

2011-2012 STUDENT/PARENT HANDBOOK

Revised 10-4-2011

Joel E. Ferris High School
3020 East 37th Avenue
Spokane, Washington 99223

Phone: 509-354-6000

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www.ferrishs.org

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Please read this handbook and keep it in a convenient location for frequent reference.

Individuals with disabilities who may need a modification to participate in a meeting should contact the Ferris Public Office no later than three (3) days before the meeting or as soon as possible so accommodations can be made.

The Spokane Public Schools complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or handicap. This holds true for all students who are interested in participating in educational programs and/or extra curricular school activities. Inquiries regarding compliance procedures may be directed to the district Equal Opportunities Officer, Ivan Bush, 354-7344.

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Asbestos in our school: Please be assured that all the asbestos is either in a nonpublic area or is well encapsulated. It is the District's intent that all asbestos materials are kept in a safe, well-maintained condition through a program of Periodic Surveillance and ongoing maintenance activities. All of the asbestos records for Ferris High School are kept in the Asbestos Management Plan which is located in the Head Custodians office.

Pesticides and Herbicides: The school district sprays pesticides and herbicides twice a year at Ferris. The areas sprayed are clearly marked, and those adults in charge of supervising students in these areas, such as coaches and teachers, are given prior notice in order to modify practice schedules and lesson plans.

Dear Parent/Guardian/Student/Patron:

On behalf of the entire staff, welcome to Ferris High School. Our commitment and mission are to create a school where all students achieve high academic standards and are prepared for post-secondary life, learning and careers.

Our comprehensive curriculum is designed to prepare students for success after high school by developing the skills and knowledge needed for the changing demands of the 21st century world and work place. We encourage all students to take a challenging, interesting course of study. To support student success, our teachers are available before and after school. Ferris also provides an after school homework center, summer school, and make up sessions during spring and winter breaks. We want to provide every opportunity possible for students to get the help they need to be successful. Ferris is constantly assessing and updating its programs to assure that we are doing our best to meet the needs of our students and the community.

This is a particularly exciting time at Ferris as we ‘dig in’ to our construction project. Over the next 2 ½ years, our campus will be completely redesigned and renovated. During the construction, school will continue in a reasonably normal fashion with safeguards in place to assure that all students and staff are safe and interruptions to student learning are minimal.

High school is a time of great opportunity and Ferris is full of great options. We encourage all students to stretch themselves in the selection of their academic classes as well as decisions to be involved in our rich variety of athletics and activities. From our championship sports programs to our nationally renowned music programs, there is something for everyone.

By entering Ferris, students and their families are joining a community focused on learning and personal growth. Persons of all backgrounds, cultures, and abilities are accepted in our school community. High school can be complex and difficult to navigate. At times, families need assistance, inspiration, clarification, or advice. Don’t hesitate to call if you have questions or need help. A call to 354-6000 opens the door to all of our services.

We are looking forward to serving our students, their parents, and our community.

Sincerely,



Kevin Foster, Principal

PowerSchool Parent!

Spokane Public School’s online student information system provides parents and students with real-time access to your student’s schedule, attendance, and grades. PowerSchool is Internet based so you are able to login from any place you have Internet access. If your student is moving up from a SPS middle school, your user name and password remains the same. If you have lost your password, contact LorisS@spokaneschools.org.

The following list describes some, but not all, of the access screens:

Attendance: The last 2 weeks attendance is displayed on the left hand side. Gray areas indicate non-school days and blank cells mean the student was present.

Grade: Final and current grades are shown to the right of the class. Click on a blue letter grade to see a listing of the individual assignments and scores that make up the grade.

Total Attendance: The two columns on the far right show total absences and tardies for the current term. Click on a blue number to see the dates of that attendance.

Grade History: Displays quarter and semester grades for your student for the current term. To view your student’s graduation progress click on the blue link.

Attendance History: Displays attendance for your student for the current term. A dash represents a non-student day. A dot represents no class that day. Blank represents present.

Email Notifications: Parents can sign-up to have grades and attendance sent to an email account. Update or add more email addresses.

PowerSchool Access: www.FerrisHS.org or <https://powerschool.spokaneschools.org/public/>

Spokane Public Schools • School Calendar 2011 - 2012

September

M	T	W	T	F
			◆ 1	▲ 2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
★30	31			

SIGNIFICANT DATES

September 1	Teacher Collaboration Day
September 2	Teacher Workday
September 5	Labor Day
September 6	First Day of School
November 11	Veterans Day
November 17-23	Elementary Conferences
November 24-25	Thanksgiving Holiday
December 19 - January 2	Winter Break/Holidays
January 3	Back to School
January 16	Martin Luther King, Jr. Holiday
January 30	Semester Break Day/ Snow Makeup Day
February 17	Non-student/Teacher Noncompulsory Day/Non Work Day for 10 month/Snow Makeup Day
February 20	Presidents' Day
March 26-30	Elementary Conferences
April 2-6	Spring Break
May 28	Memorial Day
June 15	Last Day of School (Unless extended by snow makeup days)
June 18	Designated Snow Makeup Day
June 19	Designated Snow Makeup Day
June 20	Designated Snow Makeup Day

ELEMENTARY GRADING PERIODS

End of First Trimester	November 21
End of Second Trimester	March 14
End of Third Trimester	June 15

ELEMENTARY REPORTING TO PARENTS

FIRST GRADING PERIOD	
Conferences/Progress Reports	Nov. 17, 18, 21, 22, 23
SECOND GRADING PERIOD	
Conferences/Progress Reports	Mar. 26, 27, 28, 29, 30
THIRD GRADING PERIOD	
Progress Reports	June 15
Kindergarten Checklist	November 17-23

SECONDARY GRADING PERIODS

End of First Quarter	November 4
End of First Semester	January 27
End of Third Quarter	April 12
End of Second Semester	June 15

SECONDARY REPORTING TO PARENTS

First Quarter Report Cards	November 16
First Semester Report Cards	February 8
Third Quarter Report Cards	April 23
Second Semester Report Cards	June 21

LEGEND

- Holiday
- ▲ Non-student; Teacher Compulsory Day
- Non-student; School Break Day
- ◆ Non-student; Teacher Collaboration Day
- ★ Designated snow closure makeup days:
 - #1 January 30
 - #2 February 17
 - #3 June 18
 - #4 June 19
 - #5 June 20

February

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	★17
20	21	22	23	24
27	28	29		

