barstad
Freshman.....	Nicholas Gorne

### Safety Hotline

School Safety Tip Line to report issues of concern ..... 563-4199

Website ..... <http://shs.sno.wednet.edu>



Download *SHS Connect* for easy access to bell schedules, events, sports standings, and more!

# Welcome to Snohomish High School!

Welcome—we are thrilled you are joining us for your high school educational experience. We seek to support a diverse group of learners who are growing in competence, character and sense of community by actively adhering to those principles which exemplify a safe and civil school. In the following pages, we hope you will find answers to many of your questions about SHS and what is expected of a Snohomish Panther. We hope 2018-19 is a great year for you! Let's start by looking at those qualities which each student will need to be successful in school and in life:

## Student Information

### CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Cell phones, and other personal electronic devices are permitted during class time with teacher approval only. There are many situations when the use of cell phones and other personal electronic devices can enhance the educational experience. There are also other times when students are expected to give their full attention to classroom activities and the noise and use of these items can detract from and disrupt the classroom environment. Students are expected to comply with the individual classroom teacher/office personal expectations. Failure to comply with this may result in the device being confiscated and will result in disciplinary action. The school and district will not be responsible for locating or replacing lost/stolen devices. Students are not permitted to leave class to use the phone without teacher permission.

### CLOSED CAMPUS

By School Board Policy, our school is a closed campus. Students are to remain on campus from time of arrival until the close of the school day. Violation of this policy will result in progressive discipline. During lunches, students are to stay on the interior of campus, from "fence to fence." Off-limit areas include all hallways and stairwells, in the area near the big tree, parking lots, locker rooms, and other areas not supervised.

### COURSE CHANGES/DROPS

Student requests for legitimate class changes will be honored within the first 3 days of each semester. After the first ten days of the semester, students may request to drop a class to TA for no credit until the end of the 10<sup>th</sup> week. Students failing at the time of a drop will receive no credit and an "F" on their transcript. Students passing at the time of a drop will receive no credit and a "W" on their transcript. Students may NOT drop classes after the 10<sup>th</sup> week of each semester.

### DANCES

Dances are intended for Snohomish High School students. Those attending dances are expected to follow the school dress code and to dance appropriately. No inappropriate dancing, including grinding, is allowed. Students unclear of the definition of "grinding" are responsible to ask for clarification prior to entering a dance. Anyone in violation of these expectations will be removed from the dance without warning or refund.

Permission may be obtained for guests to attend designated dances. Announcements will be placed in the bulletin when guest passes are available for a dance. The appropriate paperwork must be completed and submitted by the announced deadline in order for an administrator to review and approve or deny requests for guest passes. Students are permitted to bring one guest that is between 9<sup>th</sup> grade and 20 years of age. Any alcohol/drug related involvement or other infractions of school rules at dances will result in school discipline and police notification. Remember that guests will be held to the same expectations as our students.

All dances have an "in by" time of half way through the dance. For example, if the dance is 8pm-11pm, then students must arrive by 9:30pm. Students arriving after this time may not be allowed entry.

### EMERGENCY DRILLS

We will practice emergency drills at least once a month. In the event of an evacuation due to fire, earthquake, or other emergency, students are required to stay with their classroom teachers. In the event of an emergency during lunch or passing period, students are to find their LUNCH period teacher at the evacuation destination (Monday-Thursday would be 4<sup>th</sup> period, Fridays would be 5<sup>th</sup> period). Remember to stay calm and quiet so that everyone can hear instructions from the person in charge of the emergency.

### FAMILY/STUDENT ACCESS (Skyward and Canvas)

Family Access provides students and parents access to a variety of student information, such as attendance, grades, food service balance and history, and student and family demographics. Parents and students have different logins and passwords with a different level of access to this information. Students are encouraged to use Family Access to monitor their grades and attendance. Parents or students may pick-up their login in and password from the Main Office between 7am and 3pm. Photo ID will be required if the office staff does not know you. Most teachers also use a Learning Management Center called Canvas, which will package a variety of learning tools in one easy place. Students are provided with access to a professional student email account and digital storage.

