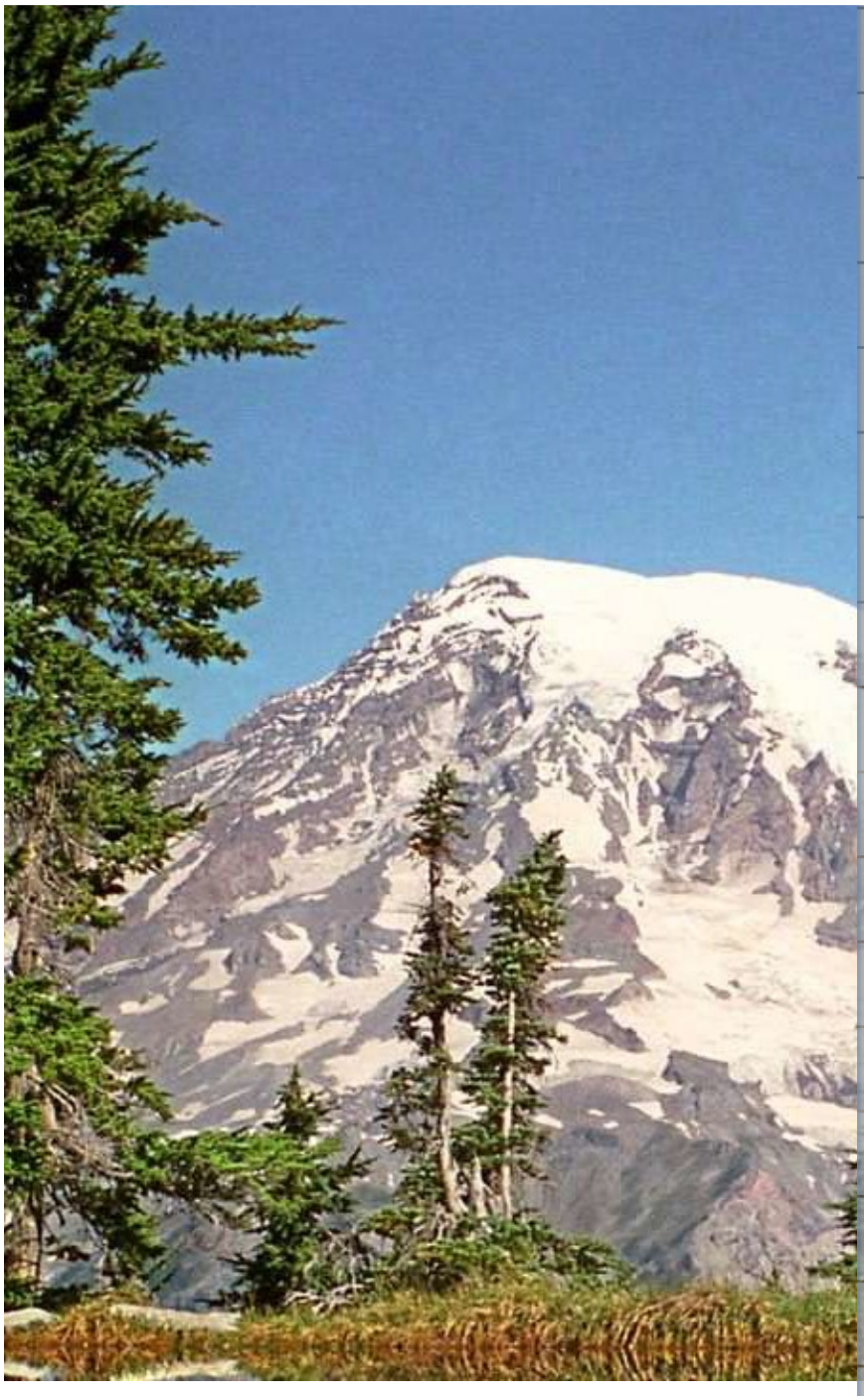
2016-17

Student Handbook



Mount Rainier High School
22450 19th Ave. South
Des Moines, WA 98198
Telephone: (206) 631-7000
FAX: (206) 631-7099

HIGHLINE
PUBLIC SCHOOLS
A path to success for every student

2016-2017 Student Handbook

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GENERAL INFORMATION

Welcome to Mount Rainier High School!

The high school years are a foundation for your future growth and development. The Mount Rainier staff wants this experience to be successful and productive for you. We encourage each student to know the information presented in this handbook so we can have a school that functions with a high degree of Ram Pride! The student handbook is provided for your organization of material and convenient reference to policies, procedures, expectations and services of Mount Rainier High School.

If you have any questions, do not hesitate to ask any staff member for assistance.

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Principal	Ms. Chapman	631-7000
Assistant Principal	Mr. Records	631-7000
Assistant Principal	Ms. Schmitt	631-7000
Assistant Principal	Mrs. Sunday	631-7000
Dean of Students	Mr. Brown	631-7010
Success Dean	Mr.. Upshaw	6317026
Assessment Dean	Mr. Grove	631-7114
Office Manager	Ms. Zimmerman	631-7020
Receptionist	Ms. Diefenbach	631-7000
Attendance	Ms. Draven	631-7006
Attendance	Mrs. Martinez	631-7005
Bookkeeper	Ms. Thomasson	631-7008
Career & College Center		631-7017
Counseling Secretary	Ms. Bernstein	631-7027
Counselor A-E	Mr. Hiestand	631-7021
Counselor F-K	Ms. Fiorito	631-7023
Counselor L-Q	Ms. Sanchez	631-7022
Counselor R-Z	Ms. Russ	631-7024
Counselor 9th Grade	Ms. Tran	631-7109
Registrar	Ms. Provident	631-7009
Athletics/Activities	Ms. James	631-7040
Nurse	Mrs. Streitz	631-7007
District Office / ERAC		631-3000
Puget Sound Skills Center		631-7300
Student Support Services		631-3003
Mount Rainier Pool		824-4722

Mission
To provide a quality learning environment, which empowers all students to live productive and responsible lives.