March

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
★18	★19	★20		

Directory of Services

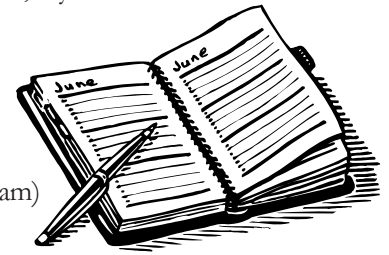
Activity/Sports Information	Business Office	354-6006
Attendance Hotline – reporting absences	Last names starting A – K	354-6060
.....	Last names starting L – Z	354-6158
Bookroom	Cheryl Falmo	CherylF@spokaneschools.org or 354-6055
Business Office		354-6006
Bus Routes	Student Office	354-6116
	or www.spokaneschools.org/parents/ – then select Bus Routes from the Parent Toolbox	
Career Planning	Career Center – Linda Vincent	LindaV@* or 354-6029
Change of Address/Phone/Guardian	Data Processor – Kim Via	KimV@* or 354-6020
Class Schedule	Student’s Counselor – see below	
College/University/Trade School Information	Career Center – Linda Vincent	LindaV@ *or 354-6029
Counseling Staff		
A – Bi	Lori Mitchell	LoriMi@* or 354-6030
Bl – F	Kyle Bush	KyleB@* or 354-6028
G – L	Stephanie Hern	StephanieH@* or 354-6131
M – R	Christie Welch	ChristieW@* or 354-6014
S – Z	Kristen Lobdell	KristenL@* or 354-6031
Crisis Intervention	Student’s Counselor – See above	
Dances	Business Office	354-6006
DECA (An Association of Marketing Students)	Cheryl Gould	CherylG@* or 354-6079
Discipline	Wendy Bromley	WendyBr@* or 354-6135
ELD (English Language Development)	TBA	354-6017
ELD Newcomers	Victorya Rouse	VictoryaR@* or 354-6084
Event Information	Public Office	354-6000
Ferris Fax Number		354-6161
Fees/Fines	Business Office	354-6006
Graduation Status	Student’s Counselor – see above	
Health Services	Guidance Center – Emily Schutz	EmilySc@* or 354-6049
Homework Requests — email individual teachers or contact Student Office at		354-6116
Lockers	Student Office – Anita Maher	AnitaM@* or 354-6023
Lost & Found	Business Office or Bookroom	354-6006/354-6055
Music	Choral – Barbara Tappa	BarbaraTa@* or 354-6037
.....	Band – Ben Brueggemeier	BenBr@* or 354-6034
.....	Orchestra – Carol Pederson	CarolPe@* or 354-6035
Public Office		354-6000
Registration of Students	Guidance Secretary – Emily Schutz	EmilySc@* or 354-6049
Scholarships/Financial Aid	Career Center – Linda Vincent	LindaV@* or 354-6029
Student Office, Last names starting A – K	Patti Dickson	PattiD@* or 354-6024
Student Office, Last names starting L – Z	Anita Maher	AnitaM@* or 354-6023
Student Progress Reports	Teacher or Student’s Counselor – see above	
Student Accident Reports	Guidance Secretary – Emily Schutz	EmilySc@* or 354-6049
Student Reports of Theft	Educ. Security Specialist – Becky Wilkey	354-6144
Transcripts	Guidance Secretary – Emily Schutz	EmilySc@* or 354-6049
Withdrawals	Guidance Secretary – Emily Schutz	EmilySc@* or 354-6049
Yearbook, <i>The Exeter</i>	Tim Cox	Timdc@* or 354-6169

*all email addresses are @spokaneschools.org

Special Activity Schedule

First Practice – V/B/F **Football**
 First Practice – V/B/F **Cross Country**,
 V/B/F **Volleyball**, V/B/F **Girls Soccer**
 Freshman Orientation – *Link Crew*
First Day of School
 First Practice – **SlowPitch Softball**
 Hello Week Competition
 ASB Picture Day (for Yearbook & Picture Packets)
 A.C.T. Test (first test date)
 ASB Photo Make-Ups
 Senior Portraits Due to Yearbook
 S.A.T. Test (first test date)
P.T.G. Open House (Brueggemeier Hall)
 P.S.A.T. Test
 Homecoming Week
 Martin Luther King, Jr. Con
 Rubber Chicken Game
 P.T.G. Ham on Regal Week
 High School Proficiency Exam (HSPE) Testing Window
 AP Testing Window
 Big Fun Week
Graduation
 Last Day of School

August 17 – Wednesday
 August 22 – Monday
 September 1 – Thursday, 8:00am-Noon, Gym
September 6 – Tuesday, 8:00am
 September 6 – Tuesday, 3:00pm
 September 12 – 16
 September 8 – Thursday
 September 10 – Saturday
 September 15 – Thursday (9:00-11:00am)
 October 1 – Saturday
 October 1 – Saturday
October 4 – Tuesday, 6:30pm
 October 15 – Saturday (Fee: \$15.00)
 October 17 – 21
 January 13 – Friday
 February 9 – Thursday
 March 4 – 10 (Student Con – Tuesday, March 6, 8:00 - 10:30am)
 March 13 – 15 (Writing & Reading)
 May 7 – 18
 May 21 – 25 (during lunch)
June 10 – Sunday, 1:30pm, Spokane Veteran’s Memorial Arena
 June 15 – Friday – Dismissal at 10:55am



Fees

Student Insurance Application available in the Business Office
 G.S.L./A.S.B. Activity Sticker \$40.00* (Replacement cost \$40)
 Student I.D. Card Replacement \$ 5.00
 Yearbook, *The Exeter* \$45.00
 Breakfast Prices \$1.60 regular, \$0.30 reduced
 Lunch Prices \$2.85 regular, \$0.40 reduced
 * All athletes, music students and debate team members are required to purchase a GSL card.

Class fees may be paid once school begins:

All Art classes, per semester \$10.00
 All Fabric & Fashion classes, per sem. .. \$5.00
 All Foods classes, per semester \$5.00
 Woods, per semester ** \$10.00
 ** plus project fee: Woods 1 - \$25, Wds 2 - \$45.00
 Photography, 1st & 3rd semesters \$15.00
 DECA, per year \$20.00

- Spokane Public Schools will assess a fee of \$25.00 on all returned or otherwise dishonored (NSF) checks. Until the check amount and fee are paid, we will no longer accept payment from you by personal check.
- The Business Office is closed daily for one hour after second lunch for accounting purposes as per state regulation.