## ETIQUETTE

Remember there are many people—staff and students alike—sharing our campus and your behavior reflects not only on yourself, but on everyone at our school. You can help by:

- Cleaning up after yourself—in the cafeteria, in the classroom, in the hallway, or wherever else you may go.
- Treating others with respect—say please, thank you, and excuse me, give your attention to speakers in class or at assemblies, etc.
- Recognizing that our hallways are crowded—step to the side to have conversations during passing period so you don't block the pathway of others, move in the hallways in calm manner, etc.
- Events at other schools: When visiting another school for any event (athletic or other), please make sure to follow their guidelines on appropriateness: "Their house, their rules." This could include dress codes, face paint, etc.

## GRADES, CREDIT, AND G.P.A.

Progress reports serve as a continuous evaluation of the student's performance. Progress reports will be given to all students twice each semester and mailed home to students with a D, U, F, I or N grade. Official grades will be mailed home at the end of each semester.

All letter grades except for F earn credit towards graduation. G.P.A. points will be assigned as follows:

Grade	GPA	Grade	GPA	Grade	GPA	Grade	GPA
A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	F	0.0
B+	3.3	C+	2.3	D+	1.3		

The following grades earn credit, but do not impact the GPA: P, S.

The following grades do not earn credit and do not impact the GPA: NC, U, I:

## GUESTS

Student guests are not allowed on campus during the school day. Guest speakers for classes must check in at Main Office and receive a visitor's badge before proceeding to the classroom.

## HALL PASSES/TA PASSES

Students who have teacher permission to leave the classroom for any reason, including restroom, library, and nurse's office, are to have a visible and identifiable hall pass. TAs are expected to display a TA badge while out of the classroom on an assigned task.

## HARASSMENT/ANTI-BULLYING STATEMENT

The Snohomish School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons that is free from harassment, intimidation or bullying. Any physical, verbal, or written act of abuse, violence, threat, harassment, intimidation, vulgarity, profanity, derision, or hazing will not be tolerated. Such behavior will result in disciplinary action and may be grounds for immediate suspension or expulsion. Any unwanted behavior should be reported to a counselor, administrator, or other staff member without fear of retaliation. In addition, bystanders overhearing offensive conversations or actions are entitled to protection under the harassment law. Students and staff who are offended, threatened, or intimidated by the actions of others have the right to file a harassment complaint as a third party victim. Refer to school district policies for more information.

## LATE ARRIVAL/EARLY DISMISSAL

Students with late arrival may come to campus no sooner than 10 minutes prior to their first class. Students with early dismissal must leave within 10 minutes of the end of their last class. Students may see their administrator if extenuating circumstances exist.

## MEDICATIONS

State law allows students to have medication administered at school by completing an "**Authorization for Administration of Medication at School**", which must be completed and signed by both parent/guardian and a licensed health care provider with prescriptive authority for ALL medications to be administered at school, including over-the-counter (OTC) medications. Please complete all sections of the medication form(s) and return the form to the nurse before bringing the student's medications to school.

## MESSAGES

Our counselors and administrators are always willing to deliver messages to students regarding family emergencies (i.e. serious health issues). Please understand that we do not disturb the classroom environment with the delivery of notes, flowers, balloons or reminders to students.

## PANTHER PERIOD

**The purpose of Panther Period is academic support:** small group tutoring, retaking a test, re-teaching, enrichment, etc. Panther Period is scheduled at the beginning of 3rd period on Wednesdays and Thursdays. Students will report to 3<sup>rd</sup> period or an alternate Panther Period location. Students who need/want to meet with another teacher will go directly to that classroom. At the end of Panther Period those students will receive a pass to go to 3<sup>rd</sup> period. Students will not to be let out of the room for any non-tutoring reason during Panther Period—no bathroom passes, no checking on something in an office, etc. Students who attend Panther Period in a location other than their 3<sup>rd</sup> period classroom must stay there the entire time.

### **SCHOOL BUSESSES & PASSES**

Students who ride the school bus to and from school are expected to follow all rules and directions of the bus driver. Each student is responsible to catch the bus at the designated location and time. Students who ride the bus to school and then do not attend classes will be reported as truant and bus privileges will be questioned. Once you arrive to campus, you are to stay on campus until you return home or sign out through the office with parent permission. Students who need to ride a different bus or get off at a different stop must bring a note signed by a parent to the Attendance Office by lunch of the date the bus pass is needed. Bus passes will not be issued at the end of the school day.