Alma Mater
Our voices echo through the halls;
we sing to Mount Rainier,
of days gone by and victories won
and hours of good cheer.

We'll support the blue and white,
our colors bold and true,
both now and in the years to come;
we'll all remember you!

Fight Song
Onward Rams, Onward Rams
Fight right through that line,
View the points we all depend on
We will WIN the game,
Rah, Rah, Rah!

School Colors
Columbia Blue,
Navy, and White

DAILY SCHEDULES

Monday

	Start	End
First Period	7:30	8:25
Second Period	8:30	9:25
Third Period	9:30	10:30
1st Lunch	10:35	11:05
Fourth Period	11:10	12:05
Fourth Pd.	10:35	11:30
2nd Lunch	11:35	12:05
Fifth Period	12:10	1:05
Sixth Period	1:10	2:05

Tues/Weds/Thurs (Advisory)

	Start	End
First Period	7:30	8:20
Second Period	8:25	9:15
Third Period	9:20	10:10
Advisory	10:15	10:45
1st Lunch	10:50	11:20
Fourth Period	11:25	12:15
Fourth Pd.	10:50	11:40
2nd Lunch	11:45	12:15
Fifth Period	12:20	1:10
Sixth Period	1:15	2:05

Friday (PCT)

	Start	End
First Period	7:30	8:10
Second Period	8:15	8:55
Third Period	9:00	9:40
Fourth Period	9:45	10:25
Fifth Period	10:30	11:10
Sixth Period	11:15	11:55
Lunch	12:00	12:30

One-Hour Delay (Mon-Thurs)

	Start	End
First Period	8:30	9:15
Second Period	9:20	10:05
Third Period	10:10	10:55
1st Lunch	11:00	11:30
Fourth Period	11:35	12:25
Fourth Pd.	11:00	11:50
2nd Lunch	11:55	12:25
Fifth Period	12:30	1:15
Sixth Period	1:20	2:05

(No advisory period on delayed days)

Two-Hour Delay (Mon-Thurs)

	Start	End
First Period	9:30	10:05
Second Period	10:10	10:45
Third Period	10:50	11:25
1st Lunch	11:30	12:00
Fourth Period	12:05	12:45
Fourth Pd.	11:30	12:10
2nd Lunch	12:15	12:45
Fifth Period	12:50	1:25
Sixth Period	1:30	2:05

(No advisory period on delayed days)

ATTENDANCE

It is the belief of the Highline Public Schools that students realize greater benefits from their classes when they attend regularly. The district desires to meet the requirements of Washington State law (WAC 180-40) by developing attendance procedures that encourage students to attend regularly and participate in their classes.

Effect of Non-Attendance: Teachers will maintain a daily attendance record on each student and report all absences to the building attendance office. The teacher shall keep students informed as to how absences may be affecting their progress, and counsel those individuals who appear to be developing poor attendance habits. It will be the responsibility of each teacher to communicate the effect of non-participation to all students. Students shall have the responsibility to inform parents/guardians of the requirements. In addition, it will be the responsibility of each teacher to post the requirements in the classroom by the fifth day of the beginning of the semester.

Absence Notification: The school will attempt to notify parents/guardian of each student's absence on a daily basis. The first time a student reaches a sixth absence in one or more of her/his courses, the school will send the parents/guardian a written summary of the student's attendance record in all of their courses. This summary will indicate the total number of excused, unexcused, truancies, and school related/caused absences.

Excused Absences: An absence from school or class shall be excused only with permission of parent, guardian, and school administrator. Parents or guardians must send a written note as required by state law whenever a student has been absent. This note must be received by the school within 24 hours after the student's return to school.

Unexcused Absences (Truancy): An absence from school or class without the permission of the parents, guardians, or school administrator.

The school will take one or more of the following actions as a result of an unexcused absence (truancy).

A. Telephone/written notification to parent/guardian.
B. Conference scheduled with parent/guardian. C. Loss of credit for work missed during the unexcused absence (truancy).
C. Adjust school program or course assignment.
D. Provide more individualized or remedial instruction.
E. Provide appropriate vocational work or work experience.
F. Refer to community truancy board.
G. Assist student/parent to obtain supplementary services that might eliminate or ameliorate the causes for absences.
H. Remedial action.
I. Disciplinary action.

After 20 consecutive absences, a student will be withdrawn from school.

Special Circumstances:

A. Approved Prearranged Absence: A pre-arranged absence request must be submitted to the school office by the parent/guardian in advance of the absence except in the case of an emergency. If such a request is granted, it is to be understood that a prearranged absence may have an adverse effect on a student's course grade since, the absence may negatively impact the student's attainment of a courses objectives.

B. Suspensions: Absences initiated by the school for disciplinary action will not be counted as accumulated absences under these provisions.

C. Verifiable Medical Absence: In order for an absence to be classified as a medical absence it must be verified in writing by an appropriate medical person. Serious illness or medical conditions requiring extended hospitalization or stay at home will be examined on a case by case basis. The principal or designee shall make the determination as to what special arrangements should be made after consulting with the student's teachers, counselor, and parents/guardian.

