



9100 SE 42nd Street
Mercer Island, WA 98040
Phone: (206) 236-3359
Fax: (206) 236-3358
College Board Code: 480698
Website: www.mercerislandschools.org

Vicki Puckett, Principal
Henterson Carlisle, Associate Principal
Jenny Foster, Associate Principal
Nick Wold, Associate Principal

Mercer Island High School

Student Handbook 2019-2020

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Page intentionally left blank.

Mercer Island High School Student Handbook 2018-2019

Table of Contents

Vision, Values, Purpose	5		
MIHS & Community Resource		Health, Medicine, Medical Emergencies	18
Websites & Phone Numbers.	6	Instructional Materials.	19
ASB & Class Officers.	7	Insurance.	19
General Information		Library / Media Center.	19
Announcements	8	Lockers.	19
Bicycles, Skateboards, Scooters, Rollerblades	8	Lost & Found.	20
Building Hours	8	Open Periods	20
Career Center	8	Parking.	20
Cellular Phones & Other Electrical Devices	8	Pass / Fail Option.	23
Closed Campus.	8	Program of Studies	23
Clubs & Organizations.	8	Registration / Course Selection.	24
College Letters of Recommendation	8	Signs / Posters / Displays.	25
Communication Guidelines	9	Stolen Items.	25
Computer Labs	10	Testing.	25
Counseling Services	10	Transcripts.	26
Course Expectations	11	Visitors.	26
Credit For Off Campus Courses	11	Website.	26
Credit For Outside-of-the-School Day	11	Channels of Communication & Concerns Flowchart	27
Activities.	11	Academic Integrity Code	30
Credit for Online Learning	12	Attendance	33
Credit for Completion of High School Courses		Link to MIHS Policies and Procedures.....	37
Prior to 9 th Grade	12	Athletic and Activity Code	
Daily Bulletin	12	Discipline	
Dances	13	Electronic Information System (Networks)	
Delivery Services/ Messages	13	Nondiscrimination	
Dress Code	13	Prohibition of Harassment, Intimidation & Bullying	
Emergency Procedures	14	Sexual Harassment	
Fees.	15	Student Rights and Responsibilities	
Fines.	16	Student use Possession or Sale of Alcohol and Drugs	
Grading.	17	Tobacco Use and Possession	

Please refer to the MISD Board Policies to view the complete list of policies and procedures.



Nondiscrimination Notification:

The Mercer Island 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 listed in Title 36 of the United States Code as a patriotic society.

The following people have been designated to handle inquiries regarding the nondiscrimination policies:

HIB (Harassment, Intimidation & Bullying) Coordinator: Erin Battersby, Senior Director of Compliance and Legal Affairs

Phone: (206) 230-6227 Email: erin.battersby@mercerislandschools.org

Title IX Compliance Coordinator: Erin Battersby, Senior Director of Compliance and Legal Affairs

Phone: (206) 230-6227 Email: erin.battersby@mercerislandschools.org

Section 504 & ADA Coordinator: Dr. Lindsay Myatich, Director

Phone: (206) 236-3326 Email: lindsay.myatich@mercerislandschools.org

Civil Rights Coordinator: Erin Battersby, Civil Rights Compliance Coordinator

Phone: (206) 230-6227 Email: erin.battersby@mercerislandschools.org

Disclaimer:

The information contained in this handbook is accurate as of the time of publication (August 1, 2016) and is subject to change. Changes to Policies & Procedures will be posted on the Mercer Island School District website, the Mercer Island High School website, and pushed to student iPads. For the most up-to-date student handbook and policies and procedures please refer to www.mercerislandschools.org and www.mercerislandschools.org/Domain/8

Mercer Island High School

9100 SE 42nd Street
Mercer Island, WA 98040
206-236-3359
206-236-3358 Fax
www.mercerislandschools.org

MIHS MAIN LINE: 206-236-3359

VISION

Mercer Island High School provides a respectful, healthy, and supportive learning community committed to preparing students for their future.

VALUES

The administration, staff, students, and parents of Mercer Island High School value:

- A love of learning
- Effective instructional and assessment practices
- Enriching and challenging opportunities for learning
- Exceptional preparation for success in college, work, and future endeavors
- Support for student success
- A healthy learning environment
- Community service and active citizenship
- Effective communication, respect, and integrity
- Positive relationships
- Participation in extracurricular activities
- Respect for and appreciation of diversity
- A nurturing and fulfilling high school experience

PURPOSE

The purpose of Mercer Island High School is to provide students with challenging educational activities and experiences that encourage students to reach their individual potential.

MOTTO



ADMINISTRATORS

Principal	Vicki Puckett	206-236-3350
Associate Principal (A-I)	Henterson Carlisle	206-230-6226
Associate Principal (S-Z)	Jenny Foster	206-236-3387
Associate Principal (Athletic/J-R)	Nick Wold	206-236-3386

COUNSELORS

Last Names: A-D	Susie Brown	206-236-3340
Last Names: E-J	Susan Sutherin	206-230-6013
Last Names: K-M	Thomas Welch	206-236-3364
Last Names: N-Si	Jeff Jones	206-236-3365
Last Names: Sj-Z	Jimmy Vasquez	206-236-3355
MIYFS Counselor	Ariel Schachter	206-236-3290
MIYFS Drug & Alcohol Counselor	Chris Harnish	206-236-3363

SUPPORT STAFF & SCHOOL RESOURCES

Activities Coordinator	Nick Wold	206-236-3386
ASB Bookkeeper & Accounting Secretary	Valerie Perine	206-236-3361
Athletics Coordinator	Kyle McKenna	206-236-3312
Facilities Coordinator	Rachael Hood	206-230-6182
Athletics & Facilities Assistant	Becky LeMaster	206-230-6345
Attendance & Fine Arts Secretary	Barb Hallgren	206-236-3346
Islander Hour Program	Shannon Tapp	206 230-6344
Counseling Secretary	Kristin Brintnall	206-236-3354
Counseling Secretary	Edith Lopez-Salvador	206-230-6350
Main Office Administrative Assistant	Irina Urina	206-236-3350
Main Office Secretary	Amanda Comeaux	206-236-3349
Main Office Secretary	Susan Robinson	206-230-6052
Nurse	Shelley Sage	206-236-3377
Registrar-Transcripts & Student Records	Barb Shephard	206-236-4513
School Security Liaison	Kelly John-Lewis	206-236-4523
	Marcus Tibbs	

FAX NUMBERS

Athletic Office	206-230-6316
Counseling Office	206-230-6352
Main Office	206-236-3358

COMMUNITY RESOURCES

Mercer Island Boys & Girls Club	206-232-4548
Mercer Island Police	206-232-3500
Mary Wayte Pool	425-351-6401
Mercer Island Youth & Family Services	206-236-3525

ASB OFFICERS

2019-2020

President: Thomas Lee
Vice President: Kate Hamilton
Secretary: Noah Henderson
Treasurer: Elyse Rice
PR Coordinator: Kenneth Thai
Spirit Commissioner: Kailyn Baccetti

CLASS OFFICERS: (2019-2020)

Class of 2020

President: Carter Burr
Vice President: Calvin Lee
Secretary: Ben Rose
Treasurer: Tori Cook
Advisor: Jane Stafford

Class of 2021

President: Munasip Ertakus
Vice President: Joyce Zhang
Secretary: Emily Lang
Treasurer: TBA
Advisor: Dani King

Class of 2022

President: Alden Hey
Vice President: Julia Hauge
Secretary: Brandon Bienstock
Treasurer: Sam Shroff
Advisor: Gavin Cree & Amanda Mattocks

Class of 2023

President: Brooks Kashai
Vice President: Josie Barber
Secretary: Winston Wion
Treasurer: Lainie Wion
Advisor: TBA

USEFUL WEBSITES & PHONE NUMBERS

Mercer Island School District: www.mercerislandschools.org
Mercer Island High School: www.mercerislandschools.org
School Closures/Emergency ListServe: Sign up at flashalert.net
MIHS PTSA: www.mihspsta.org
MIHS PTSA President:
Announcement ListServe: Subscribe by sending parent first and last name, the current grade level(s) of your high school student(s), and any email addresses you would like added to mihnewsletter@hotmail.com
Skyward Login / Password: Mary Newcomer, 206-236-6336, mary.newcomer@mercerislandschools.org
Skyward – to check grades: www.family.mercerisland.wa-k12.net
Clubs & Activity List: www.mercerislandschools.org
Clubs & Activities Coordinator: Nick Wold nick.wold@mercerislandschools.org
Sports List: www.mercerislandschools.org

General Information

ANNOUNCEMENTS

Announcements will be limited to new or urgent information not listed in our Daily Bulletin. Announcements must be submitted to the Main Office in writing, one day in advance. Once approved by an Administrator, they will be read over the intercom daily.