### **SEARCHES OF STUDENT AND PERSONAL PROPERTY**

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student may be subject to search by school officials if reasonable suspicion exists to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct. Two (2) adults must be present for all personal searches. In addition, student lockers are the property of the school district. They are subject to search when either reasonable cause exists or for a general random inspection of all lockers. A minimum \$5 fine will be imposed for excessively damaged lockers. Money and valuables should not be kept in any locker on campus. There are a small number of lockers available in the D building, lower floor, for student use.

### **STUDENT DRESS**

The staff and administrators at SHS value a learning environment that is free of distractions from the learning community. Students are expected to maintain a high standard of personal dress that helps the individual for college and/or career readiness. By way of example and not a complete list, we will not allow

1. Clothing that is revealing in nature.
  - a. Sleeveless shirt straps must be three fingers wide without being low-cut.
  - b. Shorts or skirts must be, as a general rule, no shorter than the tips of the fingers with arms extended at the side.
  - c. Bare midriffs, low cut pants and low cut tops (shirt bottom and waistband of pants/shorts/skirts must be touching).
  - d. Undergarments should not be visible.
2. Any slogan or insignia that implies intimidation, graffiti, discrimination, or ridicule.
3. Any display of words, pictures, or references to alcohol, tobacco, illegal substances, weapons, or sexual innuendo.
4. Gang related attire, accessories or emblems.
5. Other items as deemed inappropriate or unsafe by staff and administrators.

Classroom expectations for attire will vary depending on the activity for the day or class. Special attire may be necessary for presentations, field trips, or safety concerns regarding a specific curriculum. Wearing hats, hoods, or other head coverings in classrooms or offices, with the exception of religious attire, will be at the discretion of the teacher or staff member.

### **STUDENT PARKING/STUDENT CARS**

Students authorized to purchase a parking pass will pay an annual fee at the time of purchase. The 2018-19 pass is only valid for the 2018-19 school year—older permits are invalid and will result in a parking violation. Students with parking permits are expected to display the permit while in the lot, exit the parking lot to the west, and follow our rules. Students may retrieve items from vehicles with administrative approval. Cars in the student parking lot are subject to search when reasonable suspicion exists. *The school and district are not responsible for theft or vandalism of the contents of a vehicle or the vehicle itself.* For lost parking permits, a student may purchase a one-time replacement for \$5.

- Consequences for parking violations are outlined on the parking permit application.
- From 6:30am-2:30pm, cars without the appropriate parking permit displayed that are parked in the staff or student lot will be ticketed or towed.
- Students who attend classes at the Sno-Isle Skills Center **must** ride the Snohomish School District bus to and from the Skills Center. Violation of this policy will result in progressive discipline. One day exemptions may be made through your administrator.
- Students are not allowed to drive to field trips or any other school-sponsored events; exceptions might be made for athletics.
- Please respect our parking lot by keeping it clean.
- The student parking lot closes at 3:00 pm weekdays and all day weekends (exceptions are made for attending school related events/appointment).

### **STUDENT NETWORK & INTERNET ACCESS**

The Snohomish School District offers student access to the Internet and other electronic networks through the “district network” (as defined in the Electronic Information System Acceptable Use Policy 2314P). By signing onto the network, all students agree to adhere to the standards set within. Violation of the Internet Access Agreement will result in loss of network privileges and possible disciplinary action. Violations include, but are not limited to, using a login and password other than your own, accessing inappropriate sites, playing games, installing programs, storing illegally obtained copyrighted material (music, movies, etc.), using district resources to engage in illegal activities and other like acts.

## Counseling Services

Your school counselor provides students help with the following:

### Academic Services:

- Graduation requirements
- Class schedule and registration
- Improved school performance
- Options and procedures for making up classes and credits
- College information
- Admission requirements
- Admissions Tests: SAT and ACT testing
- Transcript review
- Scholarships and financial aid
- Scholarship notebook information

### Personal and Social Services:

- Peer mediation
- Decision making skills
- Crisis counseling and referral
- Intrapersonal and interpersonal development

### Career Guidance Service:

- Educational and Career planning
- Classroom career units
- Career awareness
- Career exploration

## Academic Integrity

Academic integrity can be simply defined as “the pursuit of scholarly activity in an open, honest and responsible manner.” (*The University Faculty Senate Policies for Students*. Retrieved March 13, 2003, from Penn State University: <http://www.psu.edu/ufs/policies/>). We expect that all students will uphold a high standard of ethical behavior in all academic endeavors. This means that students will be honest and sincere in putting forth their best effort in all academic work produced. Any work submitted by a student will be taken as “a guarantee that the thoughts and expressions are the student’s own, unless when properly credited to another”. (*Academic Rules and Regulations 2002-03*. (2002) Syracuse, NY: Syracuse University Bulletin) Students are never to engage in, or tolerate in others, cheating, plagiarizing or any deceptive misrepresentation of their school work. To protect the rights and maintain the trust of honest students, the faculty will communicate high standards of integrity and reinforce them.