Tardy: The term "tardy" shall be defined as being late to school, class or an activity, with or without permission of parents/guardian or school personnel. The teacher shall work with those students who are developing a pattern of being tardy. The teacher shall refer to a school administrator those students who in the teacher's judgment are not making progress towards correcting the problem. The administrator may select the appropriate action including, but

not limited to the following options: in-school suspension, school service, parent contact, student/parent or guardian conference, or loss of credit. A tardy that exceeds ten minutes will be recorded as an unexcused absence.

Make-Up Work: It is the responsibility of the student to request make-up work from his/her teachers. Requests must be made within two days after the student returns to school. Teachers are responsible to provide the work and/or to make arrangements for tests or quizzes within the limits as outlined above. Teachers may provide alternate assignments, tests, etc., that are of equal value to the work that the student missed.

Washington's Becca Bill

The Becca Bill requires that the school file truancy petitions with the court if a student has a certain number of absences. The following is a summary of the law:

One (1) or Two (2) Unexcused Absences

After a single unexcused absence, the school will contact the parents by phone and/or letter. After a second unexcused absence, the school will attempt to schedule a conference with the parent and student to discuss possible solutions to the truancy problem.

Five (5) Unexcused Absences

If a student has five (5) unexcused absences in any one month, the school may file a petition with the court, enter into a written truancy agreement with the student and parent or guardian, and/or take other reasonable action.

Seven (7) and Ten (10) Unexcused Absences

The school is required by the law to file a petition in court against the student, parent, or both when a student has seven (7) unexcused absences in any one month or ten (10) in a year.

The court can impose a number of different sanctions in response to a petition from the school. A chronically absent student could be found in contempt of court, sentenced to community service, compulsorily enrolled in an alternative education program, and/or incarcerated in a juvenile detention facility. Additionally, parents may be found in contempt of court and fined each day that the student is absent.

ACADEMICS

Credit Requirements	Class of 2015 and beyond
Language Arts	4.0
Social Studies	3.0
Mathematics	3.0
Science	2.0
Fitness	1.5
Health	0.5
Occupational Education	1.0
Fine Arts	1.0
Electives	7.0
Total	**23.0**

To be eligible to earn a diploma and graduate, Mount Rainier High School students must earn a Certificate of Academic Achievement or a Certificate of Individual Achievement –and – successfully complete:

- All credit and course requirements
- Culminating project
- 13th year plan
- Met standard on HSPE and end-of-course assessments

Credit and Class Level Guidelines:

1st semester (September)

Grade 10-at least 5.5 credits
Grade 11-at least 11.0 credits
Grade 12-at least 17.0 credits*

*Please note: students MUST have at least 17.0 credits in September to be given senior status for the current school year.

Students who feel they are not challenged by or engaged in their classes should:	**Parents** who are concerned their child is not being adequately challenged should:
• Check to be sure they are fulfilling all current expectations of the teacher. • Speak with their teacher regarding their concerns. Ask for more feedback on their work. • Ask the teacher for supplementary work they could explore on their own. • Find other work related to class and/or personal interest. Our librarian (or a community librarian) or your parent could help you with your search. If the situation is not remedied: • Share their concern with a parent and school counselor and seek guidance on how to proceed. • Speak with a building administrator to seek further solutions.	• Seek to understand the nature of the class by talking with their student and the teacher about the course syllabus and the behavior expectations. • Ensure your child is actively participating in his/her education during the school hours by talking with the teacher about the quality of work of the student and the academic expectations of the teacher. • Monitor the study habits of their student to ensure the student is doing all he/she can to maximize the challenge of the work. • Ask teachers for regular progress reports. If the situation is not remedied: • Discuss your concern in a parent/teacher conference arranged with a school counselor. • Speak with a building administrator to seek further solutions.

Dropping a Class

Dropping a class after 10 days may result in a failing grade.

Withdrawal and Transfer

Permission is required before a student may withdraw or transfer. Please see your counselor for instructions before withdrawing from school or transferring to another school. All fees and fines must be paid before a transcript will be forwarded (RCW 28A.635.060).

Grading Criteria

NC-Grade (No Credit)

- Extended illness and failing class
- Circumstances beyond the student's control-student has done the work, is trying hard and not succeeding and/or needs to retake the class (counselor/parent conference required)
- Present and turns in assignments but does not have the skill level to earn a passing grade (parent/counselor conference required)
- Entered class late and did not complete enough work to earn credit-parent and student informed prior to enrollment
- Other extenuating circumstances (parent conference required)

F-Grade (Fail)

- Non-completed assignments
- Truancy
- Failure on a test
- Discipline referrals from the class
- Not meeting the academic standards to assign a passing grade

W-Grade (Withdraw)

- If a student is registered in a class but does not attend for 20 consecutive days, the student will be withdrawn.
- When a student transfers to another school without completing the requirements for the class.

IP-Grade (In Progress)

- Only assigned when the student has made substantial progress and, in the judgment of the teacher, is likely to earn a passing grade with additional time.
- To earn a passing grade, a student with an IP must meet the same standards and requirements of the course as all other students.
- There is a limit of five weeks to convert an IP grade to a passing grade. Five weeks after the end of the semester, all remaining IP grades revert to an F.

ASB, ATHLETICS AND ACTIVITIES

Research studies have shown that students who participate in their school activities earn higher grades, experience leadership opportunities, learn practical work skills, and become competitive and interested in their school. Participation in school activities is often a good predictor of success later in life.