BICYCLES, SKATEBOARDS, SCOOTERS, ROLLERBLADES

Students are not allowed to use bicycles, skateboards, scooters or rollerblades on campus.

BUILDING HOURS

The building is open for student use from 7:30 a.m. to 4:00 p.m. (when outside doors are unlocked) Monday through Friday.

CAREER CENTER

Located in the Counseling Office, the Career Center is a resource center for post high school planning. Materials available for students include; college catalogues, vocational technology schools' information, scholarship information, military programs, study abroad, testing information and summer programs.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cells phones and other electronic devices may be used in class for educational purposes. Individual teachers will determine the parameters for appropriate educational use and communicate the expectations and guidelines to students. If a student does not follow the expectations and guidelines outlined by the teacher, he/she may face disciplinary action per Administrative Policy 3241P.

CLOSED CAMPUS (FRESHMEN)

Freshmen must remain on campus during their school day.

CLUBS AND ORGANIZATIONS

There are many clubs and organizations that students can become involved in. Students can find out more about these and other clubs by contacting our Activities Coordinator or the Main Office.

Examples of current club offerings: Chess Club, Computer Club, CSE, Green Team, Game Club, International Club, Key Club, Kids Corps, Math Club, Mock Trial, National Honor Society, Natural Helpers, S.A.V.E., Senior Service Club, Ultimate Frisbee etc.

COLLEGE LETTERS OF RECOMMENDATION – TEACHER AND COUNSELOR

Seniors who need a letter of recommendation from a counselor and/or teacher as part of the private college/university admission application process should follow the following steps:

- 1. During second semester of junior year or first semester of senior year, student requests letters of recommendation from teachers and counselors**

Teachers and counselors limit their total number of letters so student must verbally receive assurance their letter will be written. It the students' responsibilities to research how many letters are required of each private college/university. Colleges/universities never ask for more than two teacher letters. It is suggested a teacher from the students' junior or senior year associated with the current curriculum strength and/or the course of study to be pursued during college, write the letter. If the student is unsure of their future course of study, colleges/universities often suggest one letter from the Math/Science subjects and one from the English/Social Studies subjects.

2. At least one month prior to students' first application deadline, or whatever deadline teacher/counselor decides, give the teacher/counselor writing the letter all the documents they request

Most often teachers will need a student resume, unofficial transcript and *Teacher Recommendation Form*. *Teacher Recommendation Forms* are available in the Counseling Center and online at the student's Naviance/Family Connection Account, at the "Document Library" link.

3. Student requests the teacher on their Naviance/Family Connection Account and adds their list of colleges and application deadlines

After the teacher/counselor letters of recommendation have been written and submitted to colleges/universities, students may track the process of colleges downloading and receiving letters. If the colleges/universities do not digitally receive such documents, students must provide business size envelopes, stamped and addressed to their colleges/universities. The teacher/counselor will provide the return address.

4. Student requests for recommendation letters written by counselors should follow the same steps outlined above

Private colleges/universities applications also require a form, commonly called "Secondary School Report", "Counselor Report" or "School Report." On this form, counselors are asked to tell about the student. MIHS counselors choose to further advocate for students by writing a full-length letter. Either the student's alphabetical counselor or the college counselor can write this letter.

Further, more detailed information will be presented to seniors in September of their senior year. Also in September, parents of seniors are strongly encouraged to attend the Senior College Lecture Night, presented by MIHS PTSA and the high school college counselor. Dates and times will be available in PTSA Newsletters and via Naviance EBlasts.

COMMUNICATION GUIDELINES

- Be respectful.
- Keep an open mind. Be positive. Ask questions before reaching conclusions.
- Search for solutions, not blame. Be flexible.

Talk to your teacher(s) sooner rather than later if you feel you need help, a clarification, or a recommendation. Try to take care of as much as you can directly with your teacher. If you still feel a situation is not resolved, (and you are entitled to feel this way), ask for help

from your counselor, an administrator or your parents. Do not wait until it is too late; you are your own best advocate!

Pay attention to the Daily Bulletin and all announcements. Take an active role in finding out the things you need to know, such as application deadlines, making appointments with counselors, and test dates. Follow through; do not give up if you have to ask more than once.

COMPUTER LABS

The high school has three classroom computer labs. In addition, students have access to computers for information and for word processing in the Library and Career Center. Students must follow *Electronic Resources Procedure*.

COUNSELING SERVICES

Counseling Office (206) 236-3354

The Counseling Department assists students and their parents in high school planning and decision-making. They work closely with administrators to ensure that all students are as successful as possible. Some of the programs and services they oversee include:

- High School, College, Career planning/counseling
- Technical/Vocational Programs -Voc-Tech Institutes, and Tech-Prep
- Advanced Placement, SAT and ACT Testing
- Personal Issues and Crisis Intervention
- Alternative Education Programs and Resources
- Special seminars and workshops
- Parent Consultation
- Community Referrals and Resources

Students and/or parents may schedule conferences with counselors to discuss topics such as school plans, college requirements, scholarships, and personal problems. It is helpful for students and/or parents to make appointments in advance.

Resource and Referral Center (R & R Place) (206) 236-3290

The Resource and Referral Place (R and R Place) is a school-based satellite office of Mercer Island Youth and Family Services. The two full-time R and R counselors are available to provide individual and family counseling as well as substance abuse services. Students can drop in or make an appointment for confidential help with personal issues. If needed, the R and R staff can help with referrals to local agencies that provide more specialized services for young people and their families. Students are encouraged to visit the R and R before or after school, during a free period and at lunchtime.

Drug and Alcohol Counselor (206) 236-3363

A drug and alcohol counselor is responsible for running recovery classes; for ongoing student counseling, advice and support; and for student assessments. In addition, this

counselor initiates and supports programs, workshops, and other activities that promote a healthy, drug free life style.

COURSE EXPECTATIONS

In order to encourage students to resolve differences they have with a teacher's policies or decisions, all teachers are required to state their class expectations in writing and provide each student with a copy. Open lines of communication are necessary to insure maximum learning and understanding. Students are expected to understand the course expectations for each of their classes.

CREDIT FOR OFF CAMPUS COURSES

Students may take courses for credit from accredited off-campus institutions. Credit requests must be approved **prior** to the start of the course by submitting a *Request for Off-Campus Course Credit* form to the Registrar. Forms are available in the Counseling Center or online on the Counseling Center webpage. Credit earned for off-campus courses will be indicated on the MIHS transcript as "CR" (credit). The grade earned at the off campus institution will not be included on the MIHS transcript or computed in the MIHS GPA. A list of all courses from outside accredited institutions for which MIHS has syllabi on file is available on the MIHS Counseling Center webpage via: www.mercerislandschools.org and in the Counseling Center.