Book Fines

Student is responsible for the care and the return of all books. At the time of check out, if the student finds that a book has been damaged, the book needs to be returned **the same day** for repair or the student will be charged for the damage. Fees vary depending on severity of damage.

Notes:

- **GSL Sport Passes** can be purchased at the Ferris Business Office. If you need more information, call 354-6006.
- **Ferris Picture ID:** ID pictures will be taken September 8. Students will receive their permanent IDs immediately. All students will be issued a temporary card on the first or second day of school for textbook check out.
- **School rules** apply to all school-sponsored events.

Joel E. Ferris High School Activities

Clubs/Activities

Acoustic Club	Hazen Audel
Art Club	Sherri Thies
Astronomy Club	Patrick Daisley
Bands	Ben Brueggemeier
Bicycle Club	Ben Brueggemeier
Bowling Club	Ted Barnwell
Cheerleaders	Emily Schutz
Chess Club	Jeff Crawford
Choirs	Barbara Tappa
Cyber Patriots	Skip Crater
Dance Team	Christina Reuschenberg
Debate	Dan Sjolund
DECA (An Association of Marketing Students)	Cheryl Gould
Discoveries	Jennifer Walther
Drama Club	Mary Cooper
Environmental Club	Hazen Audel
Fashion Club	Susan Wolf
Ferris Action Team	Ted Barnwell
German Club	Gisela Hanks
<i>Link Crew</i> , Freshman Orientation	Mark Eastman, John O'Dell
Math Club	Ruth Brocklebank
Mathematics, Engineering, Science Achievement (MESA)	Jeremy Shay (9), Jaime Smith (10)
Multicultural Student Union (MSU)	Katie O'Connor,
National Honor Society	Kelsey Griffith
Orchestras	Carol Pederson
Pep Con Production	Jennifer Walther, Emily Schutz
Photography	Tim Cox, Mike McLauchlin
Ping Pong	Linda Bushinski
ProStart Food Service Club	Brenda Marsahl
Quidditch	Erik Powell
Recycling Club	Tim Carroll
Spanish Club	Holly Kinney
Stage Crew	Mary Cooper
Student Government (A.S.B.)	Jennifer Walther
Teaching Academy	Nancy Crater
Television Production Club	Joan Conger
Yearbook (<i>Exeter</i>)	Tim Cox
Senior Class Advisor	Linda Vincent
Junior Class Advisor	Katie O'Connor
Sophomore Class Advisor	Mara Bischoff
Freshman Class Advisor	Jason Selley

Varsity Athletics

Baseball	Jim Sharkey
Basketball (B)	Don Van Lierop
Basketball (G)	Rob Coulter
Cross Country (B)	Mike Hadway
Cross Country (G)	James Noble
Football	James Sharkey
Golf (B)	Clarence Hough
Golf (G)	Susan Prugh
Gymnastics	Ktee Burget
Soccer (B)	Robin Crain
Soccer (G)	Ashley Jones
Softball	Laurie Smith
Softball (Slow Pitch)	Linda Bushinski
Tennis (B)	Chris Jacobson
Tennis (G)	Mike McLauchlin
Track (B)	James Fisher, Jr.
Track (G)	David VonBrethorst
Volleyball	Kenny Davis
Wrestling	Tim Owen



Ferris Fight Song

*Let the **SCARLET** and **SILVER**
Stand out among the rest.
Showing others we're with you,
'cause we are by far the best.*

*As we're cheering our team on,
We will be full of pride!
We'll be fighting for **FERRIS SAXONS**
That's our side!*

**F-E-R-R-I-S Ferris
S-A-X-0-N-S Saxons**

*As we're cheering our team on,
We will be full of pride!
We'll be fighting as **FERRIS SAXONS!**
That's our side!*

School rules apply to all school-sponsored events.

Dance Schedule

<u>DAY</u>	<u>DATE</u>	<u>SPONSOR</u>	<u>TIME / PLACE</u>
Saturday	October 22	Homecoming Date Dance	8:00-11:00pm, Auxiliary Gym
Friday	March 16	Sadie Hawkins Date Dance	8:00-11:00pm, Auxiliary Gym
Saturday	May 5, 2011	Senior Prom Date Dance	8:30-11:30pm, Lincoln Center

Dance tickets may be purchased in the Ferris Business Office by 3:00pm on the last school day prior to the dance. Tickets will not be sold at the door. **Ferris student ID is required for ticket purchase and admittance to dances.**

The use of chemicals (alcohol, tobacco or drugs) at school or school sponsored events is a violation of school and district policy. Students violating this policy will be subject to school suspension. Evidence of chemical abuse at Ferris High School sponsored dances may result in an early termination of the event. School rules apply to all school-sponsored events. Students must be 9th grade or above to attend Ferris High School dances.



Our Mission/Vision

We are to affirm a supportive learning environment characterized by personalized instruction, student and staff accountability and high performance standards for all. Our purpose is to form a foundation for life-long learning, critical thinking, social responsibility, and a respect for diversity. This is the mission of Joel E Ferris High School.

Ferris High School Values

- A supportive environment which *appreciates diversity*, encourages *social responsibility*, and emphasizes *personalized learning*;
- Life-long learning;
- High performance standards that promote *rigor, relevance*, and *relationships*;
- Student accountability, emphasizing a positive *work ethic*.

Running Start

Application process and deadlines for Running Start are in the spring during registration. Students will be released to participate in the Running Start program based on certification of 11th or 12th grade level placement and college admission requirements. Grade level placement is based upon credits earned. Placement is as follows:

<i>Junior standing.</i>	Minimum of 10 credits
<i>Senior standing.</i>	Minimum of 15 credits

Home based instruction students will be released by the high school for Running Start participation once the student has been determined to have achieved 11th grade status using placement criteria established in District Procedure No. 3121. See Mr. Kight or student's counselor for more information.

Records Policy

By Federal law, Spokane Public Schools will respond to your request within 45 days. The request form may be obtained in the Ferris High School Student Office. You will be contacted for an appointment or otherwise to review and/or receive copies of the records requested.

Instructional Field Trips and Extracurricular Event Travel

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

Graduation Requirements

To graduate from Spokane Public Schools all students must complete each of the following:

1. Complete a minimum of 22 credits of course work:

English (Grades 9-12)	4.0
Mathematics (Grades 9-12)	3.0 *
Social Studies	3.0
Science (Grades 9-12)	2.0
The Arts	1.0 **
Career/Technical Education	1.0
Fitness	1.5
Health:5
Electives	6.0

Total Minimum Credits 22.0

*** Mathematics:**

Students graduating in 2012 must earn three math credits including 1 credit beyond Geometry (Integrated Math 2).