ASB:

Advisor	Jenee James
President	Sophie Rock
Vice President	Ruby Lynde-Ginal
Secretary	Kaye Jenkins
Treasurer	Austin McGlothern

Senior Class

Advisor	Debby Strayer
President	Breanna Dunn
Vice President	Maddie Johnsen
Secretary	Louie Quantrille
Treasurer	

Sophomore Class

Advisor	TBD
President	Hannah Flygare
Vice President	Alison McGrath
Secretary	Sarah Stanton
Treasurer	Teddy McLemore

Junior Class

Advisor	Ryan Smith
President	Ami Yoshino
Vice President	Angel Munguia
Secretary	Sujeyli Contreras
Treasurer	Giuliana Pepe

Freshman Class

Advisor	Todd Wollenweber
President	
Vice President	
Secretary	
Treasurer	

Athletics

Students interested in trying out for athletic teams must download and fill out all High School participation forms from the Highline School's website. To participate on any athletic team a student must:

- Complete AD-1 (Athletic Clearance Form – Single Sport Season)
- Complete AD-2 (Annual Athletics/Activities Forms Packet)

See Bookkeeper to:

- Clear all fines
- Purchase ASB Card
- Pay athletic fee

See Ms. James, Athletic Director, when all is complete.

Assemblies

There are primarily two types of assemblies, pep assemblies and general assemblies. A pep assembly is a noisemaking assembly, while a general assembly is just the opposite. Good standards of conduct are in order at both types of assemblies. All backpacks should be left in lockers or classrooms, and failure to comply with staff requests may result in disciplinary action.

School Dances

Arrangements for advisors, chaperones, security, work crews, and financing must be made before approval for a dance will be given. Prior permission means the appropriate forms must be turned into the activities office at least one month before the dance.

Attendees at any school event are expected by abide by the Mount Rainier Student Handbook.
Students may invite a guest who is not a Mount Rainier student to Homecoming, Winter Ball, Grub Tolo, and/or Prom but must receive prior permission from administration to do so. All students attending dances must be **under**

21 years of age.

MRHS Staff and adult chaperones will determine at their sole discretion whether students comply with dance expectations.

Students who are in violation of dance expectations and will be removed from the event. Students are not allowed to leave dances and then return.

- There will be no refunds for non-attendance, denial of entry, and/or removal from the dance for failure to comply with expectations.
- There are no ticket sales at the door. Tickets must be purchased in advance, no exceptions.
- Acceptable forms of identification include current student ID card, state-issued ID card, military ID card, or driver's license.
- Guests must have a complete guest pass on file with the MRHS Attendance office **by noon** of the last school day prior to the event.
- Food and/or beverages may not be brought into the event.
- Bags, purses, coats, and other belongings are subject to search upon entry.
- Tobacco, drugs, alcohol, and gang-related attire/symbols are prohibited.
- All students must leave the venue within 20 minutes of the end of the event. No loitering will be permitted.
- Attendees are expected to comply with the dress code as outlined in the MRHS Student Handbook.

All dancing that is found to be sexually suggestive or presents danger or could harm others is not permitted. It is your personal responsibility to keep complete control of your style of dancing. The following acts are strictly prohibited:

- Ankle grabbing or bending below 90 degrees
- Touching anywhere other than shoulder, back, or waist with hands
- Touching anywhere with body parts other than hands
- Dancing close to the ground (squatting, hands on floor, etc.)
- Lap dancing
- Removing any article of clothing
- Moshing or slam dancing
- Any other dancing deemed inappropriate by staff and/or chaperones

Any attendee may be removed from the event if it is determined at the sole discretion of staff that a violation of these expectations and/or the student handbook has occurred.

- All attendees will be warned of dance expectations upon entry.
- Upon violation, the attendee will be required to leave the event and a parent/guardian may be contacted.
- No refunds will be issued.

GENERAL INFORMATION

Annuals
Our high school annual, *The TOR* is published each year. It includes pictures of students, staff, activities, athletics and other events from the school year. Annuals are available only on a first-come first-serve basis, therefore order and reserve your copy early.

Breakfast and Lunch
Our breakfast and lunch procedure is computerized. Each student will have an identification number, which will be used as his or her lunch card. There is no lunch charging. A student must have money in their lunch account or cash in order to purchase lunch. Deposits to lunch accounts may be made to the bookkeeper. Free and reduced lunch applications are available in the Main Office and must be properly completed, signed and returned. Students are required to pick up trays and keep the cafeteria clean. Failure to do so will result in disciplinary action.

Bus Procedures
It is the responsibility of the Highline School District to pick up and deliver students to their designated bus stop. Students may leave the bus only at their regularly designated stop unless they present special authorization to the driver signed by building administration. Violation of bus rules may result in temporary or permanent removal of bus privileges. **All school rules apply at bus stops** (WAC 180.40.230).

Closed Campus
All schools in the Highline School District have a closed campus requiring all students to remain on school grounds from the time of arrival until officially dismissed. Individual high school principals, with superintendent's approval, may specify under what conditions students may be granted permission to leave school grounds in order to have off-campus lunch. At Mount Rainier only seniors and juniors in good credit standing will be given permission to leave campus at lunch. To obtain permission students and parents must complete the Highline High School Off-Campus Permission form and return it to MRHS Bookkeeping, if approved, student will receive and Off-Campus Student ID card.

Community Resources Numbers

Alcohol and Drug Abuse	206-783-3722
Child protective Services	206-721-6500
Crisis Clinic	206-461-3222
Family Reconciliation Services	206-721-6500
Highline/West Seattle Mental Health	206-241-8226
Ruth Dykeman Youth & Family Services	206-243-5544
Teen Link	206-461-3200
Youth Health Center	206-439-9300

Computer Network
All students must have an Appropriate Use Form signed by parent and student and on file in order to use the school's computers and/or access the Internet. The network is provided for students to conduct research, complete classroom tasks, and communicate with others. Failure to comply with district and school rules may result in loss of network access and disciplinary action by administration.