CREDIT FOR OUTSIDE-OF-THE-SCHOOL DAY ACTIVITIES

Directed Athletics

- Maximum of 1 credit total may be earned for Directed Athletics/Off-Campus Athletics or combination of the two.
- Students participating in the MIHS supervised competitive sports program may receive a maximum of one year PE credit toward the two years required for graduation.
- Documentation of participation is monitored by the Head Coach and the Athletic Director.

Directed Athletics will be entered as a class on the students' transcript. 1 season = 1 semester (.5) credit; maximum 2 semester (1.0). Graded Pass/Fail.

Off-Campus Athletics

- Max. total of 1 credit may be earned for Off-campus Athletics /Directed Athletics/or combination of the two
- Students who wish to receive credit for participation in a physical education program not under the supervision of the school must fill out an *Off-Campus Athletics* form (available in counseling center) and submit it to the Athletic Director for pre-approval.
- There must be a responsible adult who agrees in advance to monitor and record the student's attendance and participation and certify credit requirements were met.
- Upon completion of the activity the form must be submitted again to the Athletic Director for his signature.

- As with Directed Athletics, a maximum of one year physical education credit toward the two year graduation requirement may be earned. 75 hours = 1 semester credit (.5); maximum 2 semesters (1.0). Pass/Fail. Not counted in GPA. The transcript will reflect that this was an off-campus credit.
- Off-Campus athletics must be a sport or activity not currently offered at the High School

Off-Campus Fine Arts

- Students who wish to receive credit for Fine Arts instruction outside of school must fill out an *Off-Campus Fine Arts* form (available in the Counseling Center) and submit it to the Fine Arts Director for approval before credit may be earned.
- There must be a responsible adult who agrees in advance to monitor and record the student's attendance and participation and certify that credit requirements were met.
- A maximum of one semester (.5) or half the one full year Fine Arts graduation credit may be earned. 75 hours = one semester credit. Pass/Fail. Not counted in GPA. The transcript will reflect that this was off-campus credit.

CREDIT FOR ONLINE LEARNING

Mercer Island High School has a special partnership with the Office of the Superintendent of Public Instruction that allows students to enroll in selected online courses for MIHS credit. For more information or to register for a Digital Learning Department course, please visit the Counseling Center webpage via: www.mercerislandschools.org or talk with your counselor.

Additional online learning opportunities are available through other online providers. These are considered off-campus courses (see above for additional information regarding credit). Information about these opportunities is available on the Counseling Center webpage via: www.mercerislandschools.org and in the Counseling Center.

CREDIT FOR COMPLETION OF HIGH SCHOOL COURSES PRIOR TO 9th GRADE

Some core high school courses completed prior to 9th grade may be eligible for inclusion on the high school transcript. During their junior year students will be informed of the process to elect this option.

DAILY BULLETIN

Daily Bulletins are available in the Main Office and school website, www.mercerislandschools.org, every day. The Bulletin is read during Bridges on Wednesdays, over the school intercom the first five minutes of 3rd period on Mondays, Tuesdays and Thursdays and during video announcements the first five minutes 3rd period on Fridays.

Anyone wishing to submit an item for the bulletin must leave it in the appropriate box in the Main Office or email mona.floyd@mercerislandschools.org by 12:00 p.m. the

preceding day. Student announcements must be approved by an Administrator or a faculty advisor.

DANCES

During the school year students are invited to attend the three major dances as well as any planned dances after Athletic Events. Major dances are the Homecoming Dance, Winter Tolo, and the Senior Prom. Dance dress guidelines for the major dances, with the exception of Prom, are semiformal. Tuxedos and long dresses are not appropriate for the informal dances, and, although they are acceptable at Prom, they are not necessary for the Tolo. ASB cardholders will benefit from a reduced price to all dances. Guest Passes must be picked up in advance from the Main Office. All school rules including use of tobacco, alcohol and illegal drugs will be upheld at our dances. Once a student has entered a dance, he/she is expected to stay within the facility. Those who elect to leave the dance will not be re-admitted.

DOORS CLOSE AT 10:30 PM.

NO ONE WILL BE ADMITTED AFTER THE DOORS CLOSE WITHOUT THE APPROVAL OF THE ADMINISTRATORS IN ATTENDANCE.

DELIVERY SERVICE / MESSAGES

Special delivery requests (messages, lunches, supplies, homework, flowers, food, birthday gifts, etc.) will not be allowed due to the overwhelming number of requests. Items may be brought to the Attendance Office for pick-up, but will not be delivered to classrooms.

DRESS CODE

Consistent with Administrative Policy 3240, students are expected to conform to reasonable standards of acceptable behavior and are expected to preserve the degree of order necessary for a positive climate for learning. Accordingly, student clothing, including and words and symbols on it, must not disrupt the educational process, create reasonable grounds to believe such disruption may occur, and it cannot be contrary to the educational mission and values of our district. Examples of prohibited dress include:

- Any slogan or insignia on clothing that states or implies intimidation, discrimination, or ridicule based on legally protected status, such as race or gender, is prohibited.
- Any display of words, pictures, or references to profanity, alcohol, tobacco, illegal substances, weapons, guns, or sexual innuendo is prohibited.
- Unreasonably revealing or immodest clothing for the school activity involved.

EMERGENCY PROCEDURES

Each classroom contains an “Emergency Response Guide.” Staff members are familiar with its contents. In general, there are three 3 school-wide emergency responses that students should be aware of:

1) Evacuation

Emergency Bell: Steady sound; every person should evacuate the building. Evacuation routes and reporting zones are posted in each classroom and are to be followed as directed by staff members. In the event of an actual emergency, everyone will proceed to the stadium after direction is given to the Hall Captains via Administrative direction.

2) Lock Down

This will be communicated through the loudspeaker system. Staff Members will lock doors, close shades, move away from doors and windows and wait for instructions.

3) Drop – Cover - Hold

If a life-threatening situation arises (i.e. earthquake) students should take cover and wait until it is safe to evacuate or the Emergency Bell activates.

Extreme Weather Conditions

During the winter season, weather conditions may require a change in bus and school schedules, or possibly the cancellation of bus transportation. Whenever any such change is advisable, notice will be given to the Seattle radio stations for announcement on the morning newscasts starting at approximately 5:30 a.m. Parents and students are urged to listen to the radio broadcasts during extreme weather conditions. Please do not telephone radio stations, school officials or weather bureaus for information. Such calls slow communication. School schedule changes will also be put on the district information telephone line (206) 236-3366 and on the district website: www.mercerislandschools.org

*****THERE WILL BE SCHOOL AS USUAL UNLESS OTHERWISE ANNOUNCED*****

Radio announcements covering other than normal operations shall be interpreted to mean "for one day only" unless otherwise specified. If no announcement is made, schools will operate normally. Upon return to school after a closure, the seven (7) period day schedule will be followed regardless of the day that the return falls upon. Therefore, students should be prepared with all work and materials necessary to pick up from where they left off from the previous class when school was in session.

Emergency Information/Student Registration Form

At MIHS we are committed to being prepared in the event of any emergency and accurate emergency information is an important part of this task. Please provide the Registrar your parent/guardian's accurate work phone numbers, including pager and cell phone numbers, hospital/physician phone numbers, and emergency contact phone numbers. If those numbers change, let the Registrar know immediately. Remember that an "emergency contact" should be someone local, who is willing to pick you up if your parent/guardian is unavailable. Also, new students must complete the "Health Information" section of the *Registration Form*, and be sure to have parent/guardian sign it. This allows and assists us to secure medical care for you in case of an emergency.

Emergency Listserv (FlashAlert)

The new Emergency Listserv is housed by a different organization and is tied directly to the school closure and late start media broadcast system. All messages of an emergency or safety related nature would be broadcast using this system.

