



Student/Parent Handbook
2023-2024

Table of Contents

Welcome	1	Crisis Drills (lock-down)	10
Schoolwide Expectations.....	2	Safety Tip Line	10
Schoolwide Classroom Routines.....	2	Life Threatening Health Conditions	10
Significant Dates:	3	Loss or Damage of Property.....	10
Grading, Progress Reports, & Report Cards.....	3	Lost and Found	10
Weighted Grade Class Rank Information.....	3	Medication	10
Graduation Requirements	4	After School Sports.....	11
Additional Requirements	4	Activity Passes	11
Withdrawal from Class.....	4	Bookroom	11
Academic Interventions	4	Bus Conduct.....	11
Credit Deficiency	4	Business Office	11
Testing Information	5	Dances.....	11
Attendance Hotline:	5	Lockers	11
Attendance Policy.....	5	Messages	12
Becca Bill	5	Lunch and Breakfast	12
15 Percent Rule.....	5	Bell Schedule.....	12
Prearranged Absences.....	6	Fees and Fines	13
Early Dismissals	6	Parking	13
Truancies	6	Visitors	13
Tardies.....	6	Volunteers.....	13
Forgery	6	Wheels on Campus.....	13
Closed Campus.....	6	Campus	14
Campus Boundaries.....	6	CON Attendance	14
Single Point of Entry.....	6	ASB/GSL	14
Homework Requests.....	7	HB 1660	14
Student ID.....	7	Athletic Eligibility	14
Dress.....	7	Field Trips and Extracurricular Event Travel	14
Academic Integrity/Honesty	7	Fight Song	14
Self-Discipline	7	Nondiscrimination Policy and Procedure.....	15
Severe Behaviors.....	8		
Fire Drills	10		

Welcome

On behalf of the Shadle Park High School staff, we welcome you to the 2023-2024 school year!

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

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

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

Common School-wide Expectations

Attendance: Learning is maximized when students are in class. Thus, students are to be in class, on time, each day. If a student is found not in class without a pass, the student will be escorted to class. If a student refuses to go to class, or if the occurrence of truancy becomes habitual, students are subject to further corrective action and/or disciplinary consequences.

Students who are tardy/truant from class will be addressed using the process outlined below.

1. Teacher/student individual conversation regarding why the student is tardy, and strategies to ensure they make it to class on time.
2. Teacher/family conversation regarding why the student is tardy, and strategies to ensure the student makes it to class on time.
3. Referral via MTSS App to the student office.
4. Students who are repeatedly late to the same class and/or arrive late to multiple classes throughout the week are subject to further corrective action and/or disciplinary consequences.

10/10 Rule for Hall Passes: No hall passes in the first or last 10 minutes of class, please plan accordingly. Students who leave class during the first or last 10 minutes habitually and/or without permission from the teacher are subject to corrective action and/or disciplinary consequences.

Restrooms: Restrooms are NOT social spaces. Stalls are limited to one student at a time. Students are not to congregate in groups or loiter in the restrooms. Students congregating or loitering in the restroom are subject to corrective action and/or disciplinary consequences.

Cell Phones: District policy on cell phones states that cell phones may only be used in class in cases of emergency or with teacher approval. At SPHS, we use Red/Green sign in all classes. A “red sign” means cell phones should be put away at that moment. A “green sign” indicates that cell phones are allowed in that moment based on your teacher’s discretion. During class time, hallways are always “red”. Students who refuse to put the phone away when asked and/or demonstrate habitual, non-academic, phone use in class are subject to corrective action and/or disciplinary consequences.

Single Point of Entry: Any student arriving after the start of the school day (8:00am) will be required to enter through our single point of entry (Main Doors by the Flagpole on the Promenade) or through the South Commons Entrance (until 8:15am). After 8:15am, all students must enter through the Main Door by the Flagpole. Students are NOT TO OPEN DOORS FOR ANYONE to include your friends or individuals you know are students. Rather, please direct individuals to our Single Point of Entry. Students that open doors for any individuals are subject to disciplinary consequences.