Emergency Bulletin
Fire and earthquake drills are required by law. They will be held at regular intervals. Lock down drills will be conducted as well. They are important and should be approached seriously. Students are expected to maintain classroom conduct throughout the entire drill and to become informed of the exit route for each of their classrooms.

Hall Passes
All students not in a classroom and/or accompanied by a staff member during scheduled class time must have a valid pass. Students without passes may be escorted by staff back to their scheduled classroom to obtain a valid pass and/or may face discipline related to truancy. Hall passes will not be issued during the first and last ten (10) minutes of class.

Handbook Changes
Changes in the student handbook may be made during the school year by the school staff. Such changes will be announced via the daily bulletin. The electronic version available via the school's website will be considered the official handbook.

Homework
Upon return from an excused absence, students are expected to contact each teacher for assignments or missed tests. Students who are absent more than three school days can coordinate with the counseling center for homework pickup. Teachers are not required to provide students who are truant the opportunity to make up work.

Immunizations
In order to protect children against a number of childhood diseases, Washington Law (RCW 28A.210.060) requires that all children admitted to public and nonpublic schools be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, and Hepatitis B, as appropriate. Students may be excluded if they do not meet the requirements of this law.

Library Resource Center
The purpose of the MRHS Library is to provide students and staff with access to ideas and information. The library program supports the mission, goals, and objectives of the school and is fully integrated into the curriculum. Library staff members encourage and engage students in reading and research for both understanding and enjoyment. We strive to provide books, materials and Internet access to support classroom needs as well as the needs and interests of every student.

- A library pass is used for student entry during class times.
- No personal electronic devices (including cell phones) are permitted in the library.
- No food or drinks are allowed in the library. Bottled water is permitted as long as it is kept away from tables and computers.

Lockers
Lockers and locks are available to students upon request. Students must keep the lockers clean and secured with the school-supplied lock (locks are not to be brought from home). Students are liable for any cost of cleaning and/or repairs. If a locker does not operate correctly, please notify the attendance office. School personnel will retain a master key for all lockers. Combinations will not be changed during the school year.

The school accepts no responsibility for lost or stolen items. It is highly recommended that students do not store money, purses, or other valuable items in lockers – the security of all locker contents are the sole responsibility of the student. Lockers are school property and may be inspected periodically as a general inspection of school property. Lockers can also be searched when there is reasonable suspicion of inappropriate contents (RCW 28A.600.220). The privilege of using lockers may be revoked at any time.

Loitering
Loitering is not allowed in any hallway or on campus at any time. Students are expected to promptly leave campus after the last class unless attending a school activity. Students may not return to campus for any reason outside of their scheduled school day including using the activity bus.

Medication

Every effort should be made to schedule the administration of medication outside of school hours. If this is not possible, it must be understood by the parent(s) and/or guardian(s) that the medication be administered by the school nurse, or by the teacher, principal, health assistant or secretary in the absence of the school nurse. All prescription and non-prescription medication will be kept in a locked cabinet. Exceptions must have a doctor's note and be cleared through the school nurse. Medication must be properly labeled with the student's name, name of medication, dosage, and time to be administered.

Off-Campus Lunch

Only juniors and seniors in good standing are allowed to leave campus during lunch with an off-campus pass and parent permission. Any student who drives an ineligible student off campus will be subject to discipline including short-term suspension. Doing so will also lead to the possible loss of the off-campus privilege. Students are not to sit in their cars during the school day.

Student Parking

Students are required to register their vehicle to be allowed to park on campus. Unregistered vehicles will be issued tickets and repeated offenses may result in detention or suspension. Reckless driving and other unsafe activities may result in suspension and loss of parking privileges.

School Property

All students are expected to respect and care for all property of the school including building facilities and all items checked out to student (i.e. Textbooks, equipment). Any student losing, damaging, or defacing school property will be required to pay for the loss or damage. Police may be contacted. Student grades, transcripts, and diplomas will be withheld until all costs from loss or damages have been paid.

Student Property

Students should not bring any items of value to school. The School District assumes no responsibility for loss to student's personal property. Any item that could create a disruption to the educational process may be confiscated.

Tips to minimize risk of stolen property:

- Do not bring items of value to school
- Do not lend valuable items to friends or acquaintances
- Do not leave valuable items unattended – including in your vehicle
- Save all receipts
- Record the make, model number, and serial number of any items of value
- Make identifiable markings on your item so it can be easily recognized, such as engraving a driver's license number.
- If possible, password protect electronic devices.

Students Leaving Campus during the School Day

Students must check out through the attendance office before leaving school grounds. A note from the parent/guardian or phone approval is required before the student leaves the school. Students who leave without signing out will be subject to disciplinary action and the absence will be marked as truancy.

Visitors

Visitors are not allowed unless there is an educational value to the visitor(s) or the school. Visitors must meet with the principal designee for prior approval. Generally speaking, no school-aged visitors are allowed. All visitors to the school must check in at the main office and receive appropriate identification.

Websites

Mount Rainier High School Website:	www.highlineschools.org/mountrainier
Highline School District Website:	www.highlineschools.org
Mount Rainier Boosters Website:	www.mrhsbooster.org

STUDENT RIGHTS AND RESPONSIBILITIES –

Students have the right to:

An orderly and safe learning environment.

Courtesy and respectful treatment.

A quality education with clear, challenging learning goals.

Positive behavior reinforcement and appropriate correction when conduct does not meet expectations.

Equal access to classes, services, and extracurricular activities.

Equal treatment in the enforcement of school rules and due process.

Help in the classroom and support from the school as a whole.