### Cheating Defined

According to the *Funk and Wagnalls’ Standard Dictionary of the English Language*, to cheat is, “to deceive and act dishonestly.” Cheating includes, but is not limited to:

- Obtaining test or quiz materials prior to assessment without instructor’s knowledge.
- Inappropriate use of graphing calculators, programmable watches, cell phones, and other computer or electronic devices.
- Sharing student work that should be individually/independently produced.
- Using crib notes/cheat sheets during test situations.
- Substituting another source, such as Cliff Notes, in place of completing an assignment.
- Discussing, or distributing, information about a quiz or test with students who have not completed the assessment.

### Plagiarism Defined

According to Webster’s *New International Dictionary of the English Language*, to plagiarize is “to steal or purloin and pass off as one’s own the ideas, words, artistic productions of another; to use without due credit the ideas, expressions, or productions of another.”

The *MLA Handbook* defines plagiarism as “the use of another person’s ideas or expressions in your writing without giving proper credit to the source.”

Plagiarism can be viewed as a continuum. At one end is the use of a few phrases or lines of text without citation or with incorrect citation. More serious actions could include use of multiple paragraphs of someone else’s work—**whether a published work or that of a peer**—the use of significant portions of text without citation, or with incorrect citation, or use of copyrighted graphics without permission or proper citation. More serious than that would be submitting someone else’s work, in its entirety, as the student’s own. Repeat violations will be viewed as exceptional misconduct.

Students with questions on proper citations should seek assistance from their teacher or librarian. It is the responsibility of the student to follow proper APA guidelines and ask for help when needed. Plagiarism is cheating. It is academically dishonest as well as ethically offensive.

### LEARNING WITH INTEGRITY

Teachers design learning activities and assessments which are designed to enhance the academic competence of students. All students will be expected to do their own work, whether it is on assignments, papers, projects, quizzes, tests, etc. Any student violating this trust will be subject to serious consequences.

- **1st Offense:** Teacher will respond to the incident with appropriate in-class consequence(s)/possible detention and failure on assignment or test, and parent contact. Notification of the cheating will be placed in the student’s discipline file.
- **Further Offenses:** Teacher will respond to the incident with appropriate in-class consequence(s) as before. If cheating has occurred in the same class as the first offense, then “failure” on assignment or test and possible loss of grade and credit for the semester may occur. There will be an Assistant Principal conference and further consequences will be determined.

# Student Discipline

## STUDENT DISCIPLINE AND CONDUCT

All students shall obey the board policy, administrative procedures, school rules, and regulations and directives from district personnel. Failure to comply with rules and regulations established for the governing of the school district shall constitute sufficient cause for discipline (corrective action, exclusion, detention), suspension (short term, long term) or expulsion. Methods of student control for misconduct generally shall be progressive in nature with the exception of exceptional misconduct. There is no requirement, however, that each potential disciplinary step be tried before resorting to suspension.

Moderate Behavior Violations include, but are not limited to:

- Bus Citation
- Chronic Misbehavior: tardies, disruptions, etc.
- Disrespectful Behavior
- Disruptive Behavior
- Inappropriate Displays of Affection
- Inappropriate Dress
- Inappropriate Use of Technology
- Name Calling, Put-Downs
- Out of class without a pass
- Off-Campus Violation

Severe Behavior Violations include, but are not limited to:

- Cheating
- Forgery
- Harassment
- Immoral conduct
- Reckless Endangerment
- Insubordination
- Lying
- Plagiarism
- Refusal to identify self
- Use or possession of tobacco
- Use of vulgarity or profanity
- Theft
- Use or possession of any illegal substance
- Violations of Network Acceptable Use Procedures and Code of Conduct

## EXCEPTIONAL MISCONDUCT

School Board policy 3300 states that “Exceptional misconduct” is defined as the offenses for which the District may immediately resort to suspension or expulsion. Disciplinarians and hearing officers may grant exceptions in cases involving extenuating circumstances. Please see School Board policy 3300 for specific examples of exceptional misconduct.