School-wide Classroom Routines

Clear Learning Targets: Teachers will write clear learning targets every day and post them on the board where students are able to see them. Teachers will instruct students to write the learning target in their planner every day along with tasks students need to complete.

Entry Tasks: Teachers will have a 5-7minute entry task every day. The entry task can be used to respond to formative assessment from the previous day, launch into a new concept, spiral review, PSAT/SAT/SBAC/WCAS test prep, etc.

Gradebooks: Teachers will post a link to all assignments either in their PowerSchool gradebook or on TEAMS and will update their gradebooks every two weeks.

Class Syllabus: Teachers will provide a class syllabus for each course taught at Shadle Park High School. The course syllabus provides teacher contact information, classroom specific learning support opportunities, course description, course units & learning targets, grading scale, grading breakdown, retake & late work policy, and classroom expectations.

On Track, Skill Center and SVL students

On Track, Skill Center: Students attending On Track or the NewTech Skill Center half day will either be arriving or leaving at 11:00 am. Students leaving for On Track or Skill Center may leave their class at 10:45 to get their lunch and then meet the bus at 11:05 on Ash St. Students returning to Shadle Park from the morning session will arrive at 11:05 and should report to lunch or their class (depending on when the teacher has lunch).

SVL, open class period: Students who have an SVL class in the middle of the day, or have an open class period, should report to the Library for the entire class period.

Significant Dates

FIRST SEMESTER	
PLID (No School)	Aug. 28 th – 30 th
Student Launch Conferences	Aug. 31 st – Sep. 1 st
Labor Day (No School)	Sept. 4 th
First Day of Classes	Sept. 5 th
Picture Day	Sept. 8 th
Mid-Quarter Reports	TBA
PLID (No School)	Oct. 13 th
Picture Retakes	Oct. 20 th
End of 1 st Quarter	Nov. 3 rd
Veterans Day (No School)	Nov. 10 th
Thanksgiving Holiday (No School)	Nov. 22 nd – 24 th
Mid-Quarter Reports	TBA
Winter Break (No School)	Dec. 25 th – Jan. 5 th
Martin Luther King Day (No School)	Jan. 15 th
End of 1 st Semester	Feb. 1 st

SECOND SEMESTER	
Semester Break Day	Feb. 2 nd
Presidents Day	Feb. 19 th
Mid-Quarter Reports	TBA
PLID (No School)	Feb. 20 th
Spring Break	April 1 st – 5 th
End of 3 rd Quarter	April 12 th
Mid-Quarter Reports	TBA
Memorial Day (No School)	May 27 th
Last Day of School (half day)	June 14 th
Juneteenth (No School)	June 19 th

Academics

Grading, Progress Reports, & Report Cards

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

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

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

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

[Weighted Grade Class Rank Information](#)

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

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

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

Graduation Requirements

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

Requirement	T-2-4 Credits	Required Credits
*Math	4.0	3.0
English	4.0	4.0
Social Studies	3.0	3.0
*Science	4.0	3.0
Career & Technical	1.0	1.0
Fitness	1.5	1.5
Health	0.5	.05
Fine Arts (One Credit can be a Personalized Pathway Course)	2.0	2.0
*World Language~ OR Two Personalized Pathway Courses	2.0	2.0
Electives	2.0	4.0
TOTAL MINIMUM	24.0	24.0

Additional Requirements

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

Withdrawal from Class

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

Academic Interventions

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

Credit Deficiency

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

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

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

Testing Information (State and College Admission)

SBAC: Smarter Balanced Assessment Consortium measures each student's achievement compared to the Common Core State Standards (CCSS) in English Language Arts (ELA) and Math. These tests are taken in 10th grade for federal and state accountability and can be used to meet a student's graduation pathway requirement.

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

SAT: The SAT is required by many four-year colleges and universities. Shadle Park provides this test free of charge to all 11th grade students in March during the school day. This provides equal access for all students and promotes college interest and dialog. See www.collegeboard.com for information on costs and deadlines.

ACT: Is required by some four-year colleges and universities for 11th and 12th grade students. See www.act.org for information, costs, and deadlines.