The opportunity to reconcile a wrong and a second chance to exhibit appropriate behavior.

Students have the responsibility to:

Model positive behavior and be active leaders of school culture.

Treat teachers, administrators, staff, other students, themselves, and property with respect.

Take responsibility for their learning and behavior and hold themselves to high standards of achievement and conduct.

Follow school and classroom expectations and rules.

Come to school every day, on time, and ready to learn as participating members of the school community.

Comply with appropriate requests from school staff.

Participate in problem-solving of individual and school concerns.

Report serious violations of safety and security to a teacher or other adult at school.

Practice self-discipline.

STUDENT CONDUCT

All students come to school wanting to learn, to be challenged, and to be successful. When mistakes happen we will intervene to redirect student behavior and to ensure that learning continues, and we will also use mistakes as opportunities to learn and grow together as a community.

Highline Public Schools has adopted 'Positive Behavior Interventions and Supports' (PBIS) as a model to help guide our behavior and our interventions. PBIS is a framework used to support the social and behavior competence of all students in a school. Within PBIS, there is a continuum of intervention levels that can address the needs of all students. Policy 3235 lays out our PBIS model, and each school is expected to have a PBIS plan and an identified coordinator. The PBIS model helps schools identify the interventions and supports that will help students stay in school and be successful, and schools are implementing these plans as we reach our zero out-of-school suspension goal. School-based interventions will be supported by the district through professional development, assistance in developing intervention plans, and other support as necessary.

It is important for students to recognize that student conduct impacts the learning and working environment for the whole school. As a general rule, no student will receive a short-term or long-term suspension unless the student's conduct poses a safety risk or the school believes that previous interventions have not been successful. The conduct listed below does not meet Highline Public Schools' expectations for our students, and warrant interventions when such behavior occurs on school grounds, on a school trip, or on school transportation.

Definitions

- *Alternative to Suspension:* Responses to student behavior that help direct or redirect the student without resorting to suspension.
- *Discipline:* All forms of corrective action other than suspension or expulsion. It shall include, but not be limited to, the removal of a student from a class or activity by a teacher or administrator for not longer than the balance of the immediate class or activity. All discipline must be documented.
- *Emergency Expulsion:* The immediate denial of the right of school attendance because the student is either an immediate and continuing danger to himself, other students, or school personnel, or poses a threat of substantial disruption of the educational process. An emergency expulsion must be converted to another form of discipline (usually short- or long-term suspension) within 10 days.
- *Expulsion:* The denial of attendance at any single class, or any full schedule of classes, or any other activity conducted on or by the school district for an *indefinite* period of time.
- *In-School Suspension (ISS):* Disciplinary action that may be used in schools, in which students continue their classwork at school but not necessarily in their regular classroom
- *Intervention:* Interventions are responses designed to modify or correct student actions or conduct while keeping the student in school and learning. The continuum of interventions can range from a quick check in at the start of the day to stronger actions such as providing a student with an in-school suspension. Interventions should be documented to ensure that trends can be tracked and successful interventions can be transferred to other schools.
- *School Business Day:* Any calendar day, exclusive of Saturdays and Sundays, and any federal or school holidays, upon which the office of the superintendent is open to the public for the conducting of business.
- *Suspension:* The denial of the right of attendance at any single class, or any full schedule of classes, or at any other activity conducted on or by the school district for a *finite* period of time.
- *Long-term Suspension:* A suspension that exceeds 10 consecutive school days. *Short-term Suspension:* A suspension for all or any portion of a school day up to but not exceeding 10 consecutive school days.

Academic Honesty Policy:

All work turned in by students at MRHS must be the authentic work of the student. Any and all outside resources (officially published works or the work their peers) must be referenced within their work. Any plagiarism, collusion, or other unauthorized use another person's ideas or work will be considered an infraction of the academic honesty policy.

Plagiarism – the wholesale copying of another person's written text.

Collusion – inappropriate sharing of resources, information, and/or knowledge between students

Infractions of the Academic Honesty Policy will be dealt with on a case by case basis by the teacher of record, the student, the parent and if needed, the Dean of Students for the school.

Severity	Behavior & Assessment Type	Examples of Infractions	Menu of Potential Consequences (behavioral and academic)
Tier 1	• Mistaken/Unknowing • Ungraded Formative Assessment Infraction	• Copying of words, short phrases, short sections, tables or charts from source • Inappropriate group work/instead of individual work • Use of unauthorized materials	• Student do/redo the work under contracted terms for credit and/or to meet standard • Student conferences with teacher about best practice • Infraction logged in Illuminate via e-form
Tier 2	• With purpose or foreknowledge • Graded Formative Assessment Infraction • Repetition or greater severity of Tier 1	• Copying of substantial portions of an assignment • Working actively with others to misrepresent authenticity of work • Cheating on a quiz/formative assessment • Destruction of another student's work • Unauthorized use of human or electronic translation/other materials • Providing other students specific details about an assessment taken in one period to be given again in another period.	• Teacher contacts parents • Conference with student, parent, and teacher • Contracted rework of assignment for credit and/or to meet standard • School privilege penalty (Friday school, short term athletic suspension per Board Policy 2151, etc…) • Infraction logged by Admin
Tier 3	• With purpose or foreknowledge • Graded Formative Assessment Infraction of Greater Severity • Summative Assessment Infraction • Repetition or greater severity of Tier 2	• repetition of Tier 2 • Purposeful and widespread distribution of work/answers to others • Cheating on a summative assessment (paper, test, etc…)	• Teacher contacts parents • Conference with student, parent, teacher and Admin • Loss of credit on assignment • Long term school privilege penalty (Friday school, ISS, and/or athletic suspension per Board Policy 2151) • Infraction logged by Admin • Longer term consequences for repeat Tier 3 offenses