Students graduating in 2013 and beyond must complete three math credits including Algebra II or equivalent.

**** The Arts:** Includes two semesters of any combination of visual/performing arts that meet high school grade level expectations for the Arts.

2. Create a High School and Beyond Plan

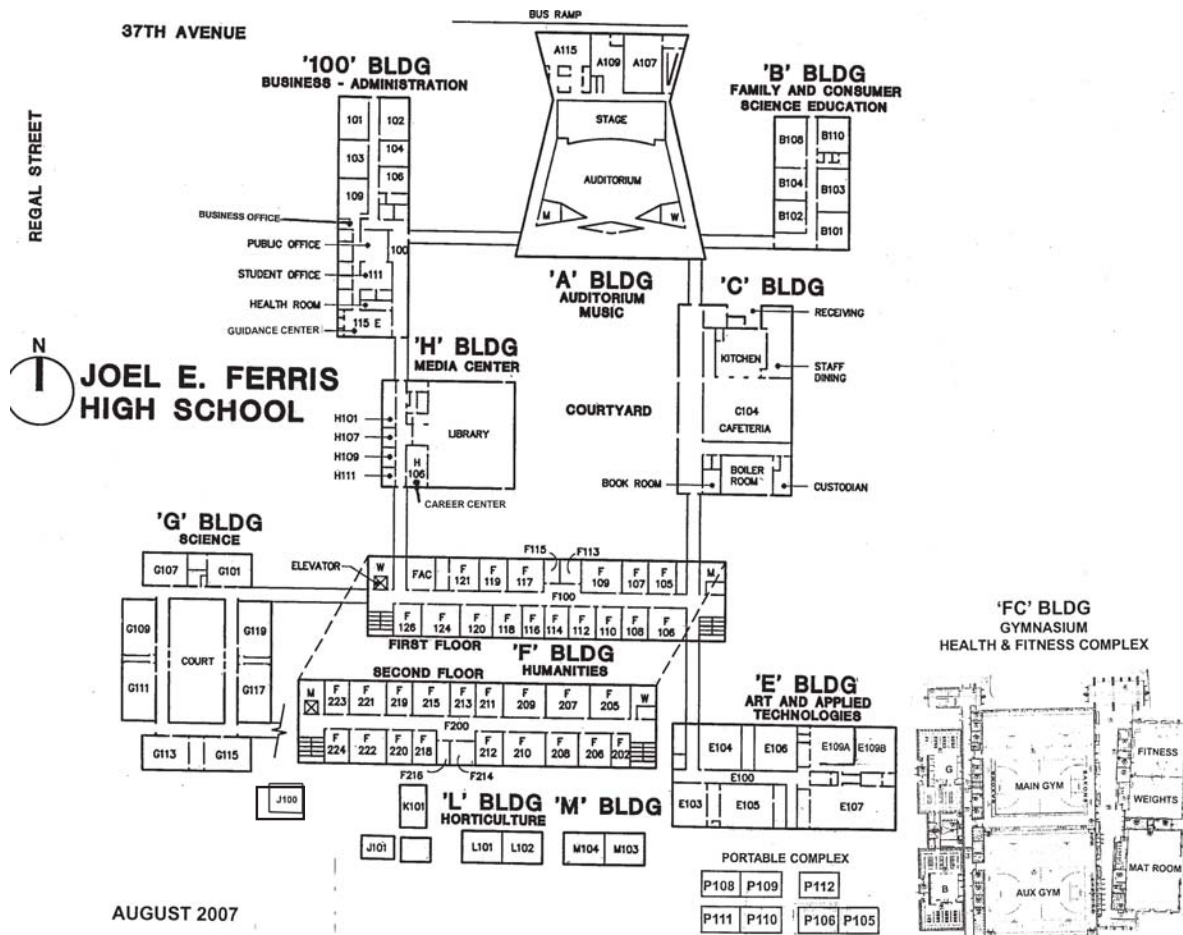
3. Complete a Culminating Project

4. Earn a Certificate of Academic Achievement (CAA) or Certificate of Individual Achievement (CIA)

- **Students graduating in 2012** must demonstrate mastery on HSPE (or WASL) Reading, Writing and Mathematics or equivalent (several options available). **Exception:** Students can satisfy graduation requirements in mathematics by earning one math credit during both their junior and senior year.
- **Students graduating in 2013 and 2014** must demonstrate mastery on the HSPE in Reading and Writing and EOC (end of course) Mathematics or equivalent (several options available).
- **Students graduating in 2015 and beyond** must demonstrate mastery on the HSPE in Reading and Writing and EOC (end of course) Mathematics and Science or equivalent (several options available).

Note:

To prepare our students for post secondary pursuits, Ferris High School expects all students to enroll in six (6) classes on campus every semester and take four (4) years of high school math and science. For additional information please check with your counselor and/or see: <http://www.spokaneschools.org/parents>



Student Rights & Responsibilities

Spokane Public Schools student rights and responsibilities sets forth the general policy of the district regarding student conduct. The school district has passed specific rules and regulations which describe the rights and responsibilities of students.

The rules and regulations describe the disciplinary actions which may be imposed by the district if the student should violate district policy or specific rules and regulations. Disciplinary action may include suspension, expulsion, or emergency action. The due process rights of students regarding notice of intended disciplinary action and hearing procedures available to the student are also included.

Complete policies and related documents are available in the principal's office and in the central Student Services office, N. 200 Bernard Street. You may also view them on the Spokane Public Schools web page: www2.spokaneschools.org/PolPro/ (Spokane Public School Policy No. 3200)

Cell Phones

Note to Parents – Please help us and your students by limiting your cell phone use during school hours. If you need to get in touch with your student during school hours, you may call the student office and we can get a message to him/her. If you choose to send your student a text message or leave a voicemail for him/her during school hours, please make a deal with your student that he/she needs to wait until after class to check messages.

Note to Students – Cell phones are not allowed during class time. You may check messages and use your phone before or after class. If cell phones are used during class, teachers may make referrals for disruption and/or defiance. Teachers may also confiscate phones as a part of progressive discipline.

The school does not accept responsibility for lost or stolen electronic devices.