To activate your account, please go to www.flashalert.net and follow these instructions:

1. On the flashalert.net home page, select "Seattle" on the map
2. Select "King Co. Schools" from the Organization Categories
3. Select "Mercer Island SD"
4. Enter your email address and click "Subscribe"
5. Confirm your email address, select a password and click "Create your Account"
6. You may then enter up to two additional email addresses
7. Email addresses must be validated. Be sure to click the link "Click here to send validation message" and then enter the code from the message. You must do this for every email account you wish to receive notifications.
8. FlashAlert has an app that will allow you to receive & view push notifications on your tablet or smart phone. Push notifications are faster and more reliable than text messaging. The app is free and available on Google Play and in the iTunes app store.

Announcement Listserv (Constant Contact)

The Announcement Listserv is divided by class and will be used to communicate timely announcements and event reminders. This will augment the PTSA newsletter.

To subscribe, send an email to: mihsnewsletter@hotmail.com with parent first and last name, any email addresses you would like to add and the current grade level(s) of your student(s).

FEES

The assessment of fees must be consistent with the following stipulations:

- **ASB Cards:** Associated Student Body cards are available for purchase by students at the beginning of each school year on Fees/Photos Days or in the ASB Office. Cost of the ASB card is \$70 per year. All students who participate in athletics, music, debate or any other student activity funded by the ASB Budget must purchase these cards. ASB cardholders receive a reduced price to school dances and athletic events.
- **Athletic Participation:** A \$205 fee shall be required each sports season for participation in interscholastic athletics. This fee shall be credited to the high school's Associated Student Body fund to help cover athletic costs.
- **Music Fees:** Fees may not be charged for use of district-owned uniforms in classes for which credit is given. Students are required to maintain and return uniforms in a clean and pressed condition at their own expense. A fee may be charged to defray transportation costs when ensembles travel to and from performances and competitions. For school owned musical Instruments, an annual non-refundable fee shall be required of all students checking out and using school musical

instruments. This fee will be used for general upkeep and maintenance of the instruments due to normal wear and tear.

- **Graduation Fees:** No fee may be charged for graduation. Cap and gown are purchased outside of school (Jostens), but no student shall be prevented from graduation participation by reason of failure to make this purchase. Four complimentary tickets are given to each graduate. There is a charge for each additional ticket.
- **Locker:** No fee is charged for use of lockers.
- **Materials Fees:** Fees for take-home projects may be charged in certain classes. These materials shall be sold to students at cost.
- **Parking Permits:** senior students may purchase a \$75.00 fee per semester for a student-parking permit. Assigned parking lot will be issued with the parking permit. Students must have all fines and materials paid and returned in order to be eligible for parking.
- **Student Activity Fees:** Fees may be charged in those areas where student participation is not required and credit is not given.
- **Art Fees:** All art classes have a \$35 lab fee, Photography has a \$45 lab fee plus material charges, and AP studio art is \$45.
- **Yearbook:** Each year MIHS publishes an annual yearbook, which may be purchased for \$65. Students wishing to purchase the yearbook should do so on Fees and Photos Day, before school or during the fall quarter in the ASB office. Yearbooks are not available for sale at the end of the school year.
- **iPad Insurance Fee:** An optional \$25 insurance fee covering accidental damage of the iPad is available. More information is available at Fees & Photos day.

FINES

The assessment of fines must be consistent with the following stipulations:

Overdue library books, paperback materials: The following fines will be assessed for library materials:

Most books	2 weeks check-out	\$.10/day late fee
Reference books	Over-night check-out	\$.10/day late fee
Magazines/SIRS	3 days check-out	\$.10/day late fee
Vertical files/materials	3 days check-out	\$.10/day late fee

Students may not check out textbooks for the new academic year until textbooks checked out for the previous year(s) are returned or paid for.

- **Late Textbooks:** Students will be assessed a fine of \$5.00 for all textbooks turned in after the due date established by the teacher. If a student drops a class, a late fine or assessment cost for the textbook will be assessed after one week.
- **Lost Textbooks/Library Materials:** Students will be assessed the replacement cost for all lost textbooks and library materials.
- **Damage to Textbooks/Equipment/Buildings:** Actual repair or replacement costs shall be charged for all damage to school textbooks, equipment or buildings.

- **Lost School-Owned Equipment:** The replacement cost of all lost school equipment will be assessed to students including but not limited to: sports uniforms, music uniforms, and music instruments.
- **Parking Fines:** Vehicles parked illegally will be subjected to ticketing. A fine of **\$50** will be charged for the first violation, **\$75** for the second violation, and **\$100** for the third violation and the car may be tagged for towing. All parking fines are due at the time of violation.
- **iPad Fines:** Students will be assessed a fine for missing cables, charging blocks, iPad or iPad damage (if insurance is not purchased)

GRADING

In accordance with District Policy, marks indicating achievement which meet standards for receiving credit will be: A, A-, B+, B, B-, C+, C, C-, D+, D, F

Using the State 11 point Grade Table, GPA's will be calculated on the following basis:

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

Grade Point Average (GPA)

Each student's "grade point average" shall be the sum of the point values, as defined previously, of all the marks/grades received for all courses attempted divided by the sum of the credits for all courses attempted.

The grade point value shall be rounded by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.

Grade point averages shall be calculated to two decimal places and reported for each trimester/semester or other term and for the cumulative credits earned for all courses attempted.

All marks/grades for all courses taken shall be included in the calculation of grade point averages except for:

1. Non-numerical marks/grades shall be excluded from the calculation of grade point averages; and
2. The lowest mark/grade earned for a class/course taken more than once to improve a mark/grade shall be excluded from the calculation of grade point averages.

This exception shall not apply to recurring courses. Recurring courses are not considered repeated courses taken for the purpose of improving a mark/grade. Recurring courses are those taken by a student to further develop their understanding and skills in the subject (e.g., journalism, advanced art or drama, concert band, etc.), or is taken by the student more than once to satisfy different credit requirements (e.g., advanced drama taken three

times to meet an elective requirement, an art requirement, and the occupational education requirement).

Incomplete Grades

- **“IN” Incomplete**

On occasion, where a student has had an extended excused absence during a grading period, the temporary mark, “IN”, may be used to indicate an incomplete. If the minimum requirements are met within a reasonable amount of time, determined by the teacher, the mark will be changed to a Pass or a letter grade. If these requirements are not met within the allotted time period, the mark shall be changed to an “F”.

- **“IP” In Progress**

Courses in progress but not completed by the end of current grading period (restricted use for Crest, Vocational Programs, Community Colleges, Sales/Marketing Lab). If a teacher in the general classroom converts a student to the SWOW (Schools Without Walls) program, the IP can be used until the contract is completed or broken.

HEALTH, MEDICINE & MEDICAL EMERGENCIES

- The health room is located in the Counseling Center. Sign in and out with School Nurse, or Health Room Aide. The School Nurse is available 2-1/2 days a week, but students can page her for medical concerns/questions anytime. Pager - 206-975-9247.
- No medication is available except as prescribed (see below MEDICATIONS). Any student taking prescription medication during school hours must have a signed medication authorization form on file in the health room
- In general, no more than 1 hour of class time should be spent in the health room. When a student needs to spend time in the health room he/she needs to sign in and out.
- If a student becomes ill at school, he/she should contact a parent to arrange to go home and sign out in the nurse's office located in the counseling center. If a student cannot make these appropriate arrangements, he/she can stay in the health room until such arrangements can be made.
- All accidents and injuries must be reported to the Health Room. The nurse will be contacted, if present, otherwise the parents, guardian and/or the family doctor will be consulted for assistance.

Health Concerns

Health information is confidential. Staff members are notified only if the student health concern may affect their performance in class. To report changes, leave the school nurse a confidential message, 206-236-3377. If you have a life-threatening medical condition such

as severe allergies, severe asthma, diabetes or epilepsy, please notify the school nurse as soon as possible to work out a plan of action.