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

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

Attendance

Attendance Hotline: 354-6715 (Available 24 hours)

When leaving a message, please leave the following information:

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

Attendance Policy

[CLICK HERE to view the SPS Attendance Policy and Procedure No. 3122](#)

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

Unless previously excused, the absent student's parent or guardian should call the 24-hour Attendance Hotline listed above. If there is an unexcused absence, the computer phone system will attempt to call the home to leave a message. Student absences must be cleared by a parent/guardian note or call within two (2) school days after the absence, or the absence will remain unexcused and considered a truancy. Truancy can result in numerous interventions including: parent meetings, attendance agreements, corrective action, progressive discipline, community truancy board, and filing of a truancy petition with juvenile courts (Becca Bill). (Pages 1 & 2 show 12 valid excuses for absences and tardiness -- <https://weba.spokaneschools.org/polpro/View.aspx?id=677>

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

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

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

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

15 Percent Rule

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

Prearranged Absences

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

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

Early Dismissals

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

Truancies

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

Tardies

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

Forgery

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

Closed Campus

Shadle Park is a closed campus from 8:00 a.m. to 2:30 p.m. Students must present their current school ID to enter the building.

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

Campus Boundaries

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

Single Point of Entry

Any student entering the building after 8:00 a.m. must do so through the main entrance which is SPHS's Secured Single Point of Entry. All other entrances will remain locked for the duration of the school day. Any student found letting anyone in through other entrances will be subject to progressive discipline.

Homework Requests

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

Student Expectations

Student ID

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

Dress

Students are expected to present themselves in a manner that is appropriate for school and a workplace setting. Our school welcomes any fashion style that doesn't **disrupt the educational process**. Attire and accessories that advertise, display, or promote an unsafe, violent, discriminatory, disrespectful, illegal or sexually provocative atmosphere are not acceptable. For more information, please see Policy 3200 on the Spokane Public Schools website (spokaneschools.org).

Academic Integrity/Honesty

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

Violations of Academic Integrity include:

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

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

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

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

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

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

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

Violations may result in a range of actions from restorative and/or corrective actions which may include a failing grade on a

Self-Discipline

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

Severe Behaviors

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

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

2. **Harassment, Intimidation, or Bullying:** Spokane Public Schools is committed to a safe and civil educational environment for all students, free from harassment, intimidation, or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

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

Other types of harassment include:

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

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

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

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

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

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

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

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

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

depending upon the amount of items stolen.

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

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

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

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

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

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

- First Offense: Rise Agreements, Drug and Alcohol classes, Counseling Referral, In-School-Intervention, or Short-term suspension may be assigned dependent on individual factors.
- Second Offense: Progressive Discipline including Rise Agreements, Drug and Alcohol classes, Counseling Referral, In-School-Intervention, Short-term suspension, or long-term suspension may be assigned dependent on individual factors.
- Third Offense: Within 24 months – actions ranging from suspension to expulsion from all Spokane Public Schools.

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

- First Offense: Rise Agreements, Drug and Alcohol classes, Counseling Referral, In-School-Intervention, or Short-term suspension may be assigned dependent on individual factors.
- Second Offense: Progressive Discipline including Rise Agreements, Drug and Alcohol classes, Counseling Referral, In-School-Intervention, Short-term suspension, or long-term suspension may be assigned dependent on individual factors.
- Third Offense: Within 24 months – actions ranging from suspension to expulsion from all Spokane Public Schools.

Safety

Fire Drills

These are necessary and required by law.

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

Crisis Drills (lock-down)

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

Safety Tip Line

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

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

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

Life Threatening Health Conditions

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

Loss or Damage of Property

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

Lost and Found

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

Medication

According to Washington state law and District Policy, if it is necessary for your child to receive oral medication (prescription or non-

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

General Information

After School Sports

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

Activity Passes

Students may purchase a G.S.L./A.S.B. card from the Business Office. The cost is \$42.00. This entitles the holder to attend regular season athletic events and to attend dances and other in-school activities at a discount rate or at no additional cost.