Student Identification

Identification – By law, a student on school property or in attendance at a school-sponsored event shall, on demand, identify himself/herself to any faculty member or other school person expressly authorized by the school principal or the superintendent of schools to secure such identity. High schools require that **students carry student ID cards at all times during the school day** and at all school events for identification and for conducting school business. Spokane Public School Policy 3200.IV.A (www2.spokaneschools.org/PolPro/)



Construction Policy

For the safety of all, students who interfere with construction on the Ferris campus are subject to discipline which may result in expulsion.

Ferris High School Climate

It is imperative that a positive tone exists within the school setting for successful teaching and learning to take place. Cooperation among students and staff is the surest way to succeed in establishing such an atmosphere. Students must realize that they will be responsible for their conduct and that consequences exist.

It is the responsibility of every student and staff member at Ferris to promote and respect the safety and welfare of others. **If students, parents or staff members become aware of someone who is a danger to himself/herself or to others, they must bring this situation to the attention of the administration and/or security.**

Safety Tip Hotline: 354-SAFE (354-7233).

Violations of classroom and school rules and regulations could result in a wide range of interventions depending on the degree of the infraction. Progressive disciplinary action and interventions are designed to guide students' behaviors to acceptable standards.

Students Must Be in Class

During the school day, all students are expected to be only in assigned, supervised classrooms and learning areas. If a student is for any reason not scheduled in a class for any period of time during the school day, that student is expected to leave campus. At the end of the school day, all students are expected to leave campus by 3:00 unless they are in a supervised sport, activity or learning session. At no time should students be in classrooms or any campus area without direct adult supervision.

Freedom from Discrimination

No student shall be discriminated against by reason of race, religion, color, sex/gender, age, national origin, economic status, ethnic origin, physical, mental or sensory disability, sexual orientation, pregnancy, marital status, previous arrest, or incarceration. Spokane Public School Policy No.3200, II. E. (www2.spokaneschools.org/PolPro/)

Sexual and Other Harassment

Sexual advance, request for sexual favor, sexual comment, cartoon, innuendo, and other oral, written, or physical conduct of a sexual nature which is unwelcome or uninvited and is directed by a student toward another student, teacher, or other person is prohibited. Other harassment is also prohibited and is defined as intimidating another person in a way that relates to a person's race, religion, ethnic origin, sexual orientation, or physical, mental, or sensory disability, causes physical injury, or by words or conduct places that person in fear of harm to his/her person or property or causes disruptive conduct. Spokane Public School Policy No. 3200, III. L & M.

Bullying/Intimidation

Any student who engages in physical, verbal, social, or emotional harassment that occurs over a period of time will be guilty of bullying/intimidation. Spokane Public School Policy No. 3200, III. L. (www2.spokaneschools.org/PolPro/)

Attendance Policy Definitions

Unexcused Absence:

An unexcused absence is absence from class or school without a school official's knowledge and /or parent permission. Arrival to class in excess of ten minutes late without a teacher/office pass is considered an unexcused absence. (Within ten minutes is a tardy.) Home calling system will call each night to notify parents of absences. A **Behavior Intervention Letter** will be mailed to notify parents of five unexcused absences. The school will notify parents and file a petition with Becca Law Court after a student exceeds ten unexcused absences.

Excused Absence:

Illness due to health conditions, school approved activities, family emergencies, hospitalization, and disciplinary actions are considered excused absences. If you have a homework request for the time a student is gone three (3) days or more, you can go online to www.Ferrishs.org, locate the staff link and email or call the teachers. If you have no internet access, contact the student office at 354-6116 and we will request it from the teachers. Excused absences must be cleared within two (2) days following the return to school by the parent /guardian.

School Approved Activities:

School approved activities are entered on the attendance screen with the ACT mark. These activities are an important part of the school experience and are not counted in the ten (10) excused absence total.

Early Dismissal:

If your student arrives late or needs to leave early during the school day, he/she needs to obtain a late arrival or early dismissal slip from the Student Office by bringing a signed note from the parent or guardian. **Failure to check out or in through the Student Office will be considered an unexcused absence.**

Prearranged absence:

Prior to a student being gone from school we are requesting completion of a **Prearranged Absence Form**, available in the student office, along with a note from the parent or guardian. The student will take the form to his/her teachers for signatures. The student will collect homework and return the form to the student office prior to the absence.

School Service:

As a consequence for unexcused absences or tardiness, students might be assigned Campus Clean up, Lunch Clean up or other services to the school. Students who fail to complete School Services assigned to them will be referred to the assistant principal for further disciplinary action, including suspension.

Student Information Change:

In order to change information on student records (i.e., address, phone number, email address and parent contact information), a **Request to Change Student Information Form** is available in the student office. When completed, this form must be returned by the legal parent or guardian to be verified prior to the change.

Becca Bill:

After five days of unexcused absences in a month or ten unexcused days of absences in a semester, the student will be referred to the Juvenile Truancy Becca Court per RCW 28A.224. If you have questions about the Becca Court please contact Patti Dickson, 354-6024, or email pattid@spokaneschools.org.

Attendance Procedure

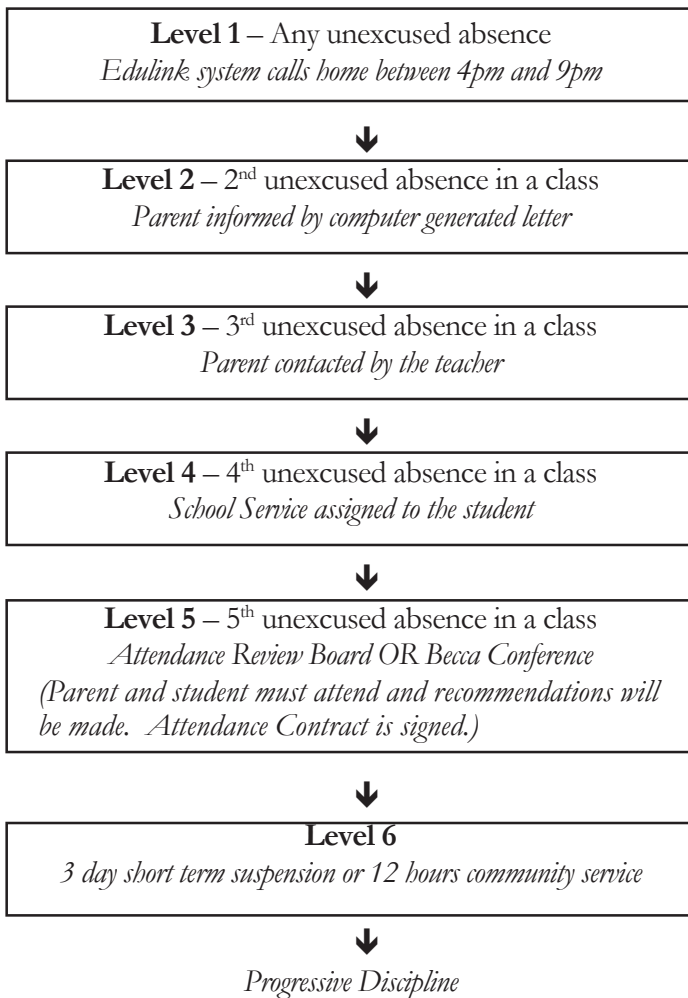
Absences must be cleared within two (2) days following the return to school in order to be considered an excused absence. After returning, if the absence has not been cleared by the end of two days, it will be classified as an unexcused absence. Only parent or guardian can excuse the absence by contacting the Attendance Hotline or sending a note to the Student Office within two (2) days of the student returning.