Medications

If you must take any medications at school (includes prescribed or over-the-counter), your parent or guardian and health care provider must first complete a district-approved *Medication Authorization Form*. This is for your protection. To request a copy of this form be mailed to you, call 206-236-3377, and leave your address or print forms from the district website, www.mercerislandschools.org

INSTRUCTIONAL MATERIALS

Students are responsible for the proper care and return of loaned materials. If a student has not returned a school textbook, the missing textbook must be paid for or returned before another textbook in that department will be issued. When supplemental books or equipment are required for a course, students have the option to purchase the items or to borrow them from the library or from their classroom teacher.

INSURANCE

Any MIHS student may purchase insurance coverage provided by the Schools Insurance Association of Washington. Information on this coverage may be obtained in the Main Office.

LIBRARY - MEDIA CENTER

The library is a quiet place for study, research and reading. The librarian and staff are anxious to help you with your information needs. Library hours are 7:00 am until 3:30 pm. No food or drinks are permitted. A copy machine is located in the library (15 cents a copy) A complete list of rules and procedures can be found on the Library's website at: www.mercerislandschools.org

LOCKERS

Lockers will be available at no charge on a limited basis for students who request them. These will be distributed in September. Students should not keep anything of value in their lockers, or give out their locker combinations. The school is not liable for stolen or damaged articles. There is neither right nor any expectation for privacy of lockers. School officials have the right to search and examine the contents within them. Students should report immediately any damaged or malfunctioning locker to the Main Office. Each and every locker in the school building shall be subject to inspection by authorized personnel. No locker shall be left unlocked and unattended at any time. The student shall be responsible for any and all items found in the locker, regardless of whether the student claims or admits to own them.

LOST AND FOUND

Lost and found boxes are in the Athletic (formely the Attendance) Office. If items are not claimed after one month, they are donated to Mercer Island Family and Youth Services.

OPEN PERIODS: AREAS FOR OPEN STUDY

If a student has an open period in his/her schedule the expectation is that the student will be in one of the following areas:

- Library - open access for quiet study
- Commons - conversation, study, snacks, refreshments
- Outside - courtyard/amphitheater
- Counseling Center - to see counselors
- Career Center – open access for quiet study
- With a teacher, if the teacher has a free period.

PARKING

Mercer Island High School operates supervised parking lots for staff and students. There are a limited number of spaces that can be provided to students, staff and visitors. The school administration has the final authority on all parking matters. The owner/driver of the vehicle shall be solely responsible for cost of any infractions, fines, or for the cost of towing. Students who live within the 1-mile walk zone are not eligible for parking.

Before the semester begins

Students with a valid driver's license who are "in good standing" * can apply for a parking space in Student Parking Lots. Since parking is limited, these parking spaces are usually allocated to seniors only. Juniors may also apply when there are spaces available, after all seniors who applied, are allocated their spaces. Students will be notified about the procedure for applying and when applications for parking will be accepted.

Parking on campus is a privilege, not a right, and may be disallowed if abused or for other reasons determined by the school security officer or administration. See details in *Parking Violation section*.

Procedure for Allocating Spaces in the Parking Lot

The administrator responsible for the Parking Lot will develop the application process and communicate this to all students. The administrator will work with a Review Group that includes the other administrators and the Security Officer to identify those who need a specific parking spot & students who are not "in good standing"*. Applications from students not in good standing will not be accepted; the administrator will discuss this with these students and their parents if necessary. The administrator will conduct a lottery for distribution of parking passes as needed.

*A student is "**in good standing**" if the student:

- Has demonstrated a strong academic focus and is not failing any classes
- Has demonstrated good conduct to promote the safety of the school
- Has no more than 5 unexcused absences during the semester--- **Effective beginning of 2nd semester of the 2017-2018 school year**

- Has no more than 2 parking violations during the semester and has paid parking fines--- **Effective beginning of 2nd semester of the 2017-2018 school year**
- Has paid all ASB fees and fines for the semester

*Reasons for a student to be considered “**not in good standing**” include, but are not limited to, the following:

- Has 3 or more Parking violations
- Has unpaid ASB fees or parking fines
- Has demonstrated conduct detrimental to the safety of the school
- Are discourteous in the neighborhood – littering, excessive noise, disobeying no parking

ASB Applications and Finances

Parking spaces at Mercer Island High School are limited and students are encouraged to carpool, walk, or use public transit when possible. The ASB Accounting Clerk will accept Parking Applications within the timeline established each semester and permits will be dated and issued by grade level seniority. MIHS will allocate the limited spaces in a consistent and nonarbitrary fashion each semester. That said, the District will provide reasonable accommodations, such as parking, so that students with disabilities can enjoy the benefits and privileges equal to those enjoyed by other students.

Student parking spots will be allocated in the following order:

1. Senior students with 504s or special needs **implicating mobility limitations**;
2. Seniors who have applied and provided payment. If there are more Senior student parking applications than parking spots, a lottery will be held to allocate parking spots.
3. If spots remain available after all Seniors who timely applied have been allocated parking, the application process will be opened up to Juniors. Juniors with 504s or special needs **implicating mobility limitations** will be considered first.
4. Any remaining spaces will be opened up to Junior applicants. As for Seniors, applications will be accepted within an advertised time frame and spaces will be allocated using a lottery system. a lottery will be used to allocate parking spots.

If a student feels that a parking space is a reasonable accommodation for a disability, that student should contact their alpha-Administrator to ascertain what, if any, accommodations are appropriate.

Fees for Parking

- Individual student parking passes will cost \$75 per semester.
- Seniors will pay 150 for the entire school year.
- Parking passes are distributed at the beginning of each semester and must be displayed on the car with parking privileges.
- Lost or misplaced parking passes should be reported to the Administrator and a replacement may be purchased for \$15.

Security and Enforcement

- The School Security Officer is responsible for security and enforcement in the parking lots. Vehicle information and allocated parking lots will be kept on file in the Security Office. The Security Officer is also part of the Review Group that includes all administrators when parking spots are finalized.
- The lots will be monitored by the School Security Officer and any parking violations will receive a fine. Tickets will be placed on the windshield. All tickets will be paid in full by the end of the semester.
- *See Parking Violations and Fines for more detail.*

Mercer Island Police Department

MIPD officers routinely monitor the roads and parking lots on campus and may impose fines and sanctions, in addition to those imposed by the school.

Staff and Visitor Parking:

- All visitors must park in designated visitor spaces, numbered 1-17, located in front of the school and must register their vehicle in the Main Office. Visitors AND STUDENTS should NOT PARK in numbered staff parking spots.
- Electric Car Charging Stations are available in spaces 18 and 19.
- Administrator parking spots are reserved for administration 24/7, seven days a week.
- Any student who parks in the Visitors spots or illegally may be ticketed and/or towed.

Student Parking:

Student Parking spots are by Parking Permit only from 7:30 am-3:00 pm Monday through Friday

Parking Violations:

The following Parking violations will result in a ticket:

- A student's parking pass is NON-TRANSFERABLE. Students have a pass to park in their allocated parking lot only. The Parking lot is posted on the Parking Permit. Only that parking assignment may be used by the student.
- A student's Parking Permit must be displayed anytime the car is in the parking lot.
- Parking in unauthorized areas-fire lanes, bus zones, numbered staff, handicapped spots, visitors' spots, curb, etc.
- Speeding or unsafe driving in the Parking Lots will result in a fine and/or loss of parking privileges.

Parking Fines:

- 1st offense-Warning or Parking fine of \$50
- 2nd offense-Second fine of \$75
- 3rd offense-Third fine of \$100 and a warning about loss of Parking privileges

- 4th offense-Possible loss of parking privileges for the remainder of the year

All fines must be paid in full by the end of each semester. Fines not paid will prevent a student from purchasing dance or graduation tickets until the fine is paid in full. The Security Officer will monitor parking tickets and submit a copy to the ASB Accounting Clerk for tracking payment.