Bookroom

The Bookroom is open from 6:30 a.m. to 3:00 p.m. (closed from 11:30-12:15). During this time, students may purchase supplies and check in or check out textbooks/novels. Shadle Park Student ID is required for all bookroom transactions. Defaced or damaged IDs must be replaced at a cost of \$5.00 (or \$25 if the ID card has a GSL sticker) in the Book Room before book checkout. All books have been inspected for damages. Damages found have been noted in the Destiny system. Please inspect all books upon receipt. If you discover any damages, return it IMMEDIATELY to the Bookroom for a replacement. Books that are checked out to you are YOUR RESPONSIBILITY. Any damages not already noted will be fined to your account upon check in. Damages include, but are not limited to, writing, stains, liquid damage, dog-eared pages and cover damage.

Bus Conduct

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

Business Office

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

Dances

All school policies are followed at dances. Infractions are dealt with in the usual manner. The Shadle Park High School community is committed to providing a safe, fun, and respectful environment at our school dances. Students who exhibit inappropriate dancing behaviors during a dance will be asked to leave without a refund. Students will not be re-admitted to a dance after leaving the assigned area. Shadle Park High School Student ID is required with a ticket for admission to all dances. Only current Shadle Park students may attend mixers. Students from other schools who attend our date dances must provide picture ID and pre-register 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.

Lockers

The Student Office will issue lockers to students who request them. Lockers are the property of the school district and may be inspected by school officials. Lockers are not to be written on or vandalized by students. The cost of repairing damage to lockers will be charged to

the student. Lockers should be for book use only – valued items should not be kept in lockers.

Messages

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

Lunch and Breakfast

Students are allowed to eat in the Commons or in designated areas outside. No meals will be allowed to be eaten in hallways or classrooms. Students who leave the building during lunch must re-enter the building through the secured Single Point of Entry (main entrance). (See Spokane Public Schools website for costs of meals.) Students are not allowed to order food delivered to the school. Such deliveries will be turned away by office staff.

Bell Schedule



23-24 SHADLE PARK HIGH SCHOOL BELL SCHEDULE

MONDAY (COLLABORATION & ADVISORY)			TUESDAY – FRIDAY			TUESDAY (**IF MONDAY IS A HOLIDAY)		
Collaboration (non-student)	7:15am – 8:30am	75 mins	0-hour	6:50am – 7:50am	60 mins	0-Hour	6:50am – 7:50am	60 mins
P1	9:00am – 9:38 am	38 mins	P1	8:00am – 9:00am	60 mins	P1	8:00am – 8:51am	51 mins
P2	9:43am – 10:21am	38 mins	P2	9:05am – 10:00am	55 mins	P2	8:56am – 9:43am	47 mins
Homeroom	10:26am – 11:08am	42 mins	P3	10:05am – 11:00am	55 mins	Homeroom	9:48am – 10:32am	44 mins
P3	11:13am – 11:51am	38 mins	1st Lunch	11:00am – 11:30am	30 mins	P3	10:37am – 11:24am	47 mins
1st Lunch	11:51am – 12:21pm	30 mins	P4	11:35am – 12:30pm	55mins	1st Lunch	11:24am – 11:54am	30 mins
P4	12:26pm – 1:04pm	38 mins	P4	11:05am – 12:00pm	55mins	P4	11:59pm – 12:46am	47 mins
P4	11:56am – 12:34pm	38 mins	2nd Lunch	12:00pm – 12:30pm	30 mins	P4	11:29am – 12:16pm	47 mins
2nd Lunch	12:34pm – 1:04pm	30 mins	P5	12:35pm – 1:30pm	55mins	2nd Lunch	12:16pm – 12:46pm	30 mins
P5	1:09pm – 1:47pm	38 mins	P6	1:35pm – 2:30pm	55 mins	P5	12:51pm – 1:38pm	47 mins
P6	1:52pm – 2:30pm	38 mins				P6	1:43pm – 2:30pm	47 mins

Lunches are based off the floor on which a class is located.



Classes on the 1st floor/Gym will take **1st Lunch**.



Classes on the 2nd or 3rd floor will take **2nd Lunch**.