Using the Attendance Hotline

When calling the attendance hotline there is a short message followed by a 30 second message response time. If the line is busy, please try again. Also, call each day to avoid having the absence classified as unexcused.

1. Dial **354-6060** for last names starting with **A – K** or **354-6158** for last names **L – Z**.
2. After hearing the message leave the following information:
 - a. Please spell first and last name of student
 - b. Your name and relationship
 - c. Daytime phone number for verification
 - d. **Brief** reason for absence (cold, flu, apt)
 - e. Approximate time for arrival or departure

Consequences for Truancy



Note: It is a school request to have a student bring a note from a doctor after a student's absences exceed 15% of class time.

High School Proficiency Exam

The HPSE and ninth grade practice HPSE will be administered on the following dates:

March 13–14: Writing
March 15: Reading

Math and Science testing will consist of end-of-course comprehensive exams.

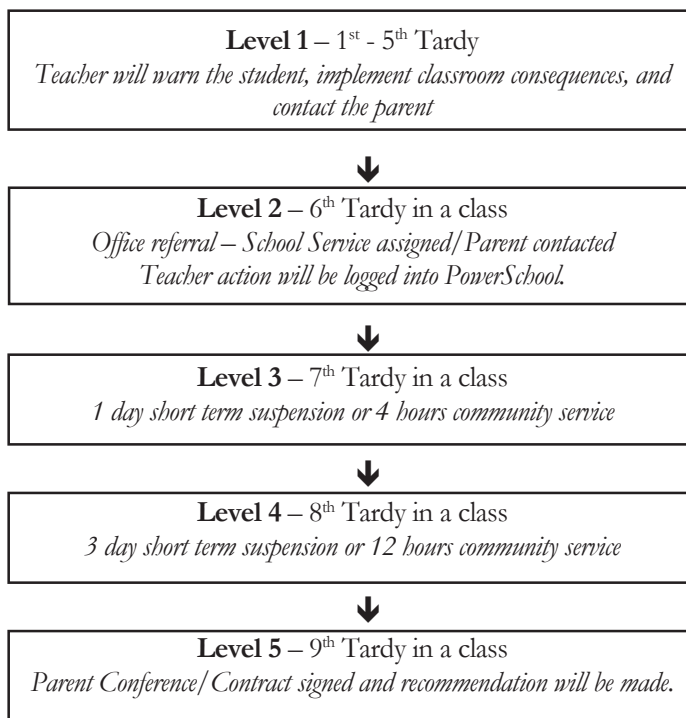
**Attendance
is very
important!**

Tardiness



Ferris High School expects all students to be in class on time daily. Habitual tardiness creates a disruption in the educational process in the classroom. If student is more than ten minutes late, you will receive a call from the home calling system to notify you of the tardy. Teachers will record tardiness, and students will be disciplined per the following procedure.

Consequences for Tardiness



E-mail Addresses

To promote better communication and use our limited building budget to support programs, **we are asking parents to provide your e-mail addresses.** This will create another avenue for teachers to keep parents more fully informed about student progress. We will also use e-mail to send the parent newsletter and other school communications. Our goal is to strengthen communication and our partnership with parents.

Please email this information, including your student's name to KimV@spokaneschools.org

General Information

After-School Sports

All sports require a current physical exam, accident insurance or a waiver signed by parents, an activity card, activity contract, and the individual sport contract. Activity buses will leave Ferris daily at 6:00pm beginning Thursday, September 2. School rules apply to all school-sponsored events.

Activity Passes

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

Bookroom

The Bookroom is open to students before and after school, during both lunches, and the passing time allowed between periods. During this time, students may purchase supplies and check in or check out textbooks/novels. **Ferris Student ID is required for all bookroom transactions. Defaced or damaged IDs must be replaced at a cost of \$5.00 at the Business Office before book checkout.**

Bus Conduct

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



Business Office

The Business Office is open to students before and after school, during both lunches, and the passing time allowed between periods. The Business Office handles all school district funds from such organizations as publications, athletics, clubs, A.S.B., bookroom, library, band, orchestra, choir, etc. Students can also deposit lunch account monies, purchase G.S.L./A.S.B. cards, school insurance, yearbooks, t-shirts, sweatshirts, hats and blankets from the Business Office. The Business Office cannot cash checks, nor can they give cash back on checks written for more than the amount due. Adult/family sports passes can also be purchased in the Business Office. **The Business Office is closed daily for one hour after second lunch. Ferris Student ID is required for all Business Office transactions.**

Convocations

We encourage all students to be involved in our convocations. They are great fun and help build a positive school climate. Those students who miss the convocations are asked to go to the cafeteria for the duration of the activity. Students who leave campus are subject to disciplinary action for truancy.

Crisis Drills

- The crisis drill signal is an electronic warble, followed by an announcement, "Attention, this is a Code 1, Code 1 situation."
- Students should take crisis drills seriously and follow directions.
- Students are to remain seated quietly, below window level until the "All Clear" signal sounds. This is an electronic chime tone followed by an announcement by an administrator who identifies themselves and says, "We are all clear."

Dances

All school policies are followed at dances. Infractions are dealt with in the usual manner. **Students will not be re-admitted to a dance after leaving the assigned area.** When Ferris dances are held in the Gym, the only shoes allowed on the Gym floor are white-soled tennis shoes. Students wearing other types of shoes will be required to remove them and dance in their socks. **Ferris Student ID is required with a ticket for admission to all dances.** Only current Ferris students may attend mixers. Students from other schools who attend our date dances must provide picture ID and must be pre-registered in the Business Office by 3:00pm on the last school day before the dance. *Guests must be of high school age or under 21. School rules apply to all school-sponsored events.*

Dress Code

Part of the Ferris High School experience is to prepare students for the workplace. Student attire should reflect workplace norms regarding modesty. Appropriate attire supports a positive school climate.