Appeals:

Violations and fines may be appealed to the Parking Lot Administrator.

Any requests for change of parking spot or questions about parking will be referred to the Administrator in charge of parking.

Parking probation:

Students who are not in good standing in the fall or fall out of good standing during the school may be put on probation. The probationary status will last for up to 1 quarter (9 weeks). At the beginning of the probationary status the student will be provided a contract outlining the terms for regaining “good standing” status. If the student fails to meet the expectations set forth in the probation their parking privilege will be revoked.

PASS/FAIL OPTION

A student may opt to take one course a semester on a pass/fail basis. This semester grading option is available once each semester. Forms are available in the Counseling Center. They must be submitted within ten (10) days following the posting of first quarter grades for first semester and within ten (10) days following the posting of third quarter grades for second semester.

PROGRAM OF STUDIES

The Mercer Island High School *Program of Studies* is a valuable tool to help students plan their four-year educational program. It describes the academic rigor and diversity of our curriculum. The many options allow you to individualize your course of study to meet individual objectives, learning needs and interests. In addition to describing courses, the *Program of Studies* provides information about graduation requirements, credits, grades, career options, Advanced Placement courses and special programs. Please consult with your parent/guardian and counselor as you use this guide to design your high school program.

REGISTRATION / COURSE SELECTION

Student registration takes place in the spring for the following school year. A full course load is 6 classes or course equivalent. The courses students register for determine the number of sections needed for each subject. Students receive their schedules in

mid-August. Counselors are available during scheduled days in late August to review schedule changes requested for academic reasons.

Typically, only the following technical problems will be considered an academic reason for schedule change:

- Course out of sequence
- Course prerequisite not yet met
- Course needed to fulfill graduation requirements

Students who meet the schedule change criteria are asked to:

1. Fill out an *Add/Drop Form* for each course change and submit it to the Counseling Center.
2. Understand that their entire schedule may change as a result of their request.
3. Follow original schedule until informed of official change to schedule.
4. Students who request an Add/Drop in late August will find out if their request was granted when all students receive their new schedule on the first day of school.
5. All schedule changes must be completed by the 5th class day of the first semester or the 3rd class day of the second semester.

Five Course Minimum

All students are expected to be enrolled in a minimum five (5) courses or credit equivalents during any semester. All athletes/drill team members/cheerleaders must be enrolled in and passing 5 classes or course equivalents to be eligible to participate in activities. Freshmen are required to be enrolled in six courses.

Adding/Dropping a Class

- Students will be allowed to add a class during the first five (5) class days of the first semester or first three (3) days of second semester.
- If a student withdraws from a class within the first five (5) weeks of a semester class, no record will appear on the transcript. If a student withdraws after the fifth week, a “W” is posted to the transcript. The “W” grade will be a matter of record on the transcript and will not be computed in the grade point average. To drop a class, students need to complete an *Add/Drop Form* from the counseling office and obtain parent and teacher signatures.
- **No student will be dropped from a class within ten days of the final exam.**
- After the first five weeks, if a student changes levels (i.e. drops Spanish 2 and adds Spanish 1 or drops Algebra 2 and adds Geometry), the dropped course will appear on the transcript with a “W” grade. This will remain on the transcript even if the student retakes the course at a later date.
- After the first five weeks, if a student changes from an AP version of a course to a non-AP version of the course (i.e. drops AP US History and adds regular US History) the dropped course will appear on the transcript with a “W” grade. AP courses have very specific syllabi, so moving from AP to non-AP constitutes a course change that must be recorded on the transcript. This “W” will remain on the transcript even if the student retakes the course at a later date.

New Student Registration

Registration papers can be downloaded from the Mercer Island District website; www.mercerislandschools.org or by picking up a Registration Packet from the Main Office. Completed packets are returned to the Main Office. Once the paperwork has been reviewed, a counselor appointment for the new student and his/her parent/guardian will be made.

SIGNS/POSTERS/DISPLAYS

All posters should adhere to appropriate standards of decency and respect. Staples or tape of any type may not be used on plasterboard walls or any painted surface. Please use tack strips. Tacks are available in the Main Office. Posters should be removed once they are out of date. Posters must be reviewed by an administrator. Posters without approval will be removed. Community announcements may be placed on the Community Service Bulletin Board with administrative approval.

STOLEN ITEMS

1. Report theft immediately to the Security and Main Offices.
2. Complete a *Theft Report Form* with the Security Office.
3. Notify Security Office if your locker is damaged.
4. Report theft to police if the item is of significant value.
5. If you suspect or have any vital information concerning an individual(s) relative to the missing item(s), notify an administrator.

TESTING

The Counseling Center provides information on many tests and administers others.

- SAT I and II are given seven times during the year at various test centers.
- ACT is given five times during the year at various test centers
- PSAT/NMSQT – is SAT practice and are used by the National Merit Scholarship Corporation to determine eligibility for scholarships and provide recognition to those who do well on the test.
- PLAN – is ACT practice, targeted for sophomores and provides information for career and college planning.
- ADVANCED PLACEMENT TESTS – are given in May. AP tests are offered in a variety of subject areas. Students who score well may receive college credit.
- Smarter Balance Assessment Consortium Test (SBAC): 10th & 11th grade students take this exam in English Language Arts & Math during May.
- END-OF-COURSE EXAMS – 10th, 11th & 12th grade students take End-of-Course Exams in Math and 10th grade students take End-Of-Course Exam in Biology.

TRANSCRIPTS

Transcripts are a cumulative academic record of all classes taken during grades 9 – 12. The student's academic record and status on graduation requirements are available online through Skyward Family Access. Senior year, final official transcripts are mailed at the end of June according to the directions given by the student at senior clearance. After a student

graduates from high school, transcripts can be ordered for \$5.00 each from the Registrar. Order forms are available online or from the Registrar's Office in the Counseling Center.

VISITORS

All student visitors need to be approved by the administration and the *Pre-Arranged Student Visitor Authorization Form* ensures this happens. Forms are available in the Main Office. Our policy is student visitors are not permitted to visit if they live in the Puget Sound area, unless they are considering transferring to MIHS.

All visitors must show ID when entering the building during school hours. Visitors may only park in the **designated visitor's parking spaces numbered 1-17** in the front parking lot. If visitors park in numbered spaces in any lot, they may be ticketed, fined and/or blocked in by student or staff vehicles.

WEBSITE

This handbook can be found online at: www.mercerislandschools.org

Up-to-date schedules, bulletins, school and PTSA details can be also found on the MIHS website.

Mercer Island School District
EFFECTIVE COMMUNICATION
Board Policy 4217

The Mercer Island School District is committed to non-discrimination and ensuring its District-sponsored programs, activities, meetings, and services will be accessible to individuals with disabilities, including persons with hearing, vision, and/or speech disabilities. The District will, in the previous contexts, take appropriate steps to communicate with persons with disabilities and their companions with disabilities

effectively and in accordance with applicable state and federal laws. Such steps may include timely furnishing of appropriate auxiliary aids and services when necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, programs, activities, meetings, or services conducted or sponsored by the District.

Primary consideration, as described more fully in the procedures implementing this policy, will be given to the choice of aid or service requested by a person with a communication disability

Though the District will honor requests for aids and services to the extent possible and in a manner consistent with state and federal laws, the District may require reasonable advance notice from a person requesting accommodation so the District has sufficient time to acquire or implement the requested aid or service. If a last-minute request for aids or services cannot be fully addressed by the District, the District will honor the request to the fullest extent possible.

The District will take steps to make its website accessible to individuals with disabilities.

When an IDEA-eligible or a Section 504-eligible student's disability impacts his/her hearing, vision or speech, the school will apply both a FAPE (free and appropriate public education) analysis and the effective communication requirements of the Americans with Disabilities Act of 1990 (Title II) in determining how to meet the student's communication needs and how to formulate the student's individual education program (IEP).