## GUN FREE SCHOOLS

As a gun-free school, (RCW 9.41.280) if a student brings a gun to school the following applies:

- There is a one year mandatory expulsion for firearms at school, on school grounds, in school provided transportation, or at school events.
- Chief school officer may modify one year expulsion requirement.
- Law enforcement must be notified.
- Parent/ guardian must be notified.
- Parents have the right to appeal.

## Discipline Guidelines

The following is a brief summary for disciplinary guidelines. It is neither comprehensive nor an absolute. In some cases a range of consequences is given.

**Codes:**

APC	Ass't Principal Conference	Exp	Expulsion	Fri	Friday School
Conf	Confiscate	LTS	Long Term Suspension	STS	Short Term Suspension
Det	Detention	PN	Possible police Notification	WRN	Warning
EE	Emergency Expulsion	Res	Restitution/Fine		

<b>Violation</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>
<b>Attitude/Language:</b>				
Rude/Disrespectful	WRN-Det	Det-Fri	Fri-STS	STS-LTS
Harassment/Intimidation/Bullying	APC	Fri-LTS	STS-LTS	LTS
Profanity	WRN-Fri	Fri-STS	STS-LTS	LTS
Refusal to Identify Self	WRN-Fri	Fri-STS	STS-LTS	STS-LTS
Insubordination	WRN-Fri	Fri-STS	STS-LTS	LTS
Assault (Verbal)	Det-Fri	Fri-STS	STS-LTS	LTS
<b>Dangerous Behavior:</b>				
Arson	Exp/EE/PN			
Assault (Physical)	STS/PN	LTS/PN	Exp/EE/PN	
Drug/Alcohol/Paraphernalia	PN/LTS/Exp 1 <sup>st</sup> offense may be reduced to STS with assessment			
Fighting	STS/PN	LTS/PN	Exp/PN	
Possession of dangerous objects, weapons or explosive devices	Exp/PN			
Tobacco possession and use* Including vape pens/e-cigs/etc.	PN & STS (5 days)	PN & STS (10 days)	PN & STS (15 days)	
Vandalism	Res/PN & Det-STS	Res/PN & Fri- STS	Res/PN & STS-LTS	Res/PN & LTS
<b>Academic &amp; Personal Integrity:</b>				
Theft	PN & STS-LTS			
Forgery	Det-Fri	Fri-STS	STS-LTS	LTS
Lying	Det-Fri	Fri-STS	STS-LTS	LTS
Cheating**	Det-Fri	Fri-STS	STS-LTS	LTS
Plagiarism**	Det-Fri	Fri-STS	STS-LTS	LTS
Computer Misuse	Det-Fri	Fri-STS	STS-LTS	LTS
<b>Attendance:</b>				
Truancy/skipping	Det-Fri			
No Show Detention	2 Det	Fri		
No Show Friday School	2 Day STS			
Off Campus	Det-Fri	Det-Fri	Fri-STS	Fri-STS
<b>Miscellaneous:</b>				
Accumulation of Violations	Fri-STS	STS	LTS	
Dress Code	APC	Det	Fri	STS
Inappropriate Displays of Affection	APC	Det	Fri	STS

\*Tobacco violations may be reduced to 2 days if student satisfactorily completes school-approved, tobacco-related alternative to suspension program.

\*\*Cheating and plagiarism will result in a zero on the assignment and notification to the National Honor Society advisor.



# Attendance Procedures

## ATTENDANCE POLICIES AND PROCEDURES

A student is considered absent when he or she is more than 10 minutes late to class. All students will attend and be punctual at regularly scheduled classes unless officially excused.

Teachers will review the attendance policy with students at the beginning of each semester. Teachers' course objectives will contain criteria for attendance and grading. Those objectives will indicate when make-up work must be submitted and the grading requirements. Teachers are not required to accept make-up work for unexcused absences.

Teachers will release students at the end of the scheduled period. Prior approval of the next period teacher is required if a student is to be held for any reason. If a student is held in class after the bell rings and is late to his or her next class, the teacher in whose class he or she was detained will issue a pass to the next class. If a student is late for a class and does not have a valid note excusing his or her tardiness, he or she will be marked tardy. It is the student's responsibility to get this pass from the teacher.