Tops must be long enough to clearly overlap the belt line or stay tucked in during the course of normal movement throughout the school day. Spaghetti straps and strapless tops are not acceptable attire.

Students' clothing shall be worn appropriately; e.g., pants shall be worn at the waist. Stomach must be covered and underwear should not be exposed.

Clothing that promotes the use of tobacco products, alcohol or other drugs, inappropriate language, sexual innuendo, slang or gang slang is not allowed. Bandanas may not be worn or displayed.

Fines and Fees

Absolutely no scholarships, college applications, requests for transcripts or records will be processed until all fines and fees are cleared. There are no exceptions.

First Aid

School personnel are trained to handle first aid for minor injuries. In case of serious injury or illness parents will be contacted immediately. If parents cannot be reached, and a parental consent form has been checked authorizing the school to seek emergency treatment, the child will be taken by ambulance to a hospital. **Please make sure your emergency phone number is on file.**

Fire Drills

- The fire drill signal is an intermittent tone on the fire alarm system.
- Students should take fire drills seriously and follow directions.
- Every student should at all times keep themselves under emotional control.
- Instructions are posted in each classroom as to the exit from that room.

Homework Requests

If a student is absent for a minimum of three consecutive days, homework may be requested from the Student Office, 354-6116. Teachers have 48 hours to respond to a homework request. You may also call or email teachers directly for homework. You may refer to the attendance policy for further information. Late assignments will be accepted by teachers unless the absence is unexcused or the teacher has previously established a deadline for the assignment or project. No make-up work will be allowed for unexcused absences.

Internet

The Spokane Public Schools has implemented an Internet Filtering Service (**BESS** and **Searchopolis**) which blocks access to sites and material that have been determined to be inappropriate for use in our schools. Personal responsibility, when using the Internet, will continue to be an expectation for students and staff. **Circumventing this system will result in loss of Internet privileges.** Continued inappropriate access will lead to progressive discipline. Spokane Public Schools is making every effort to ensure that our students have a safe and enriching learning experience when using the Internet. At the beginning of each school year, parents/ guardians have the opportunity to deny their student's use of Internet. Any parent/guardian who denies their student Internet use should notify the student's counselor. **Reminder:** *Hacking* into web sites is a violation of federal law. Failure to comply with district policy when accessing the Internet/website will lead to progressive discipline.

Life Threatening Health Conditions

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

Lockers

Homeroom teachers will assign lockers on the first day of school to students who desire them. All students are requested to have a locker partner due to the limited number of lockers. Lockers are the property of the school district. As property of the school, lockers may be inspected by school officials. Lockers are not to be written upon or in any way vandalized by students. The cost of repairing any damage to a locker will be charged to the student. Lockers should be for book use only – valued items of any sort should not be kept in lockers. **The school does not assume liability for stolen items.**



Loss or Damage of School Property

A student or their parent/guardian shall be responsible for the cost of property which is lost or willfully damaged. A student's grades, transcripts, and diploma may be withheld until restitution is made.

Lost and Found

If you have lost or found an item, contact the Business Office, 354-6006, or Bookroom, 354-6055.

Medication

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

Messages

The office will deliver **emergency messages only** from parents or guardians. The school will not deliver messages to students from other students.

Parking

Parking is provided in three lots. The white, numbered spaces are reserved for staff until 7:40am. We request students fill out and return a purple vehicle registration form located in and returned to the student office. We will have extra parking in the new North East lot. Be aware students are not to park in the identified reserved spaces surrounding the KSPS building. Attention to legal parking is particularly important as Ferris has received a notice of citation by the City of Spokane Fire Marshall. **No car may obstruct construction, parking is not permitted on the access road leading to the gym (Thurston).** We must maintain free access for emergency vehicles for the safety of all. Cars parked in fire lanes will be towed. Cars not parked in an identified parking stall will be towed. The school is not responsible for loss or damage to vehicles. Cars may be ticket resulting in a warning or up to a school fine or towing.

A bicycle rack is located at the north side of the G building.

Personal Effects

The school district continually strives to make our schools a safe place, both for students and their personal belongings. Unfortunately, incidents sometimes occur which can result in damage or loss of personal property owned by or in the possession of students. **Accordingly, parents are reminded that the school district cannot be responsible for loss or damage to personal property brought to school by students. Thus, students who bring personal belongings to school do so at their own risk.**

Restrictive Health Concerns

If your child develops a health condition restricting school activities, e.g. broken bones, sprains or other short term disability, the Student Office and student's counselor should be notified immediately, followed by written instructions from your doctor.

Elevator keys may be checked out in the Business Office. Students will be fined \$25.00 if the key is not returned.

Skills Center

The morning bus arrives at Ferris at 7:40am and leaves promptly at 7:45am. Students attending afternoon classes will be released from class **no sooner than 10:45am.** The bus leaves promptly at 11:07am. (On Thursdays, a.m. bus departs at 8:15 and p.m. bus at 11:10.)

Visitors

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

Wheels on Campus

Wheels are not allowed on the Ferris campus. Skateboards and roller blades (skates) will need to stay at home. Bikes will need to be walked onto campus to the bike racks on the north side of the G building.

Withdrawal from Class

All students are expected to take six (6) classes a day.

- A student may DROP and/or ADD a class (if available) during the first two weeks of a semester.
- A student may DROP a class after the end of the second week to the end of the sixth week with a "W" on the transcript (with written permission from parent).
- A student may DROP a class after the end of the sixth week of the semester with an F on the transcript (with parent permission and involvement).

STUDENT RIGHTS AND RESPONSIBILITIES

Student Conduct

Policy and Procedure 3200 explain the general policy of the district regarding student conduct. The procedures describe the disciplinary actions that may be imposed by Spokane Public Schools if a student should violate district policy. A student's rights are also outlined in this policy and due process is explained under the Due Process section of this brochure.

Disciplinary action may include corrective measures such as counseling, mediation, restorative practice, suspension, expulsion, or emergency action. Due process rights of students regarding notice of intended disciplinary action are also included in this policy and procedure.

Attendance

The compulsory attendance law of the state of Washington requires that any child between 6 or 7 years of age and 18 years of age must attend school full time when school is in session unless the child is enrolled in an approved private school, an educational center, or is receiving home-based education.