The District's website will provide information on how to request auxiliary aids and services, ask related questions, or raise concerns. When necessary and upon request, such information will also be provided in an accessible format for the requestor at no cost. A form for requesting auxiliary aids and services will be available on the District website, at the District office and attached as an appendix to the implementing procedure for this policy. When determining an appropriate auxiliary aid or service, the District or school will give primary consideration to the auxiliary aid or service specifically requested by a person with a communication disability.

For purposes of this policy, "auxiliary aids and services" includes a wide range of services, devices, technologies, and methods that promote effective communication with persons with disabilities. Examples of such auxiliary aids and are:

- qualified interpreters (on-site or through video remote interpreting services),
- real-time computer-aided transcription services ("CART"),
- written materials,
- open and closed captioning, including real-time captioning,
- voice, text, and video-based telecommunications products and systems, including text telephones (TTYs), videophones, and captioned telephones, or equally effective telecommunications devices,
- qualified readers,

- braille,
- screen reader software, or electronic versions of information

The types of auxiliary aids and services necessary will depend on the length and complexity of the communication, the circumstances, and the needs and desires of the needs of the individual requesting accommodation.

Auxiliary aids and services will be provided for any school-initiated program, activity, meeting, or service, which may include:

- 1 Parent/teacher conferences
- 2 ESE/IEP/504 meetings
- 3 Conferences or hearings involving student corrective action
- 4 Planning meetings
- 5 Interviews for District employment
- 6 Interactive meetings regarding accommodations
- 7 Graduation ceremonies
- 8 Field Trips
- 9 School Performances or Sporting Events
- 10 Board Meetings
- 11 Website information, including on-line information regarding curriculum, policies, and Board materials and agendas
- 12 Reports of student grades and academic progress
- 13 Parental alerts regarding school closures or events

The Superintendent is granted the authority to develop procedures in order to implement this policy.

Communication Flowchart Coming Soon

MIHS Policies and Procedures

Academic Integrity Code

Mercer Island High School is committed to providing an atmosphere which values truth, integrity, personal accountability, and respect for the rights of others. To this end, academic dishonesty is strictly prohibited. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.

To help students achieve their maximum academic potential, the Mercer Island High School community will promote an environment, which fosters integrity and honorable conduct. Administrators, faculty, students and parents share the responsibility for maintaining an atmosphere in which personal accountability is valued. The constant theme must be honest evaluation of student progress demands honest work by each learner and students must be fully responsible and accountable.

Procedures:

- During the first week of classes, teachers will clearly define honest and dishonest academic work in all of their classes by discussing expectations and the importance of honest effort.
- Teachers will inform students of procedures and practices relating to examinations, homework and class work.
- Teachers will advocate the importance of honesty by employing teaching and testing strategies that reduce the opportunities for dishonest behavior.

Definition of Academic Dishonesty

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.

Student Expectations for Academic Honesty

- Students must conduct themselves according to the highest standards of personal integrity.
- Students will not use dishonest methods to fulfill academic expectations and responsibilities.
- Whenever students have a question about this code, they should ask their teachers.
- Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher.

Examples of academic dishonesty include, but are not limited to, the following:

- Communicating with another student during an examination or quiz;
- Copying material during an examination or quiz;
- Allowing a student to copy from one's examination or quiz;
- Using unauthorized notes or devices;
- Submitting falsified information for grading purposes;
- Obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher;
- Submitting a paper or project which is not the student's work;
- Copying another person's assignments;
- Allowing another student to copy one's assignment;
- Removing examinations or parts of examinations without the knowledge and consent of the teacher;
- Impersonating a student to assist the student academically;
- Having another student impersonate the student to assist academically;
- Stealing or accepting stolen copies of tests or answer sheets keys;

- Changing answers and seeking credit on an assignment or examination after the work has been graded and returned;
- Altering a teacher's grade book;
- Falsifying information on applications (e.g., college scholarships);
- Using computers, programmable calculators, or other electronic devices in violation of guidelines established by the teacher;
- Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher;
- Unlawfully copying computer software or data created by others;
- Misusing school computer systems which are used for student, staff or administrative purposes; and
- Any other violation intended to obtain credit for work which is not one's own.

Plagiarism Definition

- Plagiarism can be intentional or unintentional, but is academically dishonest regardless.
- Some obvious forms of intentional plagiarism include submitting a current or former student's paper as your own, purchasing or finding a paper on-line and submitting it as our own, or cutting and pasting chunks of "research" from another source and inserting it into your paper without proper citation and quotation.
- Perhaps the offense most students seem to think is NOT plagiarism, but in fact constitutes plagiarism, is rephrasing an encyclopedia article without proper citations. Even if rephrased, the student is still passing off the ideas of another person as their own—this IS plagiarism.
- Students also commit plagiarism when they submit assignments that were not assigned as group or collaborative assignments, but were worked on with other students. Again, this can be intentional or unintentional, but still constitutes plagiarism. Unless specified by the teacher, assignments, including homework, papers, projects, and other assessments, are supposed to reflect the student's own ideas. If two students submit a similar assignment, such as a paper with similar structure, order of evidence, and/or the same choices of quotations, that are highly unlikely to have occurred by accident, they have committed plagiarism. If one student wrote the paper and the other copied it, both students are equally guilty of plagiarism. This is equally true of homework—if one student copies another student's homework, both are guilty of plagiarism.
- It is every student's responsibility to safeguard their work. It is every student's responsibility to make sure their own ideas, not ideas arrived at collaboratively on non-collaborative assignments, are submitted as their work. Students can have peers proofread and edit their work, but must submit their own ideas and only their own ideas.

Reporting Plagiarism:

- Teachers must report and document plagiarism. The standard punishment for plagiarism is a zero on the plagiarized assignment, regardless of whether intentional or unintentional plagiarism was committed. Teachers may require

students who have plagiarized to redo the assignment for no credit. If the teacher deems it appropriate in a specific situation, a student may be allowed to redo a plagiarized assignment for full or partial credit.

Consequences for Academic Dishonesty and/or Plagiarism

The following consequences for academic dishonesty, and/or plagiarism, will be applied and implemented by all teachers.

1. The teacher shall investigate and report any incident of academic dishonesty to the student's Associate Principal.
2. If it is determined that the student engaged in academic dishonesty, the teacher shall assign the student no credit for the academic work or examination involved.
3. The teacher is not required to provide the student with an opportunity to re-submit the assignment or allow for a make-up of any kind.

Upon notification by teachers, school administrators may impose, but not be limited to imposing, the following consequences for a first offense:

1. Notifying parents of the code infraction.
2. In-school suspension not to exceed three days.

Additional or more serious violations of the Academic Integrity Code shall be dealt with more severely. Consequences for any offense beyond the first offense, or a more serious first offense will include, but not be limited to, the following:

1. Meeting with the parent(s)
2. Out-of-school suspension not to exceed three days.
3. Notification of the student's college counselor and any faculty members writing a college/university letter of recommendation;
4. No public recognition of the student in any senior awards function;
5. Removal from the National Honor Society (if applicable);

Consequences for any offense beyond the first offense or a more serious nature may also include removal from the class without credit in which the additional offense occurred. College or universities to which the student has applied or been accepted to may also be informed of the offense.

Mercer Island High School Attendance Procedures

Position

In addition to Mercer Island School District [Board Policy 3122 A](#), it is the position of the Mercer Island High School community that regular attendance leads to optimum academic progress, prepares students for college and career readiness, and prepares students for active participation in our society. The purpose of this vision is to maximize instructional time and encourage student responsibility.

Overall, contact with teachers, students, and the wider community is an irreplaceable and necessary aspect of the learning process.