## STATE MANDATORY ATTENDANCE LAW

RCW 28A.225.010 states that students must be in school until the age of 18 or completing a high school diploma program. For students under the age of 18, the "Becca Law" applies which requires schools to petition the juvenile court on students who accumulate five unexcused absences in a calendar month or ten unexcused absences in a school year if the school district's interventions have not been successful in eliminating unexcused absences.

## ABSENCE DEFINITION

A student who misses ten or more minutes of a class is considered absent. The following descriptions of absences apply:

- **Excused Absences** include illness, family emergencies, medically related appointments, recognized community service activities approved by the Board, pre-arranged vacation activities with parents, juvenile court appearances, and other activities with prior administrative approval.
- **Unexcused Absences** include absences without excuse, skipping, or when a student fails to submit a note or parent phone call within the time limit of reporting an absence.
- **School-related absences** include in-school appointments and meetings, field trips, athletic trips, and suspensions. Students must obtain a field trip form from their teachers for planned and extended school-related absences, and they must have their forms signed by their teachers and their parents prior to departure.

## EXCUSING ABSENCES

Parents may excuse a student's absence by logging onto Family Access, calling the 24-hour attendance line at 360-563-4005 or by sending a written note. Students must provide a parental excuse within two school days of returning to school in order for their absences to be excused. After that, an absence remains unexcused. Students who have not been excused via a parent phone call or do not have a written excuse from their parents will be automatically unexcused.

Students who are 18 years or over can seek information from the Attendance Office about writing their own absence notes.

## PRE-ARRANGED ABSENCE/EARLY DISMISSAL

If a student needs to leave campus during the school day, the student must check out through the Attendance Office before leaving the school grounds. Phone or note approval from the parent (preferably before the school day begins) is required before the student is issued a pass to leave. Students who leave school without signing out through the attendance office **will be subject to disciplinary action**. Parents will not be able to excuse a mid-day absence without prior approval. Students who become ill during the school day need to see the school nurse prior to checking out from school.

## TARDY DEFINITION

A student is tardy to class if s/he is not in the classroom when the bell rings. The following tardy policy applies:

- 1<sup>st</sup> Tardy          Warning
- 2<sup>nd</sup> Tardy          Warning & teacher contacts home
- 3<sup>rd</sup> Tardy          1 detention & teacher contacts home
- 4<sup>th</sup> Tardy          2 detentions & teacher contacts home
- 5<sup>th</sup> + Tardy        Administrative Referral

## ZERO HOUR ATTENDANCE

"0" hour classes are part of our regular program, and the same expectations apply to class attendance.

## ASB Clubs & Activities

The following is a list of clubs at SHS and who to contact for more information. For additional information, contact Mr. Ivelia at x4092.

Anime Otaku Club.....	Tim Fraser-Bumatay	French Club.....	Dave Weller
Annual .....	Kaitlin Savage	Gay/Straight Alliance.....	Melissa Metzger
Arrowhead .....	Jennifer English	German Club .....	Jennifer Jones/Rachel Horkin
Art Honor Society.....	Toni Minish	Junior Statesman of America .....	Kramer Kales
ASB/Leadership .....	Vince Ivelia	JROTC .....	Captain Lennon
Band .....	Joseph Boertmann	Key Club .....	Kate Obukowicz
Book Club.....	Heidi Pike	Knowledge Bowl Team.....	Jennifer English
CADD Club .....	Brad Johnson	Link Crew .....	Ryan Gadwa/Sheryln Umperovitch
Chess Club.....	TBD	Lacrosse Club.....	Heidi Pike
Cheerleading.....	Kendra Peterson	Life Skills and Friends .....	Melanie Barton
Chinese Club .....	Bin Yang	National Honor Society .....	Kaci Cowan
Choir.....	Nicholas Gorne	One Voice .....	Donna Sieb
Dance Team.....	TBD	Panther Pals.....	Canela Aréchiga
DECA .....	Ben Doucette	Philosophy Club.....	Lisa Stettler
Dungeons and Dragons Club .....	Kyle Scott	Production Club .....	Rochelle Feil-Adamowsky
Drama Club .....	Scott Randall	RAKE .....	Staci Tuck
Environmental Club.....	Ellen Lipinski	Robotics .....	TBD
Equestrian Club .....	Stacy Lischke	Science Club .....	Louie Boggeri/Tony Stapleton
FCA .....	Matt Raney/Ken Roberts	Senate.....	Vince Ivelia
FBLA.....	Kathy Purviance-Snow	Spanish Club .....	Jennifer Litz
FCCLA .....	Linsey Turski	Speech and Debate .....	Mary Orlosky
FFA .....	Tracy Brown/Stacy Lischke	Sportsman's Club.....	Louie Boggeri
Improv Troup.....	Jennifer Litz	Sports Medicine .....	Sara Larson
Iron Club.....	Jeff Armstrong	TCG .....	Jay Adams