GLOSSARY OF INAPPROPRIATE CONDUCT

Alcohol
See Drugs, Alcohol, Illegal Substance, Paraphernalia

Appearance
Highline Public Schools and school staff believe that learning best occurs in a positive atmosphere. To that end, we expect all of our students to help create a positive environment. Appearance expectations will be enforced throughout each campus. Appearance that causes disruption of the educational process or presents health or safety issues will not be allowed. The following appearance expectations are for all Highline schools and activities:

- Shoes are to be worn at all times.
- Clothing or tattooing with inappropriate language or any reference to tobacco, drugs, alcohol, or gang affiliation (including bandanas) is not allowed.
- Shorts, skirts, and dresses are to be long enough to maintain modesty while standing or sitting. These items should reach mid-thigh.
- Shirts should meet the waistband of skirts or pants, even when students move or bend. Undergarments are to be covered at all times.
- Pants should not have to be held up with a hand when walking. The waistband of the pants must be worn at the waist.
- Bandanas are not to be worn at school.
- Hats and hoods are not to be worn inside the school building.
- Piercings must not present health or safety issues to the individual or other students.

Arson/Reckless Burning
Intentionally or recklessly setting fire to a building or property.

Assault/Threat of
The use of excessive physical force or threatening the use of physical force against another person, including use of a weapon or other instrument for the purpose of inflicting injury.

Attendance
Failing to comply with building and/or district guidelines setting forth class and school attendance. See building policies for interpretations. (See page 6)

Bomb Threat
Threats to bomb or damage any public school building facility or property.

Bullying
See Harassment, Intimidation, or Bullying

Defacing, Misuse, or Destruction of Property
Defined legally as malicious mischief; intentional damage to school district property or to property of others, including, but not limited to, school district employees, visitors, or students.

Defiance/Failure to Cooperate
Refusal to comply with basic instructions of school district personnel.

Disruptive Behavior
Conduct that materially and substantially interferes with the educational process.

Drugs, Alcohol, Illegal Substance, Paraphernalia:
Sale or Distribution - Sale and/or distribution, including sharing, of or possession with intent to sell/distribute illegal chemical substances, including alcoholic beverages, drug paraphernalia, medications/stimulants/depressants, or mood-altering compounds. Students may be required to have a drug/alcohol assessment and follow treatment recommendations.
Use or Possession – Students may not be under the influence of or possess drugs, alcohol, other illegal substances, or paraphernalia on school property, on school transportation, or on school trips. Students may be required to have a drug/alcohol assessment and follow treatment recommendations.

Electronic Cigarette, Personal Vaporizer
Students are not permitted to use or possess Electronic Cigarettes or Personal Vaporizers on school property, on school transportation, or on school trips.

Electronic Devices
All electronic devices should be turned off during instructional time. Only with teacher permission should electronic devices be used during instructional time and only for academic purposes.

Explosives
Possession or use of explosive substances that could cause injury or damage are prohibited on school property unless written authorization from the district is received in advance and the explosive is part of an instructional lesson.

Extortion/Blackmail
The wrongful taking of a person's money or property with his/her consent but by the use of threat or violence.

False Alarm
Setting off an alarm with a reckless or willful disregard to the fact that the alarm is not necessary.

Falsification/Forgery of Documents/Cheating
The forging of parental or guardian signatures on any letter to the school or on any school document. (When informed by the home, the school will accept the signature of an 18-year-old student to certify his own document.)

Fighting
Intentionally causing or attempting to cause physical injury in such a way as could reasonably cause physical injury to another person, includes failure to disperse, and failure to report a fight that the student is aware of.

Gang-Related Behavior
It is the policy of Highline Public Schools that students who participate in gang-related behavior or activities will be subject to intervention and may be reported to the appropriate law enforcement authorities. The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by students shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, and/or employees;
- Create an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, tattoos, drawings, and/or painting design/emblem upon any school or personal property or one's person.

Harassment, Intimidation, or Bullying
Highline Public Schools is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentionally written message or image - including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational or working environment;
- Has the effect of substantially disrupting the orderly operation of the school.

More information on harassment, intimidation and bullying can be found online at http://www.highlineschools.org/bullying

Inappropriate Clothing (MRHS)

Our goal is to create a positive learning environment. While our student population is at an age of experimentation, working very hard at trying to define their own personal style, we encourage appropriate judgment. The following are examples of inappropriate clothing. This list is not all-inclusive.

- Bare shoulders/backless tops
- Exposed mid-riff and/or cleavage
- Exposed undergarments
- Half Shirts
- Halter tops
- Hanging chains
- Sagging pants
- Sharp protruding objects
- Short shorts/high cut skirts
- Spaghetti straps/ Single strap shirts
- Tank top/muscle shirts (boys)
- Transparent clothing
- Promotion of alcohol, drugs, sex, racism, non-tolerance, profanity, obscene language, and/or violence

Inappropriate Displays of Affection

Acts or expressions that are objectionable to staff and/or students.

Intentional Misuse of School Equipment/Supplies/Facilities

Deliberate abuse and/or misuse of school equipment, supplies, or facilities, including failure to follow safety rules established for laboratory instructional areas.

Interference with School Authorities

Interfering with school personnel by force or violence, or threat of force or violence.