Attendance

Regular attendance, as defined by Washington state and the United States Department of Education as being present for 90% of all your classes, will be rewarded with open campus and on-campus parking privileges.

- Families are responsible for understanding the potential consequences of class absences, excused or not. Parents are expected to respect the published school calendar and schedule class absences to occur while school is not in session.
- Once students have arrived on campus, they are expected to attend all classes on time.
- Students are expected to sign in and out at the attendance window at the Main Campus, the Front Desk at Crest Learning Center (CLC), or combination thereof as circumstances dictate.
- Students are responsible for completion of prearranged class absence forms and coordinating with staff, teachers, counselors, and administrators prior to any planned class absence.
- Habitual “skipping” and tardiness may result in disciplinary action such as Saturday School, Lunch Detention, or other interventions as deemed appropriate.
- For attendance purposes, block classes (eg. English/History, Crest Block) are treated as separate periods and have attendance recorded independently.
- Mercer Island High School does not recognize nor approve “skip days”. Students outside of their scheduled class without an approved pre-arranged class absence form excusing them will be considered truant and subject to disciplinary actions and/or further interventions.
- Students are ultimately responsible for the accuracy of their attendance record.

Excused Class Absences

Class absences may be excused for the following reasons if there is timely verification (prior to class absence or within 5 school days upon return) of such reasons provided to the school:

1. Illness or health condition;
2. Pre-arranged medical appointment for the student or person for whom the student is legally responsible*;
3. Family emergency;
4. Religious or cultural holiday or participation in religious or cultural instruction*;

5. Pre-arranged participation in a school-approved activity or instructional program*; and
6. An approved pre-arranged activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth*. Vacations and college visitations are not considered activities consistent with district or state policy.

Please see [Board Policy 3122 A](#) for additional reasons a student's class absence may be excused. Any student who is absent without a legitimate reason as described above will be marked unexcused.

*These types of class absences are considered pre-arranged and students are responsible for communicating with the school prior to their class absence.

Tardies

Teachers are expected to take attendance at the start of class, students arriving late must sign-in using Tardy Kiosks to be marked present. Each classroom will have a receptacle for Tardy Receipts. Reminder: students are ultimately responsible for the accuracy of their attendance record.

A tardy will be recorded as follows:

1. A student is marked "tardy" if they are less than 10 minutes late for a class; and
2. A student is marked "tardy-absent" if they are 10 or more minutes late for a class.

Unexcused Class Absences and Tardies

Unexcused class absences and tardies occur when:

1. The parent, guardian or adult student submits an excuse that does not meet the definition of an excused class absence as defined above (including vacations);
2. The parent, guardian or adult student fails to submit any type of excuse statement for a class absence; or
3. The parent, guardian, or adult student does not submit a signed Attendance Slip with excuse within 5 days of the student's return; or
4. Parents or students fail to follow proper procedure in any other way.

Expectations and Procedures

1. **Parent/Guardian Communication:** The parent/guardian is expected to notify the school attendance office of the reason for the absence within five school days of the student's return to school via signed note, email, phone call or face to face interaction with the attendance office

administrative assistant. For pre-arranged class absences, communication is the responsibility of the student and must be done prior to class absence through a WHAMMO.

2. **Class absences due to pre-arranged appointments:** Parents and guardians are expected to schedule appointments, when possible, during a student's off-period to diminish the impact of their student's class absence on their learning. We also understand that this may not always be possible due to scheduling conflicts.
3. **Student Communication:** A student is responsible for observing establishing classroom routines when communicating with the teachers about work missed prior and/or after a class absence.
4. **Parental/Guardian-Approved Activities during School Sessions:** Prior to a student leaving school for a parental/guardian-approved activity, the parent or guardian of the student must seek approval from the principal or designee to have said class absence(s) excused. A class absence may not be approved if it causes a serious adverse effect on the student's educational progress, is not a valid educational opportunity, or is inconsistent with our list of acceptable excuses.
5. **Make-up Work:** A student will have two makeup days for each day of an **excused** class absence. For example, if a student miss classes on a Monday, that student can turn in work until Wednesday. Teachers may determine if additional time is necessary. In addition, a teacher is **not required** to provide work for an unexcused class absence. Teachers will also have the discretion to require work to be completed prior to a prearranged class absence.
6. **Leaving During Class or School Day:** Students leaving the building before the end of or coming in after the start of their day **for any reason** must sign in and out as appropriate at either CLC, the Attendance Window, or combination thereof.
 - a. If a student needs to leave school due to illness, the student must first check in at the Health Room.
 - b. Students planning to leave during class **must present a signed note with the dismissal time to the teacher on the day of to be released from class.**
 - c. Class absences that take place during the day cannot be excused after the fact. For example, an appointment happening during one class period must be excused prior to departing the building.
7. **Pre-Arranged Class Absence Form:** Students are expected to complete a Pre-arranged Class Absence form/WHAMMO for any and all scheduled activities or events that occur during a regularly scheduled class. The form should be submitted to the Attendance Window no fewer than three days before the class absence. Students are expected to take care of attendance business during their own time such as before or after school, during break, or during lunch.

8. **Attendance Correction:** In the event that an error has been made, attendance correction forms are available at the Attendance Office.

Extra / Co-Curricular Activities

Students participating in a co-curricular activity (i.e. athletic practices, club events/meetings, rehearsals) must attend at least 60% of their assigned class periods in a given day to be eligible for participation in the activity or event. Exceptions may be granted by an administrator or designee in advance.

Health-Related Class Absences

1. **Extended illness or health condition:** If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical.
2. **Excused class absence for chronic health condition:** Students with a chronic health condition that interrupts regular attendance may qualify for placement in a limited attendance and participation program.

Links to Mercer Island School District Policies and Procedures

ATHLETIC AND ACTIVITY CODE

<https://www.mercerislandschools.org/cms/lib/WA01001855/Centricity/Domain/92/Student%20Athletic%20Eligibility%20Handbook%202019-2020.pdf>

DISCIPLINE AND PROCEDURE

<http://go.boarddocs.com/wa/misd/Board.nsf/goto?open&id=9QRFJ414AB02>

<http://go.boarddocs.com/wa/misd/Board.nsf/goto?open&id=9QRFJ614AFE6>

ELECTRONIC RESOURCES AND INTERNET SAFETY PROCEDURE

<http://go.boarddocs.com/wa/misd/Board.nsf/goto?open&id=9YTTDS76DE70>

NONDISCRIMINATION

<http://go.boarddocs.com/wa/misd/Board.nsf/goto?open&id=9U4RGX6DF16C>

PROHIBITION OF HARASSMENT, HAZING, INTIMIDATION AND BULLYING AND PROCEDURE

<http://go.boarddocs.com/wa/misd/Board.nsf/goto?open&id=9UJLTN581130>

<http://go.boarddocs.com/wa/misd/Board.nsf/goto?open&id=9UJMAQ59D606>

SEXUAL HARASSMENT OF STUDENTS PROHIBITED PROCEDURE

<http://go.boarddocs.com/wa/misd/Board.nsf/goto?open&id=A48NU8619695>

STUDENT RIGHTS AND RESPONSIBILITIES

<http://go.boarddocs.com/wa/misd/Board.nsf/goto?open&id=9QRFHB145E98>

STUDENT USE, POSSESSION, OR SALE OF ALCOHOL AND DRUGS

<http://go.boarddocs.com/wa/misd/Board.nsf/goto?open&id=9QRFJL14CF56>

USE AND POSSESSION OF TOBACCO, NICOTINE PRODUCTS AND DELIVERY DEVICES WITHIN THE MERCER ISLAND SCHOOL DISTRICT

<http://go.boarddocs.com/wa/misd/Board.nsf/goto?open&id=9QRJWE4C417E>

PLEASE REFER TO THE MISD BOARD POLICIES TO VIEW THE COMPLETE LIST OF POLICIES AND PROCEDURES