## Athletics & Activities

### ATHLETIC/ACTIVITY CODE OF CONDUCT

All students participating in any activity are subject to the general school rules, the athletic/activity code, and the WIAA regulations. General requirements include, but are not limited to:

1. Possess a current ASB card
2. Have a signed, current physical examination from a medical doctor
3. Have parent permission
4. Have a current athletic/activity code signed by both the student and parent
5. Have proof of health/medical insurance
6. Maintain a C or better in each class or meet terms of an academic contract
7. Follow all directions or rules of each sport/activity
8. Be in attendance for at least three of six periods in order to practice or play in a game/activity.

Students suspended from school for any reason may not practice or compete during the suspension period. Other absences from participation should be communicated to the coach or advisor in advance if possible. An academic progress report can be obtained at any time by a student through the counselor.

Fall	Spring		
Cross Country* .....	David LeWarne	Baseball.....	Nick Hammons
Football .....	Joey Hammer	Boys' Golf.....	Joey Mutcheson
Girls' Swim* .....	Rob Serviss	Girls' Golf.....	Ken Roberts
Girls' Soccer.....	April VanAssche	Boys' Soccer .....	Matt Raney
Volleyball.....	Alex Tarin	Softball .....	Lou Kennedy
Boys' Tennis .....	Ben Doucette	Girls' Tennis .....	TBD
		Boys' Track* .....	Dave Weller
		Girls' Track* .....	Dave Weller
Winter			
Boys' Basketball.....	Jim Wilson		
Girls' Basketball.....	Ken Roberts		
Boys' Swim* .....	TBD		
Wrestling* .....	Joey Brown		

\*indicates no-cut sports

## RankOne Electronic Athletic Forms

The **RankOne** link to complete electronic athletic forms is located on the Snohomish High School website on the Athletic Page. Use the address <http://shs.sno.wednet.edu> to reach the SHS website.

### Sports Physicals

The athletic office staff approves student/athletes completed SSD physical forms in the athletic office. Physical examinations are valid for 2 years and must be valid for the duration of the entire sport season. **SSD physical forms** are available in the athletic office or may be printed on the RankOne site under the "Download and Print" tab.

### Participation Fees 2018-19

Due to the rising costs associated with the Snohomish School District's Athletics program, the School Board approved a participation fee for the 2018-19 school year. Fees will be collected on a per sport basis with both individual and family caps. The family caps will apply for brothers/sisters who are in grades 9-12. Fees must be paid when the athlete makes the team and before the first competition. These fees can be waived for students/families who are eligible for the Free and Reduced Lunch Program.

Parents of students who wish to request a waiver of the participation fee must have an approved 2018-19 Free and Reduced Lunch form on file with the district office. A copy of the verification letter must be enclosed in the athletic fee payment envelope instead of monetary payment and submitted to the school bookkeeper. If you wish to apply for free and reduced lunch, please pick up an application at any Snohomish school or at the School District office. Applications are sent to each household in August. If you need an application, please call 360-563-7314. The turn-around time for qualification can be up to 10 working days.

Students/families for whom these fees create a hardship should talk to a counselor or coach about alternative sources of funding that may be available.

- The athletic participation fee is \$100 per sport, with a \$200 maximum per athlete.
- The maximum cost per family (siblings enrolled at the same school) is \$350
- Siblings must be in grades 9 -12 for discount.
- Parents are responsible for notification of siblings participating.
- 

#### Refunds will be provided under the following conditions:

1. Student quits due to illness or injury prior to 1<sup>st</sup> contest
2. Student quits due to family moving prior to 1<sup>st</sup> contest

No refunds will be approved for students who are dropped for athletic code violations or who quit after the first interscholastic contest.