Policy and Procedure 3120 define excused absences, unexcused absences and trancies. This policy and procedure also define the responsibility of the school district, parents/guardians, and teachers in monitoring school attendance. Based on RCW 28A.225.030, a petition must be filed with the Juvenile Court if a student has 5-7 unexcused absences in a month or 10 unexcused absences in a year, or if a student's unexcused absences can not be reduced over a period of time.

Unlawful Discrimination, Harassment, Intimidation or Electronic Bullying

Harassment, intimidation, or bullying mean any intentional electronic, written, verbal, or physical act, including, but not limited to, one shown to be motivated by a characteristic in RCW 9A.36.080 (race, color, religion, ancestry, national origin, gender, sexual orientation including gender identity, or mental or physical disability) or other distinguishing characteristics when the act physically harms a student or damages their property, substantially interferes with a student's education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.

Complaints regarding discrimination, harassment, intimidation, or bullying are addressed through Procedure 3200. Individuals who believe there has been a violation of nondiscrimination, harassment, or bullying and intimidation laws may contact Ivan Bush, Equal Opportunities Officer, at 354-7344 or ivanb@spokaneschools.org. Further information and complaint forms may be found on the Spokane Public Schools Website www.spokaneschools.org.

Alcohol & Other Drug Use

Policy and Procedure 3200 explain that students will not possess, use, deliver, distribute, sell, offer to sell, or arrange to sell or be under the influence of, or show evidence of having used or abused any controlled substance or counterfeit substance (identified in RCW 69.50.204) or any illicit drugs or alcohol as those terms are used in federal anti-drug and alcohol laws, including 20 U.S.C. 3171, 3221. etc., nor will they be in possession of drug paraphernalia as defined by RCW 69.50.102:

1. On the school grounds during and immediately before, or immediately after school hours.
2. On the school grounds at any other time when the school or school grounds are being used for any school activity, function, or event.
3. Off the school grounds at a school activity function or event.
4. On or off school property when the possession, use, transmission, distribution or sale of said item(s) has a material and substantial adverse impact on any or all aspects of the educational process.

Spokane Public Schools recognizes that the use/abuse of alcohol, narcotics, and other drugs is a societal problem. Within the context of a school, use/abuse represents a health danger, disrupts the educational process, contributes to behavior problems, often results in diminishing academic performance, and can prevent the fullest physical, intellectual, and emotional development of each student. Programs of education, prevention, intervention, and after care are supported by Spokane Public Schools in collaboration and cooperation with public and private agencies. Violation of this policy will subject students to intervention as outlined in Policy and Procedure No. 3200.

Tobacco

Policy and Procedure 3200 explain that the use and/or possession of any and all tobacco products in/on property owned or leased by Spokane Public Schools is prohibited. Please note that Washington state law prohibits minors from possessing any tobacco product regardless of how the minor obtained it.

Violation of this policy will subject students to intervention, as well as disciplinary action referenced in Policy and Procedure 3200.

Exceptional Misconduct

Exceptional misconduct includes behaviors that have been deemed by the district, through a process designated by law, to be so serious in nature as to warrant a prescribed consequence described in Policy and Procedure 3200.

Dangerous Weapons/Threats

Policy and Procedure 2348 state it is a violation of district policy and state and federal law for any person to carry a firearm or dangerous weapon pursuant to state and federal law on school premises, including school-provided transportation. This also applies to non-school facilities when being used for school activities.

Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

Because of the extremely disruptive effect on the school environment and educational process, bomb threats will not be tolerated; a threat to bomb or injure property is a violation of RCW 9.61.160

Intervention and corrective actions for students violating this policy are reflected in Policy and Procedures 3200.



Parent Involvement Opportunities

Parent Advisory Committee

The PAC is a monthly discussion group open to all parents. Topics of discussion include current issues on campus. Meetings are *generally* on the fourth Monday of each month at 7:00pm in the Guidance Center. Please call the Ferris Public Office, 354-6000, if you are interested in attending.



P.T.G./Ham on Regal: Fun for all parents!

For 49 years, the Ferris P.T.G. has organized a one-of-a-kind fund-raising event for the benefit of school programs. The Ham on Regal show, an original stage production written, directed and performed by about 300 Ferris High School parents, is performed in mid-March. Since its inception, the show has raised more than \$1.2 million for Ferris High School student programs. Some tap number rehearsals begin in October. All other rehearsals begin Monday, January 2, 2012 in the Ferris Auditorium. Come meet parents, sing, dance, build sets and generally join the fun to raise money for our kids! If you would like to be involved in the production or help behind the scenes, please contact the 2012 Show Chairs Jeff and Denise Davenny or Bob and Donna Stout at showchairs@hamonregal.org.

Volunteers

Ferris High School is always in need of parent volunteers who wish to give of their time on an hourly, weekly or occasional basis. Help is needed in the **classrooms**, the **bookroom**, the **offices**, the **health room**, as dance chaperones and for special projects. If you would like to be involved at any level, please contact the Ferris Public Office at 354-6000.

2011-2012 Bell Schedules

Monday, Tuesday, Wednesday and Friday

Students with 1st Lunch

Warning 7:55

There is a 1 second warning bell 2 minutes before each class begins.

1 st period	8:00 - 8:54
2	9:00 - 10:00
3	10:06 - 11:00
Lunch	11:00 - 11:30
4	11:36 - 12:30
5	12:36 - 1:30
6	1:36 - 2:30

Students with 2nd Lunch

Warning 7:55

1 st period	8:00 - 8:54
2	9:00 - 10:00
3	10:06 - 11:00
4	11:06 - 12:00
Lunch	12:00 - 12:30
5	12:36 - 1:30
6	1:36 - 2:30

Thursday*

Students with 1st Lunch

Warning 7:55

There is a 1 second warning bell 2 minutes before each class begins.

Staff Collaboration	7:00 - 8:15
1 st period	8:45 - 9:32
2	9:38 - 10:28
3	10:34 - 11:21
Lunch	11:21 - 11:51
4	11:57 - 12:44
5	12:50 - 1:37
6	1:43 - 2:30

Students with 2nd Lunch

Warning 7:55

Staff Collaboration)	7:00 - 8:15
1 st period	8:45 - 9:32
2	9:38 - 10:28
3	10:34 - 11:21
4	11:27 - 12:14
Lunch	12:14 - 12:44
5	12:50 - 1:37
6	1:43 - 2:30

**Thursdays only: Morning bus pick up times will run 30 minutes later.*