Internet Access Abuse/Unauthorized Use of Technology/Electronic Devices

This constitutes any action taken in violation of the district's Acceptable Use Policy or any other district policy prohibiting harassing, intimidating, or bullying behaviors, including, but not limited to,:

- Using technology such as computers, cellular phones, handheld devices, smartphones, etc. owned by the district or used on the district's grounds, or at a district-sponsored event to harass, bully, or intimidate any student, staff member, or district volunteer.
- Intentionally accessing and/or downloading vulgar or obscene materials.
- Communicating downloaded vulgar or obscene materials to others.
- Tampering with electronic hardware, data files, or software or unauthorized access to, or use of, such technology.

Lewd Behavior/Sexual Misconduct

Indecent liberties or obscene acts or expressions of or involving sex, including rape. This may also include the possession or display of sexual or obscene images while on school grounds.

Negligent/Reckless Driving

Driving in an unsafe manner on or adjacent to school grounds.

Obscene or Disruptive Material or Gestures/Profane Language

Publishing or distributing on school grounds libelous, profane, obscene, or disruptive materials.

Racial or Religious Harassment/Discrimination

Harassment, discrimination, disturbing, tormenting, or pestering an individual(s) on the basis of race or religion by words, in writing, by gestures, or actions.

Refusal to Identify Self

All students must, upon request, identify themselves to proper school authorities in the building, on school grounds, or at school-sponsored events.

Sexual Harassment
Sexual harassment does not refer to casual conversations or compliments of a socially accepted nature. It refers to behavior that is unwelcome, offensive, interfering with effectiveness, or creating uneasiness in the educational and work environment. For the purpose of this definition, sexual harassment may include conduct or communication that involves students to adult, student to student, male to female, female to male, male to male, and female to female. Sexual harassment consists of unwelcome and/or inappropriate sexual advances; and/or requests for sexual favors; and/or sexually motivated physical contact; and/or verbal or physical conduct or communication of a sexual nature if:

- Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; and/or
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's education; and/or
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational or work environment.

Such conduct, whether committed in the educational environment or district workplace by students, is specifically prohibited. This may include, but is not limited to:

- Making sexually suggestive remarks, gestures, jokes, or teasing;
- Disparaging remarks about one's gender or sexually demeaning terms for females and males
- Hazing, pranks, or other intimidating behavior toward others because of gender; deliberate and/or unwelcome touching such as impeding or blocking movement, cornering, pinching, pulling on clothing, kissing, or fondling;
- Displaying or distributing printed, pictorial, derogatory, and/or offensive sexual materials such as posters, cards, pictures, cartoons, graffiti, drawings, or clothing;
- Using the media for unwanted communications such as letters, phone calls, email, fax, or other technology;
- Spreading rumors about a person's private sex life;
- Unwanted communications about personal sexual experiences; or
- Requests for sexual favors in exchange for rewards such as grades, promotion, money, and/or personal gain.

For complaint process, disciplinary actions, false accusations, remedies, non-retaliation, dissemination, interpretation, and internal review, please refer to Policy 5262.

Theft/Possession of Stolen Property
To take or possess the property of another without permission.

Tobacco Products
A student shall not carry or smoke any kind of pipe, cigar, cigarette, or any other smoking equipment or material, nor shall students be in possession of or use, chew or snuff tobacco products at school or school-sponsored events/activities, or while a passenger in district vehicles, or on school property.

Trespass
Being present in an unauthorized place on or adjacent to school grounds and/or refusing to leave when directed to do so.

Unauthorized Gatherings
The assembly or meeting of students and/or non-students on or adjacent to school property without permission of school authorities.

Weapons

The Board of Directors of Highline Public Schools No. 401 declares its intent not to tolerate possession of dangerous weapons by students on school district property or at school district-sponsored events. Student possession of a dangerous weapon on school district property or at school district-sponsored events creates a danger to students and staff and is disruptive to the operation of schools.

1. Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall be expelled from school for not less than one year The superintendent of the school district may modify the expulsion of a student on a case-by-case basis. (RCW 28A.600.420)
2. Students who possess a dangerous weapon or who carry, exhibit, display, or draw any dangerous weapon, look-alike weapon, any toy that looks like a weapon, or any other weapon apparently capable of producing bodily harm in a manner, which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.
3. Possession includes, but is not limited to, having dangerous weapons on school district property or at a school district-sponsored event located:
    a. In a space assigned to a student such as a locker or desk; or
    b. On the student's person or property (on the student's body, in his/her clothing, backpack, or automobile); or
    c. Under the student's control or accessible or available, such as hidden by the student.
4. A dangerous weapon includes, but is not limited to:
    a. A firearm; or
    b. A slung shot, sand club, dirk, chains, or metal knuckles; or
    c. Any knife or cutting or stabbing instrument that is carried, exhibited, displayed, or drawn in a manner and at a time and place that either manifests an intent to intimidate another or warrants alarm for the safety of other persons; or
    d. Any device commonly known as "nu-chu-ka sticks" consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; or
    e. Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact; or
    f. Explosives of any type; or
    g. Anything used as a weapon.

    Questions? Please talk with your school's principal or contact the Family Center at (206) 631-3104.

Other Acts not Listed: School administrators may impose, at their discretion, discipline for acts not specifically defined in this handbook. Such discipline will be determined by the severity of the impact of the act on the safety and security of the students and staff and/or the disruption to the educational process.

Student Rights and Responsibilities – Highline's Positive Behavior Expectations for any situation not listed in this Student Rights and Responsibilities – Mount Rainier High School follows the

dent Handbook.

Mount Rainier High School complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment on the basis of race, color, religion, creed, national origin, marital status, disability, gender, sexual orientation, age, or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities.

Any person having inquiries should contact:
Americans with Disabilities Act: 206-433-2281
Section 504 of the Rehabilitation Act: 206-433-2413
Title IX: 206-433-2418