#### Fee Participation Guidelines:

- Once an athlete makes a team, the participation fee must be paid prior to the team's first interscholastic game in order to be eligible to play and remain on the team.
- Fees or Waiver information must be returned in the Athletic Fee envelope provided by the coach. Checks should be made payable to SHS. Envelopes must be turned in to the school bookkeeper.
- **Payment may be by cash, check or credit card. Fees are collected at the SHS Bookkeeping Office or may be paid online, by credit card, for a small convenience fee.**

If you have any additional questions or concerns, please contact the Athletics Office at 360-563-4078.

## SNOHOMISH SCHOOL DISTRICT ATHLETIC/ACTIVITY CODE

Participation in interscholastic athletics and activities is governed by the rules and regulations of the Washington Interscholastic Activities Association (WIAA). The various athletic teams and activity programs within the district are considered to be an extension of the school program. Students are not only representing their teams and/or activities, but also their school. Therefore, school rules pertaining to student conduct as well as additional rules established by the coach, captains, advisors, activity group, or team must be adhered to by all participants.

**SCHOOL RULES:** These rules pertaining to student eligibility and conduct will be followed:

- a) In athletics, no changes between sports may be made after 15 days from the first turnout or after the first scheduled contest (whichever comes first). Practices accumulated in one sport may **not** be used toward the required number of practices in another.
- b) Attend practice/meeting on a regular basis.
- c) Attendance at school is required in at least 3 of 6 periods on days in which a student is to be involved in practice or a contest. Absences must be excused. Exceptions to this must be made with prior approval of the athletic director/advisor or principal.
- d) Any violation of school rules may result in the removal from athletic/activity participation for the balance of the sport/activity season; such discipline may be in addition to any other discipline, suspension, expulsion or emergency expulsion under district Policy and Procedures No. 3300-3300P.
- e) Student-Athletes who commit unlawful acts or engage in delinquent behavior may be subject to disciplinary action up to and including suspension from the team.

**ATHLETIC FEES:** All participants are required to purchase an ASB card. In addition, the Athletic Fee is due prior to the first competition. Refunds will not be given after the first competition.

**ACADEMICS:** Students participating in co-curricular and/or extra-curricular programs are expected to maintain satisfactory academic performance in all school courses. Students are required to be continuously enrolled in and passing a minimum of five classes to be eligible to participate. A remediation plan and contract will be developed and followed for each student who does not maintain a "C-" grade in each class in order for that student to continue participation in school programs. Students will be monitored at the beginning of the program, as well as through the program in terms of academics and behavior.

**INITIATIONS AND HAZING:** Any abusive act with the intent to "initiate", hurt, intimidate, or humiliate another student shall be considered harassment and may result in the immediate removal from the team. Such acts may include but are not limited to traditional and non-traditional "initiation" practices, such as atomic sit ups, swirlies, wedgies, and any other humiliating act or behavior.

**PROHIBITED SUBSTANCES:** Students will not be permitted to possess, traffic in, and/or use non-prescribed or illegal drugs, alcohol, marijuana, or any form of tobacco or e-cigarette/vapor cigarette, and may not be in the presence of, or remain in the vicinity of, the use of such prohibited substances, or engage in behavior that enables others to illegally use such substances. It is the responsibility of the student-athlete or squad member to remove himself/herself immediately. Failure to immediately leave the premises will result in the same discipline as actual use.

- a) When a first offense involving a prohibited substance occurs, the athlete will be suspended from participation for the remainder of the season or the athlete may choose the assistance program outlined below. The athlete will **not** be allowed to practice for one week and removed from competition for an additional two weeks **and** must:
  - i. Obtain a Substance Abuse Diagnostic Assessment from an outside agency (see school counselor for approved agencies).
  - ii. Develop a plan for completing the recommendation of the assessment.
  - iii. Communicate the results and recommendations of the assessment with the Athletic Director.
  - iv. Obtain approval for reinstatement on the team from the Athletic Eligibility Board. The board will consist of the Principal (or designee), Athletic Administrator, and two Coaches. The coach of the team where the violation occurred will not be present in the meeting.
- b) A second offense will result in the individual being ineligible for interscholastic competition for the period of one calendar year.
- c) A third offense will result in the individual being permanently ineligible for interscholastic competition.
- d) Penalties will be carried forward to next sport season or school year in which the student competes.
- e) The Athletic Department may continue to monitor the athlete's compliance with treatment expectations, even if those expectations extend beyond the applicable three-week disciplinary time frame. Noncompliance with the treatment recommendations will be considered a second offense.
- f) Disciplinary actions regarding athletic code violations shall be progressive and cumulative over the career of the athlete.