Fees and Fines

<p>Absolutely no scholarships, college applications, requests for records will be processed until all fines and fees are cleared. There are no exceptions.</p> <p>Student InsuranceApplication available in the Business Office</p> <p>For more specific plan information and prices, please go online at www.myers-stevens.com</p> <p>G.S.L./A.S.B. Activity Sticker \$42.00* (Replacement cost \$25)</p> <p>Student I.D. Card Replacement\$ 5.00 (I.D. only)</p> <p>Yearbook\$45.00 before 4/9/23 \$55.00 after 4/9/23</p> <p>All athletes and band students are required to purchase a GSL card.</p>	<p>Class fees may be paid once school begins:</p> <p>DECA Dues, per year \$20.00</p> <p>National Honor Society Dues \$10.00</p> <p>Band Uniform Cleaning \$11.00</p> <p>Heart Monitor Strap (required for Fitness) \$7.00</p> <p>CPR/First Aid card (fitness class) \$5.00</p> <p>Elevator Key (deposit)..... \$5.00 cash only</p> <p>Choir:</p> <ul style="list-style-type: none"> • Girls purchase/clean own choir approved dress (\$ varies; see Choir Director) • Boys wearing choir robe..... \$11 cleaning fee
---	--

*See “Extracurricular Activities” section of this handbook for information on HB1660 which waives extra-curricular fees for students who qualify as low-income.

Parking

Student Parking –

Parking permits are free for the first pass. If lost, stolen or damaged \$5.00 for a replacement

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

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

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

Visitor Parking – North Side (Closest to the building)

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

Visitors

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

Volunteers

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

Wheels on Campus

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

Campus

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

CON Attendance

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

Extracurricular Activities

ASB/GSL

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

HB 1660

Under HB 1660, which went into effect on June 11, 2020, school districts that charge a fee for attendance at or participation in any optional, noncredit extracurricular event must adopt a policy for waiving all fees for students who are low income. For more information, please visit the OSPI website's FAQ about HB1660 [here](#).

Athletic Eligibility

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

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

Field Trips and Extracurricular Event Travel

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

Fight Song

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

Nondiscrimination Policy and Procedure

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer:

- Civil Rights Coordinator and Title IX Coordinator: [Jodi Harmon](#), 509.354.7344
 - Section 504 Coordinator: [Melanie Smith](#), 509.354.7284
 - ADA Officer: Stephanie Busch, 509.354.5993 StephanieB@spokaneschools.org
 - Affirmative Action Officer: Jodi Harmon 509.354.7344 JodiH@spokaneschools.org
 - AHERA Officer: Bob Turner, 509.354.7143 RobertTu@spokaneschools.org
 - ALE Officer: Heather Bybee, 509.354.7361 HeatherB@spokaneschools.org
 - Certification Officer: Cindy Coleman, 509.354.7318 CindyCo@spokaneschools.org
 - Claims Agent: Rebecca Doughty, 509.354.7298 RebeccaDo@spokaneschools.org
 - Contract Officer: Cindy Coleman, 509.354.7318 CindyCo@spokaneschools.org
 - Copyright Compliance Officer: Mark Martell, 509.354.7212 MarkM@spokaneschools.org
 - Equal Opportunity Officer: Jodi Harmon 509.354.7344 JodiH@spokaneschools.org
 - Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer: Melanie Smith, 509.354.7284 MelanieSm@spokaneschools.org
 - Personnel Officer: Jodi Harmon 509.354.7344 JodiH@spokaneschools.org
 - Public Records Officer: Terri LeFors, 509.354.7395 TerriL@spokaneschools.org
 - Safety/OSHA/WISHA Officer: Rebecca Doughty, 509.354.7298 RebeccaDo@spokaneschools.org
 - Secretary, Board of Directors: Adam Swinyard, 509.354.7268 AdamSw@spokaneschools.org
- You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Officer, listed above. You also have the right to file a complaint (see below).
- [Spokane Public Schools Policy 3210: Nondiscrimination](#)
 - [Spokane Public Schools Procedure 3210: Nondiscrimination](#)